



Memorandum

To: Honorable Mayor and City Council

Date: March 07, 2022

From: Hernan M. Organvidez, Acting City Manager

Subject: Weekly Council Update/ February 28 - March 05, 2022

City Manager's Office

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

POLICE

Police responded to a traffic crash in which the vehicle rolled over. The crash was captured in video by a nearby security camera.

INFORMATION TECHNOLOGY

Continue addressing ongoing issues with Energov.

FINANCE

Meeting regarding the conversion to the PayCom system. Financial Statement audit is ongoing.

HUMAN RESOURCES

Coordinating with NOVA Southeastern University proposed supervisory training. Revising the City's ADA program.

ECONOMIC DEVELOPMENT

CBO grants open this week. Several ribbon cutting ceremonies being scheduled for this month.

PLANNING & ZONING

New employee (Licensing Clerk) begins on Monday. Working on items for the upcoming Zoning Meeting.

PARKS & RECREATION

Storytime and other children's activities will take place on Friday at Legacy Park.

PUBLIC WORKS

Construction of the traffic signal at NW 114 Avenue and 82 Street continues. A small piece of land outside the SW corner of Doral Central Park is being cleaned up.

CODE COMPLIANCE

Supervisors will receive training on the auditing process of Body Worn Camera videos.

BUILDING

Two new building inspectors begin working last week.

CITY MANAGER

- Acting City Manager along with City Attorney held meeting with Interim Chief Financial Officer and Bolton USA to discuss Actuarial Services for OPEB.
- Acting City Manager and Acting Deputy City Manager along with City Attorney held meeting with Parks and Recreation Director to discuss Baptist Health Naming Rights Sponsorship.
- Acting City Manager held weekly meeting with Procurement Division Manager, Ms. Tanya Donigan.
- Acting City Manager and Acting Deputy City Manager along with City Attorney and City Clerk held Agenda Review meeting with Mayor Bermudez for Council Meeting to be held March 9, 2022.
- Acting City Manager held weekly meeting with Chief Information Officer, Ms. Gladys Gonzalez.
- Acting City Manager held weekly meeting with Interim Chief Financial Officer, Ms. Solangel Perez.
- Acting Deputy City Manager held weekly meeting with Building Director, Ms. Jane Decker and Building Official, Mr. Vince Seijas.
- Acting City Manager held Introduction of Squadron Meeting with 1st Commander, Idania Llanio and Lt Col Trevor H Stewart FLWG, Group 7 Personnel Officer and Mr. Ettore Sabatella.
- Acting Deputy City Manager held weekly meeting with Economic Developer, Mr. Manuel Pila.
- Acting City Manager held weekly meeting with Acting Chief of Police, Mr. Raul Ubieta and Acting Deputy Chief of Police, Mr. Daniel Borrego.
- Acting City Manager held weekly meeting with Human Resources Director, Ms. Maria Jose and Assistant Human Resources Director, Ms. Rita Garcia.
- Acting City Manager and Acting Deputy City Manager held weekly meeting with Public Affairs Communications Director, Ms. Maggie Santos.
- Acting Deputy City Manager held weekly meeting with Parks and Recreation Director, Ms. Erin Sullivan.
- Acting City Manager and Acting Deputy City Manager along with City Attorney held meeting with Public Works Director, Mr. Carlos Arroyo regarding sidewalks.
- Acting City Manager and Acting Deputy City Manager held Bond Meeting Process with AECOM staff members regarding Construction Management.
- Acting City Manager held meeting with Chief Information Officer, Ms. Gladys Gonzalez to discuss EnerGov System Outages.

- Acting Deputy City Manager held weekly meeting with Planning and Zoning Director, Mr. Javier Gonzalez and Assistant Planning and Zoning Director, Mr. Zafar Ahmed.
- Acting Deputy City Manager held weekly meeting with Public Works Director, Mr. Carlos Arroyo.

