



Memorandum

To: Honorable Mayor and City Council

Date: January 18, 2022

From: Hernan M. Organvidez, Interim City Manager

Subject: Weekly Council Update/ January 9 - January 15, 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 2.5% increase from previous week.

Commercial Burglary.

Shooting at City Place. The altercation began in one of the restaurants and spilled over into the parking garage. No one was struck by the gunfire.

Attempted commercial burglary three individuals seen in the video.

Occupied domestic violence.

Martini bar – there was a fight, and a male was struck with a bottle.

Most staff members are back to work.

One employee a week away from retirement had a stroke and is at the hospital.

INFORMATION TECHNOLOGY

Most staff members are back except one.

EnerGov meeting with Plante Moran this week to discuss phase two.

Pending tickets regarding 311. Miami-Dade County having the same situation.

CD-Plus into Laserfiche still pending.

Network upgrade started with 1st floor IT storage room and will continue this week with 2nd floor.

Garage door - ADT came on site, but door was not fixed; we are still working on it.

FINANCE

Two staff members out sick with Covid.

New finance clerk started this week.

Continue working with financial auditors.

Working with annual 1099 forms. Finance is reviewing and updating forms; will be contacting some departments for assistance.

HUMAN RESOURCES

Three staff members out sick with Covid.

Covid testing on site on Tuesday, will send out schedule as a reminder.

Virtual Lunch and learn this week Thursday.

ECONOMIC DEVELOPMENT

Economic Development Advisory board meeting this week.

Quarterly report completed.

US DOT and Federal Reserve to set up workshops on Construction Minority and Legal Issues.

Working with Public Affairs on filming street for Apple TV upcoming movie.

Interviews for Business Development Coordinator this week.

PUBLIC WORKS

Traffic signal Legacy Park still pending.

Government Center safety measures replaced panel.

Police lightning is pending.

Police elevator – work will tentatively start January 13, 2022.

Stormwater improvements 56 Street completed.

Removing Christmas decoration this week on Tuesday.

PLANNING AND ZONING

Interviews for Planner position will be conducted this week.

Meeting regarding Doral Central Park and Art in Public Places.

Working on Zoning meeting agenda deadline.

Working on Zoning workshop agenda deadline.

PARKS AND RECREATION DEPARTMENT

Doral Art Walk Event at Downtown Doral Park this weekend, the Mayor and Councilmembers and residents attended.

All staff members are back.

Silver club seminar this week.

Virtual seminar for community with Baptist Health this week “New Year, New You”.

Bingo for seniors.

Working on reviewing candidates and selecting panel for interviews for different positions this week.

CODE COMPLIANCE

Meeting with IT to discuss Special Magistrate Audio Visual process.

Free software demonstration this week for Short Term Rentals to continue enforcing it.

Meeting with Miami-Dade County regarding 311 request process with EnerGov.

All staff members are back to work.

Outdoor dining detail - out of 40, there are 28 still in violation; officers issued Notices of Violation.

BUILDING

New Permit Clerk started this week - Bianca Aragon who came from City of Coral Gables.

Clerk section is now fully staffed.

Interviews for Building Plans Examiner will be conducted this week.

One employee out sick with Covid.

PUBLIC AFFAIRS

Meeting with Chief of Staff for projects and initiatives for the next 12 months.

Meeting regarding parks bond opening events.

Faith Base Advisory Board regarding May 5 event.

Final touches of Best of the Best 2022 Campaign (in house) finalizing graphics meeting with IT to work on website. Will send LTC prior to launching campaign.

PROCUREMENT

Bid opening for license plate reader cameras.

Phase one evaluation for camps and specialty camps project for Parks and Recreation Department.

Progress with Paycom agreement working together with City Attorney's Office, Finance, Information Technology and Human Resources.

Physical tagging of fixed assets will be done this week.

Approval to move forward with RFP for civilian uniforms.

CITY CLERK

Finalizing details for Council meeting this Wednesday.

