



# Memorandum

**To:** Honorable Mayor and City Council

**Date:** January 03, 2022

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

**Subject: Weekly Council Update/ December 26 - January 01, 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 service are up 21.1% decrease from previous week

Domestic battery - boyfriend was observed beating the girlfriend

Two vehicles' burglaries

Disturbance at Legacy Park a lady suffering mental illness causing a commotion

15 officers out covid 2 officers and 2 PSA's exposed

Missing person on Friday, PD was able to find him

Shift change effective January 17, 2022

Schools closed Winter break from December 20 to January 2, 2022

911 call at City Hall 8pm dec 23 PD went out and everything was fine

### **INFORMATION TECHNOLOGY**

No COVID cases in department/staff waiting results

Energov will start phase 2 on January 4, 2022

Some pending issues

Tyler 311 tickets not closing and not sending emails

Citywide security training will be scheduled at beginning of year

Working with Procurement to issue POs for PD

Garage door near Publix having issues still

### **FINANCE**

Some staff waiting results

Working with auditors wrapping up work at the office and rest of work will be conducted offsite

Contribution wires will be out today for the Interim City Manager's approval

Working on regular items

### **HUMAN RESOURCES**

Working on COVID spreadsheet - will provide numbers today with updates over the weekend

Will send out an email for testing information for Tuesday, December 28

January will start testing twice a week

Working on finance audit (timecards)

Staff members need to make appointment to do COVID testing at City Hall

## **PUBLIC WORKS**

Continue stormwater improvements  
1 employee positive for COVID

## **PLANNING AND ZONING**

Two pre-application meetings for new projects  
Reviewing skill nursing facilities  
Working with IT on Art in public places map online

## **PARKS AND RECREATION DEPARTMENT**

3 staff members are back  
10 people out COVID positive and two pending results  
Closing parks on New Year's Eve at 6:30 p.m.  
Trails and tails parking will be closed but park will be open

## **CODE COMPLIANCE**

Two people COVID positive and 1 out of the office waiting results  
Meeting with IT for audio visual support for Special Magistrate Hearings  
Final week for temporary outside dining creating emails with backup  
Enforcement will start next week

## **BUILDING**

7 COVID cases and 1 negative will come back tomorrow  
Operations continue as normal  
Short staffed but keeping up with demand

## **CITY CLERK**

Finalizing agenda for January 12 Council Meeting

## **CITY MANAGER**

- 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 City Manager held weekly meeting with Procurement Manager, Ms. Tanya Donigan.
- Interim City Manager held weekly meeting with Police Captain, Ms. Fatima Nuñez.
- Interim City Manager held weekly meeting with Interim Human Resources Director, Ms. Rita Garcia.

## **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.
    - Contractor is smoothing the retaining walls 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.
- Waterproofing/ soil compaction continues this week. Water proofing inspection scheduled for December 9<sup>th</sup>.
- 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.
- Parapet and concrete countertops.
  - Pending concrete steps for north egress path and access gate (opening) to elevator machine room.
- 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. 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 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.
    - 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.
    - Roof tapered insulation released for installation.
- 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 53rd 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 Scheduled with KVC for late November as the area is used as material laydown space.
  - Art in Public Places:
    - o Planning and Zoning Department to confirm date for next committee presentation.
  - Revision 19 & 20 is being review by City of Doral Building Department.
  - FF&E:
    - o Verified dimensions of the recessed opening in wood veneer wall for the interactive display in lobby with City IT.
    - o Waiver of Liability and Hold Harmless received to mount cameras to Codina's light poles.
  - City of Doral Mayor to visit the project site with the PMT and KVC on October 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:**

- Permitting process is on-going:
  - Miami Dade WASD permit is on-going.
    - Pending Elan's Sketch and Legal and Opinion of Title.
- General construction activities:
  - Monument sign construction is 95% complete.
    - Pending final coat of paint and letter.
  - Parking Lot curb construction 80% complete.
  - 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.
    - Grading for concrete/paver center on sidewalk is ongoing.
  - 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.

- **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, pending roof installation and inspection.
  - Playground area:
    - Shade cover pole footings concrete pour 100% complete.
    - Playground equipment installation 90% 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:
    - Benches on site and layout for final placement ongoing.
  - 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.