Capital Improvement Project Manager

Doral Cultural Arts Center:

- General Construction Activities:
 - o Sloped landscaped area
 - Hauling activities continue in the sloped landscape area.
 - Construction entrance will be shifted west closer to the stepped terrace/ sloped landscaped area.
 - o Parapet and concrete countertops.
 - Pending concrete steps for north egress path and access gate (opening) to elevator machine room. Access gates approved and released.
 - Pending roofing corrections next week.
 - o Rooftop terrace insulation and flooring.
 - Pending City of Doral BD inspection approval to continue area insulation.
 - Inspection/meeting held on February 16th; roofing company will correct deficiencies and will coordinate for City of Doral inspectors to be on site while the roof waterproofing system is re-tested (flood test). KVC received the report from third party inspector on February 23rd.
 - Pending corrections scheduled for next week. Second flood test will be scheduled after deficiencies are corrected.
 - o Ongoing activities:
 - KVC prepared a 10' x 10' mockup with the proposed roofing material (Elastophene) for the sloped roof area.
 - City of Doral CM reached an agreement with KVC to split the costs 50-50. Change Order executed. Pending permit approval.
 - Interior partition walls construction on hold in the administration area. Pending fire damper revision (to be removed from non-fire rated walls). KVC hanging drywall on certain areas that are not affected by fire damper revision. Dry wall inspection on March 2nd.
 - Metal pan stairs delivered on December 8th. Handrails released for fabrication.
 - Pending installation after concrete infill is complete.
 - Task is scheduled to begin after roof deficiencies are corrected and insulation is installed in the area leading to stairs.
 - Contractor completed conduit installation in Downtown Doral Park for playground lighting and surveillance cameras on February 21st. Sod installation started February 24th.
 - Irrigation system is being tested with Doral Parks Department.
 - A recessed outlet box is to be installed in the center of the oval.
 - Park playground light poles are scheduled to arrive Mid-March 2022.
 - Building primer application began on February 22nd. Primer application continues this week. Building exterior paint started on the south façade.
 - Metal panels installation to begin in the next two weeks.

- Furniture delivery updated to arrive now in April 2022.
 - Storefronts shipped; set to arrive the second week of March.
 - 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.
 - Live Oaks relocated this week.
 - Three (3) additional trees are scheduled to be relocated for the BOH drop off driveways (NE 53rd Terrace). Tree pruning on December 6.
 - BOH drop-off construction is continues. KVC received updated grading plan for BOH drop off.
 - Contractor continues entrance drop area on NE 53rd Street grading.
- On-going construction submittals/RFI's.
- IT Department coordination is on-going.
 - Finalized location, elevation, and section of Interactive Display.
 - Agreement to install cameras on existing Codina park light poles received.
 - Positioning of building interior speakers and interior cameras verified with City IT. Wiring for speakers completed.
 - KVC will coordinate with Doral IT for upcoming IT rack installation.
- PMT coordinating with B&A and KVC for Manolo Valdez sculpture probable location.
 - PMT provided drone shots to B&A.
- AT&T pull box relocation on-going.
 - KVC coordinated with AT&T for the relocation of the box. KVC cleared the area for AT&T.
 - AT&T installed the pull box on March 1st, 2022.
- Art in Public Places:
 - B&A provided signed documents August 31st and submitted for City Manager's signature. Task completed.
 - The updated DCAC AiPP Package was submitted electronically on September 3rd. Plan Number: PZAD-2109-0120
 - Committee Meeting scheduled for March 18th
- Revision 19 & 20:
 - Approved by MDC, processing at Doral BD.
 - Mechanical drawings submitted to MDC and City of Doral for the removal of fire dampers. Approved March 2nd
- Elevator:
 - Telephone lines for elevator monitoring requested by Doral IT. Pending conduit from AT&T to building.
 - Elevator installation 85% complete.
- PM provided to Parks and Recreation the building signage submittal. Doral Parks provided confirmation on the Code of Ordinances and the park building operational hours.
 - Sign submittal approved and released. All building signage will use "Doral Cultural Arts Center".

Morgan Levy Park:

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

- Response package received on January 10th and already submitted to DERM for final review.
- Pending DERM review disposition; one comment is pending resolution (Jan 24th).
 - DERM is requesting that they incorporate the existing concessions plumbing design (by others) into their documents. However, when they had discussed this with the Mechanical Engineer during their last round of comments, it was their understanding that they would accept the existing drawings as reference only to verify the “to remain not in EAC scope work” (by others).
- Conference call with DERM on February 23rd; Mechanical EOR (Horacio Rodriguez) was available on the call.
 - PMT suggested adding a note to state the existing plumbing is routed to the new grease trap.
- DERM agreed to approve drawing set with notes on February 24th
- EOR provided revised drawing on March 2nd; drawing set submitted to DERM on March 3rd
- Pending final review and approval at DERM.