CITY MANAGER

- Interim City Manager and Interim Deputy City Manager held individual meetings with City Councilmembers to review the Agenda for Council Meeting scheduled January 12, 2022.
- Interim City Manager held meeting with Chief Information Officer, Ms. Gladys Gonzalez, Chief Financial Officer, Ms. Matilde Menendez and Procurement Division Manager, Ms. Tanya Donigan to discuss upcoming expiring contract for Ricoh.
- Interim City Manager held weekly meeting with Procurement Division Manager, Ms. Tanya Donigan and Procurement Coordinator, Mr. Kevin Salazar.
- 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 Planning and Zoning Director, Mr. Javier Gonzalez and Assistant Planning and Zoning Director, Mr. Zafar Ahmed.
- Interim Deputy City Manager held weekly meeting with Building Director, Ms. Jane Decker and Building Official, Mr. Vince Seijas.
- Interim Deputy City Manager along with City Attorney Figueredo held meeting with Interim Chief of Police, Mr. Raul Ubieta, Interim Deputy Chief of Police, Mr. Daniel Borrego, Police Captain, Ms. Nancy Fernandez, Code Compliance Director, Mr. Edgard K. Estrada and Planning and Zoning Director, Mr. Javier Gonzalez to discuss Final Review Draft Ordinance regarding Alcoholic Beverages.
- Interim City Manager and Interim Deputy City Manager attended Council Meeting morning and evening session held January 12, 2022.
- Interim Deputy City Manager held weekly meeting with Economic Developer, Mr. Manuel Pila.
- Interim City Manager held weekly meeting with Interim Chief of Police, Mr. Raul Ubieta and Interim Deputy Chief of Police, Mr. Daniel Borrego.
- 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 City Manager and Interim Deputy City Manager along with City Clerk Diaz and City Attorney Figueredo held After Action meeting with Department Directors for Council Meeting held January 12, 2022.
- Interim Deputy City Manager, Interim Chief of Police, Mr. Raul Ubieta and Chief Financial Officer, Ms. Gladys Gonzalez held interviews for the Human Resources Director position.
- Interim Deputy City Manager held weekly meeting with Public Works Director, Mr. Carlos Arroyo and Assistant Public Works Director, Ms. Rita Carbonell.
- Interim City Manager and Interim Deputy City Manager held Bond Meeting Process with AECOM staff members regarding Construction Management.
- Interim City Manager attended Ethics Training at the Police Training Center.

Capital Improvement Project Manager

Doral Cultural Arts Center:

- General Construction Activities:
 - Sloped landscaped area: Waterproofing/ soil compaction complete.
 - Contractor completed smoothing the retaining walls portion that will remain exposed in this area.
 - Backfill material approved by B&A. Backfilling operations to resume 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 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:
 - Amphitheater step seating is pending.
 - B&A submitted alternate design to avoid multiple pours on November 19th.
 - Final sketch to be submitted January 12th.
 - KVC prepared a 10' x 10' mockup with the proposed roofing material (Elastophene) for the sloped roof area.
 - The Architect of record and the city representative inspected mockup suggested the area is coated to make look more uniform.
 - KVC submitted a product that will not void the warranty.
 - Architect visited the site on January 10th.
 - Interior partition walls construction continues in the administration area.
 - Door frames installation ongoing.
 - Mechanical room floor sealed with epoxy; AHU-2 installed.
 - Steel trellis installation complete, contractor continues electrical conduits installation is ongoing.
 - Metal pan stairs delivered on December 8th, pending handrails.
 - Egress walls are being treated with stucco.
 - HVAC ductwork installation underway.
 - Building paint primer released for application. Pending building paint approval.
 - Roof terrace tapered insulation released for installation.
- o KVC completed tree root pruning/tree protection in the park on August 6th.

- Four (4) Live Oaks will be relocated from the Downtown Doral Park area into the project site.
 - Three (3) additional trees are scheduled to be relocated for the BOH drop off driveways (N.E 53rd Terrace).
 - Contractor working on sanitary sewer connection on NW 53rd Terrace.
 - Sidewalk and curb demolition for BOH driveways is underway (NW 53rd Terrace).
 - KVC is troubleshooting an issue with NW 53rd Terrace streetlight poles most likely caused by the Arts Center BOH driveways excavations.
 - 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.
 - Backflow preventer and water meter installation underway.
- 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 2nd.
- 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.
 - Coordinated between KVC and AT&T on January 06th
 - 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 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.
 - 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.
- Pending KVC updated schedule to Doral Parks.