#### **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.
    - 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.
- Phase II & III Amphitheater, Ballfields and Skate Park:
  - Bermello-Ajamil submitted rework design.
    - BA to have redesign based on ROM provided by KL submitted by 11/24/21
    - 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.
  - On hold due to WASD permit.
- Phase IV Recreational Center/Lake Wall Foundation:
  - MDC Fire waiting for resubmittal (WASD permit).
  - MDC CORE waiting for resubmittal (WASD permit).
  - KL has been directed to hold work on geothermal system.
  - WASD fee paid on 11/22/21 via check provided by Doral. Verification letter was provided by WASD and sent to design team.
  - On hold due to WASD permit (Civil M2022001352)
- Construction Activities:
  - 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.

- 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.
- General Activities:
  - Weekly OAC meetings are held every Tuesday.
  - City's court
    - 92nd ROW dedication.
    - Obtaining DCP South side 7.5' x 50' easement for WASD.
    - Clearing DCP SW corner NW 29th St. easement.
    - ROW rededicating the unused ROW to the Central Park pending City Attorney review and recommendation.
    - CLOMR Management resubmittal by December 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 29<sup>th</sup>.
  - 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>.
  - Addendum 10 has been released.



- o Addendum II 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

### **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 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**

- 2- Business Tax Receipt renewals for FY 2020-2021 processed this week.
- 1- Business Tax Receipt applications for new businesses have been received this week.
- 19- 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: 44
- Zoning Inspections conducted: 2
- Site plans reviewed/approved: 4
- Zoning verification letters: 1
- The Planning and Zoning Director participated in the weekly staff meeting.
- The Planning and Zoning Department met to review Raising Cane's and skilled nursing facility's site plan comments.
- The Planning and Zoning Director participated in a Pre-Application meeting for the property identified by folio no. 35-3017-049-0100.
- The Planning and Zoning Department participated in a meeting regarding the site plan modification and installation of platform for Aerodoc.
- The Planning and Zoning Department met to discuss Council items regarding El Car Wash Land Use Amendment, Lehman Kia and Subaru site plan, Downtown Doral, Downtown Doral South, Alcohol Ordinance, Home-based Ordinance, Doral Décor District Zoning Map Amendment, Property Rights Element.

### **Building Department**

- ADMIN: Director and 11 staff out with Covid, representing 1/3 of current workforce, 1/4 of total department. Expectation is to return to virtual meetings for the New Year, at least temporarily while latest variant runs its course.
- EnerGov Update: Plante Moran EnerGov Phase II meetings will reconvene after New Year. Internal exercises for reviewing Sadiel's exported reports have been on hold due to virus outbreak.
- HUMAN RESOURCES ACTIVITIES: Vacancies: Plumbing Plans Examiner interviews completed last week, and candidate will be forwarded to HR shortly. Remaining vacancies posted.
- 2022 - The Building Department wishes everyone a safe and happy (and virus-free!) New Year. Week/Year ending 12/31/21 Stats (\*Significant effects of Covid and holiday season observed)
- APPLICATIONS: 34 (dn) Permit Applications Received (all departments)
- PERMIT & PLANS REVIEWS: 409 (dn) Plan Reviews (all departments)

- PERMITS ISSUED: 27 (dn) Permits Issued (all departments) with a construction value of \$1.5 million (dn) and \$34,250 permit fees collected (dn)
- INSPECTIONS: 296 (dn) Total Inspections Completed (all departments)

Active files in Review Coordinator as of 12/30/21:

- Review Coordinator - New: 90; Approved: 75, Failed: 55
- Permit Status (FEES DUE): 565 (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): 29 applications (UP) [may include reworks or 2nd round submittals]; (Backlog July (7), August (9), September (11), 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): 226 (dn) items pending review by a trade or discipline

### **Code Compliance**

- Department initiated enforcement on seven unapproved pop-up COVID testing sites around the city.