White Course Park:

- Permitting Process:
 - o Miami Dade WASD permit is nearing completion.
- Submittals
 - o RFI's Submittals are on-going.
 - o AiPP Package submitted to Planning and Zoning.
- Construction activities:
 - o Monument sign construction is 95% complete.
 - Pending letter installation only.
 - o Parking Lot curb construction 90% complete.
 - o Restrooms Building is on-going.
 - MEP rough-in is 100% complete.
 - Restroom interior walls stucco is 100% complete.
 - Gypsum board 100% complete.
 - Plumbing fixture installation 100% complete.
 - Lighting fixtures housing installation 100% complete.
 - Lighting fixture installation ongoing.
 - Facade stone veneer and cast stone installation 100% complete.
 - HVAC rough 100% complete and passed inspection.
 - Rainwater harvesting tank installation complete.
 - Pump irrigation system 95% complete.
 - Restroom Building painting 90% complete.
 - Countertops 100% installed.
 - Resilient epoxy coating for Restroom floors 100% complete.
 - Gutter installation 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.
 - Metal roofing installation 100% complete. Final inspection passed.

- Sewer lateral extension completed.
 - Palm tree in the upcoming weeks.
 - Sod installation complete.
- Site Utilities:
 - Lighting pole installation 100% complete.
 - Lighting schedule field meeting took place on Tuesday.
 - RFI#43 resolution has been implemented and pole base, pole and luminaire have been relocated accordingly. Replacement luminaire to arrive April 22nd.
 - Irrigation lines installation is 95% completed. Underground lines 100% complete.
 - Multiple phases have passed inspection, pending final inspection.
- 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.
 - Concrete/paver center sidewalk – Concrete 100% complete, paver installation 95% complete.
 - Perimeter fencing 95% complete.
- Off-leash dog areas:
 - Final lift 100% complete
 - Gate installation 100% complete.
 - 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 100% complete.
 - Dog area shelter roofing pending metal roof installation and inspection.
- Putting green:
 - Final grading complete.
 - Artificial turf on site, installation has been completed
- Pavilions:
 - Soil compaction & Concrete slabs pour completed.
 - Shelter underlighting 100% complete.
 - Metal roofing installation 100% complete. Final inspection passed.
 - Pavilion picnic table installation 100% complete.
- Playground area:
 - Shade cover pole footings concrete pour 100% complete.
 - Playground shade cover columns completed.
 - Safety foam installation 100% complete.
 - Multi-color turf installation 100% complete.
- Fitness area:
 - Playground equipment installation 100%.
 - Attenuated fitness area safety foam and artificial turf installation next week.
- Park Furniture:
 - Installation of park benches, trash receptacles and picnic tables 90% complete. Awaiting delivery of bike racks.
- General Landscaping:
 - Tree installation 90% complete.

- Sod installation 95% complete.
- Mulch placement 70% complete.
- General activities:
 - o Art in Public Places.
 - Art in Public Places banners received September 14th.
 - Contractor has been provided the quote from Binca for park wayfinding signage and educational signage.
 - o IT Department
 - IT Department received P.Os.
 - IT and Parks & Recreation provided information for Keying schedule for the restroom building.
 - Orientation of light pole positions for cameras field verified with City IT and Contractor.
 - IT room is ready for the IT Dept and their contractors.
 - o Waterfront Paver installation coordination on-going.
 - o “DORAL” letters are in storage and are to be installed at WCP in a picturesque location for grand opening.

Doral Meadow Park:

- Project completed.