Morgan Levy Park:

- Project completed.
- Financial closeout.
- MDC DERM Grease Trap permit in review.
 - o Comments received from DERM on July 23rd.
 - o Grease trap installation is in review to be compliant with current code.
 - Response package received on January 10th and already submitted to DERM for final review.

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.
- o Electrical power meter installed.
 - Final inspection passed.
 - Service activation complete.
- o Roof final inspection passed.
 - Metal roofing permit to remain open until pavilion roofing has passed.
- o Sewer lateral extension completed.
 - Palm tree and sod installation in the upcoming weeks.
 - Sod installation complete.
- o Site Utilities:
 - Lighting pole installation nearly complete.
 - Pending RFI#43 for the placement of the final pole.
 - Contractor mitigating delays by moving the pole at their own risk anticipating a resolution shortly.
 - 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.
 - Concrete placement occurring in sections.
 - 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 60% complete.
 - Pavilion frames passed inspection.
 - Pavilion roof installation ongoing.
 - Wooden roof complete. Metallic Roofing to follow.
- Playground area:
 - Shade cover pole footings concrete pour 100% complete.
 - Installation of fitness equipment pending RFI #44 (spacing and orientation of equipment).
 - Resolution has been relayed to the contractor and corrective action to be initiated shortly.
 - Playground shade cover columns completed.
- Fitness area:
 - Concrete slab placement 100% complete.
 - Installation of fitness equipment pending RFI #44 (spacing and orientation of equipment).
 - 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 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 14th.
 - Contractor has been provided the quote from Binca for park wayfinding signage and educational signage.
 - PMT assistance resulted in a savings of approximately \$1,000.

- o 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.
- o 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:
 - o FEMA is requesting additional information for the DCP CLOMR submittal. On-going.
 - BCC change order for remodeling for FEMA has been approved and executed.
 - Pending model from FEMA, requested by public works department week of 12/10/21, and will be sent roughly 30 days after request, so 1/10/22 eta. Once the model is received, BCC can begin updating their model for resubmission 30-60 days after they receive it, eta 2/10/22 – 3/10/22
 - o Building Department Permitting
 - Phase I
 - Revision submitted, approved, fees paid week of 12/20/21.
 - Phase 2/3
 - Revision submitted, approved by all except electrical with comment regarding additional door at electrical room. This door is not required and meeting with electrical inspector should resolve this. Pending fee issuance once all comments are addressed.
 - Phase 4
 - Revision submitted, approved, pending fee issuance.
 - o 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:
 - o Drainage
 - All drainage has been installed that is confirmed by design will not be revised.
 - o Water & Sewer
 - Pre-construction meeting with WASD, once complete, water and sewer main line work can commence by 1/14/22
- General Activities:
 - o Weekly OAC meetings are held every Tuesday.
 - o Weekly site coordination meeting between contractor, subcontractor, and design team to begin week of 1/10/22
 - 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.
- 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 13th.
 - Received breakout quote for sports lighting per area from Musco.
 - ACS comments from security vendor were discussed on November 5th.
- Owner Direct Purchase is on-going.
- Budget refinement is on-going.
- Council member banners updated to reflect rotation update on November 10th, 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 29th.
 - Technical proposals due November 3rd.
 - Addendum No. 8 “Revised Schedule” published on September 29th.
 - FDOT objects to a 16’ lateral offset clearance, as it would require a Design Variation.
 - FDOT objects to a 16’ lateral offset clearance, as it would require a Design Variation. FDOT recommends a conference call with Karina Fuentes to discuss.
 - Technical proposals due on November 18th.
 - Technical Proposal Page Turn Meeting on November 30rd.
 - Addendum 10 has been released.
 - Addendum 11 issued on November 1st.
 - Technical proposals due – November 18th (Opt-Out deadline Nov 19th)
 - Technical Proposal Page All Firms presented on December 15th.
 - Halley at 9:00 am
 - Condotte America at 9:50 am
 - LEAD Engineering at 10:30 am
 - Price proposals due January 31st – To be pushed back one week to allow for Covid delays.