### **Finance Department**

- Accounts Payable: Processed 202 invoices; 102 checks and 4 wire transfer were issued for a total of \$904,946.02.
- Journalized the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- Processed Council's Payroll for December 2021.
- 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 55 POs for a total value of \$714,561.34  
CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 12/29/2021
- Solicitation No. and Title: RFP No. 2021-09 – Construction of Pedestrian Bridge - FDOT  
Dept: Public Works / Parks Bond  
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**

- Cultural Events Specialist, Parks & Recreation Department, Closes on 1/07/2022
- Facility Manager, Public Works Department, Closes on 01/18/2022
- Park Service Aide, Parks Department, Open Continuous
- Planner, Planning & Zoning Department, Closes on 01/16/2021
- Plans Examiner (Mechanical), Building Department, Closes on 1/14/2022
- Police Officer, Police Department, Open Continuous
- 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**

- Working on setting up Virtual Lunch and Learn for January

### **PRE-EMPLOYMENTS**

- Building Inspector, Building Department
- Building Records Clerk, Building Department
- Finance Clerk, Finance Department
- Police Officer (2), Police Department
- Accounts Payable Specialist, Police Department
- Clerical Aide, Police Department

## **Information Technology**

- Systems Administration. This Week:

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

Meeting with vendor to troubleshoot retention policy issues.

Upgraded our Backup cluster to the most recent version.

Removed Dell Security Gateway from the server.

Completed Server Windows Update in WSUS.

Cleaned some servers with low disk space.

Upgraded the cluster and all VxRail in PD

Fixed the vulnerability in important servers.

Assisted Police helpdesk with the print server.

- Resolved 90 % support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Provided two monitors to the Finance department.

- Installed Legistar for the Communications Director.
- Resolved Credit Card Machines issue at Morgan Levy Park.
- Continue to work on the installation of the latest Adobe Acrobat Pro software and the deployment of a new license.
- Modified door schedule for night events.
- Continue to work on reconciliation of physical inventory of IT equipment.
- Sr. Network Architect:
  - Configured the City's phone system to announce the Holidays Recording (Christmas and New Year's Eve).
  - Updated the Public Key Infrastructure on required systems for the Police Department.
  - Started provisioning New Network Devices, to replace corresponding equipment.
  - Supported the City Hall Help Desk during resolution to daily users' issues.
  - Continued to monitor the Network and performed actions based on incidents.
- Energov Systems Analyst: Became more familiar with the Building department.
  - Added comments to support ticket concerning Tyler 311.
  - Updated CSS site to display holiday notification.
  - Assisted customer with password reset.
- Smart City projects are underway:
  - FPL 2 LPR Poles/Public Safety Project:
 

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
 

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.

Project is 7% completed

## **Parks and Recreation**

- Finalized vendors for upcoming Art Walk Event on January 8<sup>th</sup>
- Conducted interviews for various Part Time position vacancies at the parks

## **Police Department**

### Arrests

- Felonies: 6
- Misdemeanors: 15

- Traffic: 2
- Warrants: 1
- DUI: 0

#### Traffic Citations

- Hazardous Moving Violations: 169
- Non-Hazardous Moving Violations: 190
- Disabled Parking Violations: 5

#### Civil Citations

- Civil Citations: 0

### **Notable Arrests & Incidents**

#### Petit Theft

#### Battery

Doral Patrol Officers responded the area of 1405 NW 107 Avenue regarding a female shoplifter in custody. Officers met with witnesses who told them that the female subject had concealed several fragrances and exited the store without paying for the items. As the witnesses approached the female subject to detain her, the female subject became physically violence. The female subject was arrested and transported to TGK.

#### Battery

Doral Patrol Officers responded to the area of 39 Street and Adra Avenue regarding a domestic battery. Officers met with the victim who told them that and argument had taken place and she had been battered by her partner. 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

12/17/2021 to 12/23/2021

- 7905 NW 53 ST., Downtown Doral Upper School – Traffic detail
- 10311 NW 58 ST., Divine Savior Academy – DARE graduation
- 8390 NW 53 ST., Downtown Doral Elementary School – Holiday event
- 8905 NW 114 Ave., Dr. Toni Bilbao – Holiday event
- 1455 NW 107 AVE., International Mall – High Visibility
- 4005 NW 104 AVE., Doral Oaks – Crime Watch
- 10311 NW 58 ST., Shop with a Cop
- 10220 NW 66 ST., Landmark – Property manager meeting/HOA update
- 6055 NW 107 Ave., Landmark South – Property manager meeting/HOA update
- 6055 NW 104 Ave., Divine Savior School – Area check (special needs)
- 4100 BLK NW 97 Ave., Publix shopping plaza – High visibility/business check on foot