Doral Central Park (no updates)

- Authorities having Jurisdiction (AHJ's)
 - o Doral Building Department - Permits
 - Previous Updates: Phase I drawings have been permitted through the City of Doral and fees have been paid.
 - On January 20th, 2022, Phase II/III permit fees have been applied and are being processed through City of Doral. Phase IV permit fee is being processed and is expected to be paid soon so permit can be issued.
 - o FEMA CLOMR
 - Previous Updates: BCC change order for revising model has been approved and executed, pending new model from FEMA to be sent to Public Works for BCC to work on. FEMA deadline of late December 2021 for CLOMR submission was missed due to the model not in the correct format for FEMA and design drawings still being refined. Stephanie Bortz with Public Works is coordinating the resubmission effort.
 - On January 20th, 2022, the model format from FEMA has not been received but is expected soon. The final design is not complete, but no changes are being made to grade /elevation on the site so modeling by BCC can begin once it's received from FEMA. BCC states it will take them 30 days to update the model. Also, FEMA has not responded to submission back in December, in which they have 90 days to do so. Following their response to this submission, corrective action being taken on their comments, and BCC completing the model, a final submission will be made to FEMA for the CLOMR around roughly mid-March 2022.
 - On February 23rd, 2022, CLOMR might no longer be necessary due to hardening of rec center scope being removed. This is being coordinated with design team and flood manager to confirm it is no longer needed. Change order recently issued to BCC for remodeling would be backed out of their contract if CLOMR no longer needed.

- WASD
 - Previous Updates: Phase I, II/III, & IV WASD and DERM approvals are complete.
 - On January 20th, 2022, once the subcontractor, Central Civil, acquires their sub permit from Public Works, which should be by the end of this week, then a Pre-construction can be scheduled with WASD in order to commence water and sewer main line, lateral, and supply install.
 - On February 23rd, 2022, Pre-con meeting was held with WASD, so water and sewer work is released to commence. To begin early March to prevent stoppage of work. This has no impact on critical path schedule.
- Construction Activities:
 - Civil Work (Phase I)
 - Previous Updates: All drainage work has been installed that is confirmed by design will not be revised. Water & sewer main material has been delivered to the site in anticipation of starting this work.
 - On January 20th, 2022, water, and sewer work to commence following Pre-construction meeting with WASD, which will take place following public works issuance of sub permit to subcontractor Central Civil by the end of this week.
 - On February 23rd, 2022, Water main lines to begin being installed beginning of March. Sewer materials have not been ordered due to changes by AHJ's being confirmed. Sewer materials will be order by subcontractor to have on site when they are ready to install.
 - Skate Park / Amphitheater (Phase II/III)
 - Work has not commenced, pending final design decision. Expected start roughly in April 2022.
 - On February 23rd, 2022, Phase II/III work is projected to commence roughly late June to early July following GMP execution for this work. Date pushed due to redesign following City Council Workshop on 2/15/22
 - Recreation Center / Aquatics Facility (Phase IV)
 - Work has not commenced, pending final design decision. Expected start roughly in July 2022.
 - On February 23rd, 2022, Phase IV work is projected to commence roughly late August to early September following GMP execution for this work. Date pushed due to redesign following City Council Workshop on 2/15/22.
- General Activities
 - Weekly Meetings
 - OAC meetings are being held weekly on Wednesdays.
 - Site coordination meetings with contractor, subcontractor, and design teams to commence the week before civil water and sewer work starts.
 - DCP design workshop is scheduled for every Thursday, with the next meeting being on January 27th to review ROMs on options prepared by BA on the Amphitheater, baseball fields, rec center, and aquatics facility.
 - On February 23rd, 2022, City Council Workshop held on 2/15/22 finalized scope and budget, memorialized in summary submitted to City on 2/23/22.
 - Art in Public Places
 - Pending final design completion
 - FF&E
 - Proposal from JC White received Dec 13th, 2021.
 - Pending final design completion.

- IT
 - Access Control system plans for all phases is complete.
- Owner Direct Purchase (ODP)
 - No update.
- Council member banners:
 - Updated to reflect rotation update on November 10th, 2021.
- ChargePoint EV charging stations
 - Received quote, including installation, and updated W-9 for vendor registration with the city.
- Special Council Meeting held on February 15th to discuss the new budget.

Doral Boulevard Pedestrian Bridge: (no updates)

- General Activities
 - RFP #2021-09:
 - City Engineer Alternative Technical Concepts (ATC's) review due August 13th.
 - Decisions on the different firms ATCs was sent on August 17th. Some of the ATCs were approved, others will require an addendum.
 - Minimum clearance from pavement – lateral offset; elevators considered optional for new addendum. PHD provided revised document for the RFP (September 14th).
 - 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.
 - Addendum 11 released November 1st.
 - Technical proposals due – November 18th (Opt-Out deadline Nov 19th)
 - Technical Proposal Page Turn Meeting on December 15th.
 - Public Notice Technical Scores – February 8th.