Trail Network:

- Sharrows:
 - Interlocal Agreement submitted to MDC on-going.
- Bike lanes:
 - Revised work order has been signed.
 - Sub-contractor to receive materials this week.
 - Work to commence early next week.

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 late 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 Conduit layout on the park's small dog area ongoing.
 - o Solar power bollards coordination with Park and Recreation Department concluded.
 - o Light pole installation in the small dog area and share path 100% complete
 - o Wiring for share path light poles has begun.
 - o Damaged sprinkler lines have been repaired.
 - 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

- 5- Business Tax Receipt renewals for FY 2020-2021 processed this week.
- 11- Business Tax Receipt applications for new businesses have been received this week.
- 54-Business Tax Receipt renewals for FY 2021-2022 processed this week.
- 0- Alcohol Packets have been signed.
- 8- Business Tax Receipt applications for new licenses have been received this week
- 0-Temporary Outdoor Dining Permit Issued

Planning and Zoning

- Addresses issued: 15
- Building Permits reviewed: 63
- Zoning Inspections conducted: 24
- Site plans reviewed/approved: 0
- Zoning verification letters: 0

- The Planning and Zoning Director participated in a meeting with Parks and Recreation Director regarding Art in Public Places.

- The Planning and Zoning Director participated in the weekly staff meeting.

- The Planning and Zoning Department participated in the Bond Meeting Process regarding Construction Management.

- The Planning and Zoning Department participated in a meeting regarding The Greens at Doral with Renovations Property Management Association.
- The Planning and Zoning Department participated in a meeting to discuss the alcoholic beverages regulations.
- The Planning and Zoning Department participated in the pre-application meeting for the Gas Station at 10895 NW 41 Street for the proposed second roll over carwash machine.

Economic Development

- Collaborated with Public Affairs to complete Q4 2021 Economic Report layout.
- Served as staff liaison for Economic Development Advisory Board meeting.
- Assisted producers of Apple TV+ show 'Bad Monkey' with location outreach.
- Met with Public Affairs and Parks Directors re: process for film production assistance.
- Met with CAMACOL Doral re: upcoming events.
- Met with USDOT, Barthet Firm, Florida State Minority Supplier Development Council and Federal Reserve re: content for workshops in February and March.
- Assisted 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 Enterprise Florida re: status of permits for Spanish firm.
- Coordinated Doral Meadows Facade Grant addendum with HOA and City Attorney.
- Coordinated House of Mac grand opening and tasting event with owners and Doral Yard.
- Updated Policies and Procedures for Economic Development division.
- Processed grant applications and reimbursements for PTSA Grants, CBO Grants and Façade Grants.
- Scheduling Business Outreach Coordinator interviews.

Building Department

- ADMIN: Director attended staff meeting; Director attended January Council meeting; Director/BO attended weekly with IDCM; BO attended virtual Unsafe Structures Board meeting; Director attended "FCCMA Webinar: More Pressure More Problems: The Increasing Challenges for Building Departments and Permitting"; Team attended bond meeting; SFBOA Officers attended committee meetings; Director hosted Outdoor Dining FAQ team meeting to develop flyer/handout for incoming inquiries; Director hosted January Building Department Staff Meeting
- EnerGov Update: Kickoff meeting with EnerGov Stabilization project moved to Tuesday 1/18
- HUMAN RESOURCES ACTIVITIES: Interviews were held for Building Plans Examiner for two

internal candidates; Carlos Furones was promoted to Plumbing Plans Examiner

- WEBINAR: Attended introductory webinars for Genesys Systems - a Customer Service Solution that may be pursued for FY23

Stats as of 1/13/2022

- APPLICATIONS: 262 (up) Permit Applications Received (all departments) - 319% increase week over week
- PERMIT & PLANS REVIEWS: 559 (up) Plan Reviews (all departments) - 136% increase w.o.w.
- PERMITS ISSUED: 204 (up) Permits Issued (all departments) - 357% increase - with a construction value of \$7.4 million (up) and \$140,196 permit fees collected (up)
- INSPECTIONS: 360 (dn) Total Inspections Completed (all departments) - 218% increase

Active files in Review Coordinator as of 1/13/2022:

- Review Coordinator - New: 47; Approved: 11, Failed: 2
- Permit Status (FEES DUE): 509 (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): 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): 308 (up) items pending review by a trade or discipline

Code Compliance

- Director and Special Magistrate Coordinator met with IT Department to discuss transition of AV support during Special Magistrate hearings.
- Director assisted IT Department with interviews to fill their vacant System Analyst position.
- Director and Assistant Director met with PD, Deputy City Manager, City Attorney, and Planning & Zoning Director to discuss final alcoholic beverage ordinance draft.
- Director settled lien in the amount of \$2000 for existing 2019 case.
- Director and Field Supervisor met with IT Department and Miami-Dade County to go over their 311-request code case module.
- Administrative staff met with Public Works Director and IT Department to discuss the location of the body-worn camera docking station.
- Director and Assistant Director met with Planning & Zoning and Building Department to discuss outdoor dining permitting process.
- Several members of the department met with our vendor, ProChamps, to see a demo of their short-term rental identification software.

Finance Department

- Accounts Payable: Processed 137 invoices; 82 checks for a total of \$668,906.
- Journalled the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- 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 25 PO's for a total value of \$292,171.

CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 01/13/2022

- Solicitation No. and Title: RFP No. 2021-09 – Construction of Pedestrian Bridge - FDOT
Dept: Public Works
Broadcast Date: 04/01/2021
Due Date / Bid Opening Date: 05/05/2021
Status: 3 Technical Proposal received; Price Proposal due 01/31/21.

- Solicitation No. and Title: RFQ No. 2021-17 – Transportation Master Plan Update
Dept: Public Works
Broadcast Date: 10/01/2021
Due Date / Bid Opening Date: 11/12/2021
Status: Award Recommendation Made.

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

- Solicitation No. and Title: RFP No. 2021-24 – Camps and Specialty Camps
Dept: Parks & Recreation
Broadcast Date: 12/07/2021
Due Date / Bid Opening Date: 01/06/2022
Status: Phase I Evaluations is scheduled for 01/13/22.

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

Human Resources

CURRENT JOB POSTINGS

- 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
- 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 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.
- The HR Department has successfully completed ACA reporting for 2021 and submitted to NMGS for processing.
- The HR Department is working on coordinating a wellness challenge for February 2022.

PRE-EMPLOYMENTS

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

Information Technology

- Public Safety Support - This week, the PD IT set up 5 new laptops to replace desktops. Microsoft windows updates were applied to all PD servers. School floor plans are being imported into our RTOC platform. County CAD continues to be installed on the Officers laptops. Crash diagrams were fixed that were preventing supervisors from being able to approve crash reports. The AVL project is about 97% complete. EOC computer were inspected and updated with windows updates.

- Security Manager

This week, over 143 emails were reported and analyzed for malicious intent. Completed City-wide Security Awareness training. Attended vendor meetings. Cleaned up PD file server containing non-approved applications.

- Systems Administration. This Week:

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

Assist DBA to clean space in his server to run Windows Update

Deleted some Virtual machines that were no longer in use to clean space.

Weekly team meeting.

Canceled a reservation we had in Azure.

Worked with consultant to check retention plan issues in archiving system and ran the tasks manually.

Synchronized the WSUS server and downloaded new Windows Updates for servers

Added the archiving task to all targets to make it more user friendly to understand

Started the January Server Windows Update with some pilots to test.

Fixed Idrac in server configuration at the NAP

- Network: Performed upgrade of Network Links between Independent and Main Distribution Frames. This included configuration changes on multiple network equipment, and hardware install.
- Physically installed a network switch at one of the city's IDFs. Also, provisioned and migrated network devices to the new hardware.
- Continued to provision the network for upcoming system migrations.
- Supported the City Hall Help Desk during resolution to daily users' issues.