- 3801 NW 97 Ave., Millennia Atlantic University – Security survey
- 10220 NW 66 ST., Landmark – Meeting with Property Manager
- 6055 NW 107 Ave., Landmark South – Meeting with Property Manager
- 6055 NW 104 Ave., Divine Savior School – Area check (special needs)
- 5600 NW 112 Ave., Palms of Doral – Meeting with Property Manager/HOA update
- 4100 BLK NW 97 Ave., Publix Shopping Complex – High visibility walk through
- 3801 NW 97 Ave., Millennia Atlantic University – Security survey
- 10505 NW 41 ST., Winn-Dixie – High visibility/business check
- 5005 NW 104 Ave., Doral Park Country Club – Business check
- 7550 NW 104 Ave., Publix shopping area & small shops – Business check/high visibility
- 8120 NW 105 Ave., Follow up on Case 211218-024740 – Noise complaint
- 3801 NW 97 AVE., Millennia Atlantic University – Security survey
- 4300 NW 93 PL., Doral Estates – Security survey
- 6055 NW 107 Ave., Landmark South – Security survey
- 10220 NW 104 Ave., Landmark – Security survey
- 6055 NW 104 Ave., Divine Savior School – Area check (special needs)
- 3200 NW 102 Path., Milan – Security survey

Upcoming H.O.A.s and Meetings

<b>December Meetings</b>	<b>Times</b>	<b>Community</b>	<b>Address</b>
<b>December 27</b>	<b>7:00 PM</b>	<b>Village of Doral Oaks</b>	<b>5001 NW 104 Avenue</b>

Training Unit

- Annual Training Lesson Plans Revisions.
- New Officer Phase II Training Academy Lesson Plans Revisions.
- Training Unit Equipment Inventory.
- MPD Police Academy PAC# 138:

Week 27

During last week recruits completed their Chapter 9 (Critical Incident) exam. PPO London failed the test originally and passed the re-take on Friday December 17. They continued studying for Criminal investigations and participated in a police partnership event where they distributed food. Lastly, they also visited the Medical Examiners Officer this week.

Recruits continue to PT.

- MDPD Police Academy Class #134:

Week 17

During last week the recruits passed their Chapter 9 exam and began studying for Chapter 10. Recruits continue DT training and are scheduled for their Chapter 10 exam today. PT continues as part of their daily activities.

- MDPD Police Academy Class# 135:

Week 5

During last week recruits continued preparing for their First Aid exam. PT continues as daily part of their training.

## **Public Affairs**

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 64,792. (Increase of 68 followers)
- SOCIAL MEDIA HIGHLIGHT: Instagram post promoting Call to Artists was top performing post this week. (7.5k reach; 323 likes)
- Promoted multiple city events/initiatives including but not limited to: holiday safety, 114th COVID-19 testing & vaccines, holiday trolley hours, Call to Artists
- Design/Web Projects –website updates
- Videos:  
Published – Doral Shines – Tips to a Bright 2022!  
In production – Spend Local Save Local – Art Space  
In production – Spend Local Save Local – Tint World

## **Public Works**

- NW 114 Ave/NW 82 Street Traffic Signal - Contractor and EOR working on shop drawing and RFI submittals.
- Citywide Sidewalk Improvements - Phase 2 - New tree disposition plan has been submitted to FDOT for review. FDOT still reviewing complete design package.
- Government Center Safety & Security Measures (TGSV) - Contractor has addressed most of the punch list items; pending on workstation glass replacement that is on order; pending activation of card reader and door clicker to open from security desk.
- Public Affairs Area Design - Met with V3-Architectural Group on 12/16 to get measurements and takeoff of project. We will be requesting a proposal from TGSV for construction quote once construction plans have been attained.
- Parking Garage Retrofit Design (Wantman Group) - TGSV plans on providing construction quote by January 12th.