Trail Network:

- General Activities
 - Sharrows:
 - Interlocal Agreement submitted to MDC on-going.
 - Bike lanes:
 - This Project is complete. Pending creation of a new PO to pay the final invoice.

Trails and Tails Park (Lighting Improvements):

- Permitting:
 - Secondary building sub-permit application complications resolved.
- General Activities:
 - IT Department coordination is on-going.
 - IT room construction continues.
 - Bollard installation is 100% complete.
 - All light poles installations (Small & Large dog area, Share Path, and Parking Lot) are 100% complete.
 - Small dog area luminaire installation 100% complete.
 - Small dog area conduit layout 100% complete.
 - Small dog area wiring 100% complete.
 - Share path light pole installation 100% complete
 - Share path luminaire installation 100% complete.
 - Share path wiring 100% complete.

- Share path conduit layout 90% complete. (Pending conduit for cameras)
- Parking Lot conduit installation 70% complete.
- Large dog area (N side) luminaire installation complete.
- Large dog area (N side) conduit layout complete.
- Large dog area (N side) wiring complete.
- Large dog area (S side) luminaire installation 100% complete.
- Large dog area (S side) conduit layout 100% complete.
- Large dog area (S side) wiring on-going.
- Solar power bollards coordination with Park and Recreation Department concluded.
- Damaged sprinkler line repairs on-going.
- Small dog area protected until matching sod is available to rehab the area.

Additional Items:

- PMT weekly Status of Projects held every Thursday.

Planning and Zoning

Licensing Division

- 3-Business Tax Receipt renewals for FY 2020-2021 processed this week.
- 10-Business Tax Receipt applications for new businesses have been received this week.
- 25-Business Tax Receipt renewals for FY 2021-2022 processed this week.
- 10-Business Tax Receipt applications for new licenses have been received this week
- 1-Outdoor dining Certificate of Use issued
- 1-Alcohol packet signed off

Planning and Zoning

- Addresses issued: 6
- Building permits reviewed: 92
- Zoning inspections conducted: 29
- Site plans reviewed/approved: 1
- Zoning verification letters: 1
- The Planning and Zoning Director participated in the weekly Director's meeting.
- The Planning and Zoning Director participated in the Planning and Zoning bi-weekly staff meeting.
- The Planning and Zoning Director participated in Construction Management meeting regarding City Bond financed projects.
- The Planning and Zoning Department participated in a meeting to discuss District 79 site plan modification application.
- The Planning and Zoning Director participated in a meeting to discuss Project Lunar.

- The Planning and Zoning Department submitted Public Notices for the Zoning Council meeting scheduled for March 23, 2022.
- The Planning and Zoning Director met with the Economic Development Coordinator and Planning and Zoning Assistant Director to discuss strategic priorities.

Economic Development

- Met with Project Lunar, Beacon Council, Planning and Zoning Director, and Code Compliance Director to answer preliminary zoning and compliance questions from Project Lunar representatives regarding new fulfillment center in Doral.
- Announced Ritmo Doral event information and released promotional materials in conjunction with The Rhythm Foundation and The Doral Yard.
- Participated in GMCVB Visitor Center Meeting.
- Met with Master Sang re: new dojo in Doral, coordinated site visit for next week.
- Met with SBDC referral Med Aesthetics re: site visit and new location orientation.
- Met with Pro Chile referral Lucid Dreams VR re: location for VR testing in Doral.
- Visited Bio Cell Wellness Group with Councilman Puig.
- Coordinated proposed Sister Cities Little League summit, culinary event and promotional activities for Oranjestad's bicentennial with Oranjestad-Aruba Sister Cities Association.
- Coordinated proposed CAMACOL Doral Small Business Caravan event for March 25.
- Coordinated logistics of Florida Foreign Trade Association trade mission from Dominican Republic event on May 23-24 at Doral Police Training and Community Center.
- Routed eMerge Americas payment and coordinated booth amenities.
- Registered Grow with Google workshops for March-June in Google Partners portal.
- Provided monthly new business list to Mayor and Council members.
- Promoted CBO Grant 2022 cycle to non-profits in Doral.
- Processed grant applications and reimbursements.
- Prepared Strategic Planning documents.