- Assisted the PD IT Techs and supervisor with the provision of new phones and extension assignments.
- Worked with vendors on renewing existing services.
- Continued to monitor the Network and performed actions based on incidents.
- Assisted the Sr. System Analyst during troubleshooting of network services at the Main Data Center.
- Support Desk: Resolved 95 % support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Worked in the updated list of the Desktop/ local printers in the City Hall.
- Met with the ADT technician to troubleshoot the SW gate at the Parking Garage.
- Troubleshoot the Credit Card Machines and the RecTrac software at the different Parks.
- Provided support for the Council Meetings.
- Setup account for the new Finance Clerk for the Finance 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.
- Energov Systems Analyst: Energov Administration Course.
- 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
 - 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
 - Assisted citizens with portal account registration and login issues
 - Met with Tyler and city staff on Tyler 311 integration for Code cases
 - Trained Sr Software Developer on the financial system
 - Updated and applied new patch to the financial system
 - Coordinated meeting with Miami Dade County about Tyler 311
 - Participated as a panelist in the Systems Analyst interviews
- Application Development- This week:
 - Investigated WS-Trust impact on City applications.
 - Worked with Microsoft providing details for the Dynamics capacity issue.
 - Created more Energov configuration reports.
 - Assisted PZ with Energov workflows and custom fields.
 - Participated in meeting with Dade County for 311.
 - Worked with System Analyst on systems knowledge transfer.
- Data Integration Engineer:
 - Working on the Public Works Internal Dashboard to add new metrics for the electric charges stations, developing an application to bring the data from the vendor system to SQL through an API.
 - Working on the Public Affairs Internal Dashboard to update the application for the Facebook metric.
 - Assisted the Building Department Director to run a report requested by a Consulting Company for Permits and Inspections Issued on December 2021.

- Attended a meeting with the Finance Department accountant to review the data for the Internal Dashboard Revenue metrics.

- 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 existing and proposal Doral Decor District Zoning Map.

- As per planning/zoning dept's request, added the "Adaptive Reuse Area" boundary and re-publish to future land use map and zoning map on GIS portal.

- As per planning/zoning dept's request, created three user accounts for GIS app access.

- As per planning/zoning dept's request, created and provided an existent and proposed future land use map for this El Car Wash Land Use Amendment.

- As per public works dept's request, revised school information map.

- As per public works dept's request, troubleshoot and resolved with access editable GIS layer as well as to train how to use GIS software.

- As per information tech dept's request, created and provided utility services map for the smart city.

- Communicated users support.

- Continue to rebuild and test systems.

- Weekly GIS maintenance.

- Smart City projects are underway:

- FPL 2 LPR Poles/Public Safety Project:

Waiting FPL to provide address and then Obtain Doral permits with addresses to send to MDC. Coordinating with another Vendor to add the camera and box installation, area is being restored. Waiting on Miami Dade for sites 27 and 30 as this week will be resubmitted after addressing comments received. Vendor will submit to the city of Doral MOT permit requirements.

Project is 70 % completed.

- Asset Essentials System

We continue coding the interface between Tyler311 and Asset Essentials implementation and performing post-implementation of new Assets Essential system. We have analyzed results and ensure proper reporting this week and fine-tuning system.

Project is 98% completed

- WCCD 37120- Yearly Smart City Certification Project

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

Project is 99% completed

- WCCD 37123- Sustainable Smart City Certification Project

We are meeting with departments for all inquiries explanations since this is a new certification and continue to send out inquiries to many companies while obtaining answers. Working with Public Works on requirements.

Project is 17% completed

- Intersection Technology System Support:

- Performed maintenance and monitoring of License Plate Readers and traffic surveillance cameras to include field repairs.

- Continued working with Miami Dade PW, City of Doral and Electrical engineer on the design/permit of Site 27 and 30 LPR camera installation.

- Continued working with PM team and low voltage wiring contractor in the design/coordination/installation of all IT infrastructure/equipment at Morgan Levy, Cultural Center, White Course, Trails n Tails and Central Park.
- Continued working with AV Tech on CCTV camera failures throughout city facilities.
- Working with contractor to completed conduit repairs and fiber run between SEC and NEC pole at NW 107Av & 25 St (Site22).
- Started with the installation of the UPS ,Meanwell 48V power supply ,breaker panel and surveillance camera server at Morgan Levy Park IT room.
- Started the installation of the surveillance camera enclosures on exterior poles at Morgan Levy Park with the assistance of Public Works.
- Visited all of the Public Works FPL metered power (FPL) to started with the preliminary design of the new License Plate Reader sites.