Building Department

- Activities for Week ending 03/04/2022
- ADMIN: Director attended staff meeting; Director/BO attended weekly with IDCM; Director held strategic planning meeting with chiefs and supervisors to discuss FY23; Staff attended NPDES Refresher course hosted by Stormwater Manager; Team attended bond meeting.
- EnerGov Update: Reviewed outstanding tickets with Darlene, request IC Josh to re-deploy TEST environment; Test redeployed 3/1/22; Provided demo of Review Coordinator and Bluebeam to St. John's County; met with team implementing EnerGov in Pembroke Pines to answer questions;
- HUMAN RESOURCES ACTIVITIES: Department welcomed Plumbing inspector Alcel Ruano, internal promotion from Public Works and Electrical Inspector Felix Pousa; resignation received from mechanical inspector Lazaro Herrera, returning to private sector.

- PROJECTS: Vanderbilt project;

Permit Fee Utilization report Year 2022

Week 8 - Ending 2/25/22

- Customer Service Activity
- 128 Customers Assisted (DoralQ)
- 12 minutes Average Lobby Wait Time (Goal <10m)
- 22 minutes Average Service Time with Customer
- 7 Design Professional Meetings (311) Requested
- 3300 Online Chat Portal Visitors (Velaro)
- 9 Online/Chat Engagements
- 642 Phone calls (Received)
- 379 Phone calls answered
- 59% Call Success Rate (Goal >50%)
- Permitting Performance Activity
- 223 Applications Received
- 661 Permits & Plans Reviews (all depts)
- 99 Permits Approved / Issued
- \$2.8m Construction Value (\$ millions)
- \$75,832 Total Fees Collected
- Inspection Performance
- 545 Inspections Requested
- 492 Inspections Completed
- 90% Inspections Completed Rate (Goal >99%)
- Permit Completion / Occupancy Data
- 3 TCO/TCC's Issued
- 3 CO/CC's Issued
- Private Provider Activity
- 1 Inspections by a Private Provider Unknown, data mining not complete
- 6 Plans Reviews by a Private Provider Unknown, data mining not complete
- 1 Audits Performed on Inspections by a Private Provider Unknown, data mining not complete
- N/A Other Permissible Activities not contemplate above

Code Compliance

- Director attended monthly Animal Welfare Committee meeting.
- Director attended monthly Military Affairs Advisory Board meeting.
- Department began planning for Spring 2022 Mayor's Citizen Government Academy which will be returning to in-person meetings.
- Director met with Planning & Zoning Director and Economic Developer to discuss a possible upcoming project along 79th avenue.
- All Code Compliance Officers who are licensed sediment & erosion control inspectors attended annual refresher training. In addition, the three newest Officers in the department took the full course to obtain their certification.

Finance Department

- Accounts Payable: Processed 168 invoices; 15 checks for a total of \$225,746.
- Journalized 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.
- Implementation of Paycom HR and Payroll software: Working on data collection of retirement benefit plans and current garnishment orders, to import into the new system.
- GASB 87 Lease implementation: Continued compiling lease contract data information.
- Attended Collective Bargaining meeting held on Friday, February 25th.
- Reviewed and approved agenda items for March Council meeting.
- Served as liaison for Citizen Audit Advisory Board meeting.

PROCUREMENT

- A total of 24 PO's for a total value of \$363,831.

CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 03/02/2022

- 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; Final Selection Posting scheduled for 03/09/22.
- 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: 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: Award Recommendation made.

• Solicitation No. and Title: RFQ No. 2022-01 – General Planning and Zoning Consulting Services
Dept: Planning & Zoning
Broadcast Date: 01/11/2022
Due Date / Bid Opening Date: 02/11/2022
Status: 4 Submittals received; Phase II Evaluation Scheduled for 03/10/22.

• Solicitation No. and Title: ITB No. 2022-03 – Intersection Improvements along NW 58th Street at NW 112th and NW 114th Avenue
Dept: Public Works
Broadcast Date: 02/01/2022
Due Date / Bid Opening Date: 03/01/2022
Status: 7 Submittals received; bids are being evaluated.

• Solicitation No. and Title: RFP No. 2022-04 – Instructional Tennis Programming at Doral Legacy Park
Dept: Parks & Recreation
Broadcast Date: 02/16/2022
Due Date / Bid Opening Date: 03/29/2022
Status: Pre-Bid Meeting Scheduled for 3/10/2022.

• Solicitation No. and Title: ITB No. 2022-05 – Doral Boulevard Median Landscaping Improvements
Dept: Public Works
Broadcast Date: 02/25/2022
Due Date / Bid Opening Date: 03/01/2022
Status: 7 Submittals received; bids are being evaluated.

• Solicitation No. and Title: RFP No. 2022-06 – Recreational Programming
Dept: Parks & Recreation
Broadcast Date: 02/24/2022
Due Date / Bid Opening Date: 03/25/2022
Status: Pre-Bid Meeting Scheduled for 03/08/22.

Human Resources

CURRENT JOB POSTINGS

- Building Inspector, Building Department, Closes on 03/11/2022
- Business Outreach Coordinator, Planning & Zoning Department, Closes on 03/09/2022
- Chief Financial Officer, Finance Department, Closes on 03/10/2022
- Clerical Aide II, City Manager's Office, Closes on 03/08/2022
- Facility Maintenance Technician, Public Works Department, Closes on 03/08/2022
- Mechanical Inspector, Building Department, Closes on 03/23/2022
- Park Service Aide, Parks Department, Open Continuous
- Plans Examiner (Mechanical), Building Department, Closes on 03/11/2022
- Police Officer, Police Department, Open Continuous
- Police Record Specialist Teletype, Police Department, Closes on 03/11/2022
- Police Service Aide, Police Department, Closes on 03/08/2022
- Receptionist/Recreation Service Aide, Parks Department, Open Continuous
- Recreation Service Aide, Parks Department, Open Continuous
- Senior Network Architect, IT Department, Closes on 03/08/2022
- Structural Plans Examiner, Building Department, Closes on 03/11/2022
- System Analyst, IT Department, Closes on 03/14/2022

SPECIAL PROJECTS

- Commended March Wellness challenges for employees.
- Received NSU Proposal for Leadership Training, which is currently being reviewed by the City Attorney's Office.

PRE-EMPLOYMENTS

- Police Officer (4 Candidates), Police Department
- Police Service Aide (3 Candidates), Police Department
- Police Administrative Assistant, Police Department
- Police Records Specialist Teletype, Police Department

Information Technology

- Security Manager

This week, over 96 emails were reported and analyzed for malicious intent. Completed reviewing and updating Policies and Procedures. Completed upgrading the City's Antivirus solution. Attended Cybersecurity web conference regarding Russia/Ukraine conflict. Attended webinar regarding updates on CJIS updates.

- Help Desk Support - This week:
- Resolved 94 % support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Setup two iPads and iPhones for two new Inspectors for the Building Department.
- Relocated AECOM Desks to the Public Works Department.
- Work in the transition of information, tasks, and access with the Sr Network Architect.
- Setup accounts for two new Inspectors for the Building Department.
- Replaced the IP Phone for the City Attorney.
- Installed new switch with the Sr. Network Architect at Morgan Levy Park.
- Continue to work on the deployment of the new Latitude 7420 Laptops to replace the Dell Desktops and Laptops from 2016 or older.
- Modified door schedule for night events.
- Continue to work on reconciliation of physical inventory of IT equipment.

Sr System Analyst: - This week:

Accomplishments:

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

Assist the Helpdesk supervisor to review licenses in PD and City Hall.

Re-run the backups that failed last night.

Cleaned the RMS disk to have a better performance.

Added GPO to Building department to use digital persona with FIDO.

Worked with Dell to get some renew quotes.

Clean some space in a domain controller to have a better performance.

Deleted old virtual servers to clean space in the data store.

Worked with the DBA to shutdown old server.

- Network Support: This week:
- Participated in internal and external meetings. Visited Morgan Levy Park and Doral Cultural Arts Center in order to check project status and plan for IT workforce.
- Physically installed and configured a Network Switch at Doral Morgan Levy Park to support cameras and Wi-Fi services.
- Trained/transitioned the IT Help Desk Supervisor on different IT Systems.
- Worked with City Vendors for renewing IT Services.