Parks and Recreation

- Monday January 10th, Silver Club registration was held for the upcoming winter programs, activities, and trips.
- Youth Flag Football Drafts were held on Monday & Tuesday at Doral Meadow Park to select the teams for the upcoming season.
- The Doral Police Department provided a seminar to the Silver Club at Doral Legacy Park on Tuesday January 11th. 21 Silver Club members learned about Identify Theft and Fraud Prevention from the Neighborhood Resource Unit.
- Wednesday, January 12th- A free community health & wellness seminar "The New Fit You in 2022" was offered in partnership with Baptist Health as part of the City's Step up your health, Doral! program. Baptist discussed tips on how to eat healthy and be active in the new year.
- The first Silver Club Bingo of the year was held at Morgan Levy Park. Participants enjoyed Bingo games, prizes, and food. 50 people were in attendance.
- The evaluation committee meeting for RFP 2021-24 "Camps and Specialty Camps" was held on Thursday, January 13th with the Procurement division. Committee members reviewed and evaluated camp proposals for the Parks & Recreation Department.

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 64,915 (Increase of 66 followers)

- SOCIAL MEDIA HIGHLIGHT: Instagram reach is up by 10.3% (27k); Instagram engagement up by 374% (2k)

TOP POST: Instagram post showing progress photos of Doral White Course Park (15.6k reach and 1.1k likes)!

- Promoted multiple city events/initiatives including but not limited to: Call to Artists, Camping

Under the Stars, White Course Park, Keep Doral Beautiful Business Award

- Design/Web Projects –website updates, certificates, work on the Spring 2022 Doral Life Magazine, Best of the Best 2022 web page
- Events:
 - o Coordination with FL Health Dept for January 13-14 staff training
- Meeting with Economic Development and Parks & Recreation to discuss large film production coming to Doral – facility use requests and opportunities for Doral businesses.
- Meeting with Parks & Recreation to preliminarily brainstorm opening events/promotions for Cultural Arts Center and White Course Park.
- Meeting with Mayor’s Chief of Staff for 2022 ideas.
- Meeting with Information Technology for creation of voting form for Best of the Best 2022 polls.
- Videos:
 - Published – Spend Local Save Local – Tint World
 - Published – Inside Doral – Art Walk
 - In Production – Spend Local Save Local – Semper Laser
 - In Production – Hiring promo
 - In Production – Resident Spotlight (Doral Shines)
 - In Production – Adventures of Alex the Egret

Public Works

- ITB 2020-31 “Sub Basin H-8 Phase II Stormwater Improvements”: Notice to proceed has been executed and dated April 26, 2021. The awarded Contractor, Maggoc Inc., completed the installation of drainage throughout this project and is currently in the Restoration Phase. Project is 90% complete and is expected to be completed by January 31, 2021.
- ITB 2021-18 “NW 89th Place & NW 24th Terrace Stormwater Improvements”: Pre-Construction Meeting was held on Wednesday, January 12th with the awarded Contractor, Construction Inspection Engineering Team, and Engineers of Record for the project. Notice to Proceed for this project is expected to be executed for the first week of February to begin construction activities.
- Stormwater Division conducted a meeting at Ronald Reagan Doral Senior Highschool on Thursday, January 13th and Friday, January 14th for High School Students as part of their STEM program for their Environmental Management Classes. The presentation is to discuss the City of Doral stormwater management and teach the students the different aspects of Stormwater Management.
- The Fleet Division completed 23 Work Orders last week
- Parking Garage Retrofit Design (Wantman Group) - TGSV plans on providing construction quote by January 17th.
- The Public Works Department received 220 phone calls last week.
- The Public Works Department had a total of 7 visitors last week.

- The Public Works Department completed a total of 41 facilities Work Orders.

Transportation:

- Attended the Miami-Dade Transportation Planning Organization (TPO) Transportation Planning Council (TPC) Meeting.
- Attended the Florida Department of Transportation (FDOT) Transportation Alternatives Workshop 2022.
- Held a meeting with the Citizens Independent Transportation Trust (CITT) regarding the City's Quarterly Reports to be used as a case study example with other Miami-Dade County municipalities.
- Participated in the Interview Panel for Building Plans Examiner.
- Participated in the Interview Panel for Planner.