- Supported the City Hall Help Desk during resolution to daily users' issues.
 - Continued to monitor the Network and performed actions based on incidents.
 - Elaborated and delivered a custom phone report to the PW department.
 - Assisted the finance department when conducting IT asset reviews.
 - Configured the Network Core Infrastructure and modified the connection path for the City Hall Hardware Data Center.
- 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 provided support for Council Meetings and Workshops
 - AV Team provided support for Morgan Levy Park.
- 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).
 - Assisted PW Electrician with the installation of the 208vac power runs for the new UPS at Morgan Levy Park, also started with the installation of all rack devices for CCTV ,WAP ,and LPR System.
 - Started with the preliminary design for the implementation of the new UPS systems at Legacy and Glades Park.
 - Continued working with the design team and PM to coordinate the removal/reinstallation of Site 8 NW 41st St & Turnpike)LPR system due NW 41 St overpass project.
- Energov Systems Analyst - This week:
 - Worked with Tyler to make progress in resolving down time issues.
 - Worked on getting automation working to prevent permits and licenses from staying unexpired when they should be expired.
- Application Development - This week:
 - Created application for accomplishment submission.
 - Tested features in the new Power App platform.
 - Worked on CRM storage issue.
- Data Integration Engineer:
 - Successfully troubleshot the issue with the LPRs detections data, the SFTP's task to collect the hourly report is running as normal. Was able to take the hourly reports for the last week to update the Internal and External dashboards.
 - Successfully troubleshot the issue with the timekeeper database, the end-users were able to access it without issues.
 - Refreshed the Internal and External Dashboards as usual at the beginning of each month, running the manual processes that together with the automated ones populate the graphs.

- Assisted the Building Department Director to run a report requested by a Consulting Company for Permits and Inspections Issued in February 2022.

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

We have the locates for 107th and 25th. Vendor was going to GPR the area this week.

We are waiting for engineer to finish modifications of documentation, although we obtained Doral electrical permit approval, but structural review must be modified due to changes in building codes. Vendor has sent permits to engineer in order to address comments. Waiting on Miami Dade for sites 27 and 30 as this week plans will be resubmitted after addressing comments received. Vendor did submit to the city of Doral MOT permit requirements.

Project is 71 % completed.

- Paycom Project

This week most of all questionnaires for the employee benefits requirements were answered by team. We created a Project Plan for Paycom Timeclocks implementation which we will start as soon as we receive clocks. Continue Planning Phase setting all dates for solutions by end of week with City of Doral Team. Started to create Quality Plan and Test Plan in accordance to Exhibit A agreement.

Project is 19% completed.

- WCCD 37123- Sustainable Smart City Certification Project

We completed all the questionnaires except 5 questions and submitted the first draft of Iso37123 for review.

Project is 77% completed.

- Smartsheet support - This week:
- Create new user and updates to other users
- WCCD 37120- Yearly Smart City Certification Project this week:
- Updates on Auditor comments received for 40 indicators, meeting, calls , emails and ensuring data calculations are corrected.

- GIS Administration- This week:

- Continue to conduct systems and communicate with vendor and internal Information Tech team.

- Information Tech Staff meeting.

- As per public works dept's request, geocoded, created and provided odor complaint map in PDF from 2018 to 2022.

- Reviewing and updating standard of procedure.

- As per police dept's request, updated school resource officer.

- As per public works dept's request, analysis and provided city folios (physical buildings).

- As per Public Records Request, provided the latest zoning shapefile.

- GIS meeting with vendor about training.

- Troubleshoot GIS software issue.

- Communicated users support.

- Continue to rebuild and test systems.

This week the PD IT Team

- Started to deploy new admin laptops
- Attended CJIS Cyber Security training
- Assisted admin in creating Week in Review on the DPD website
- 1 local business was added to the RTOC
- Set up new records employee
- Adjusted pinging interval on AVL

- Set up new Detective in GIU
- TAS alerts are now alerting Dispatch
- Set up new Sgt
- Assisted IA in a case

Parks and Recreation

- Parks Director attended Director's Staff Meeting on 2/28.
- Parks Director attended a meeting with the Acting Deputy City Manager and the City Attorney to discuss Baptist Health Naming Rights Sponsorship on 2/28.
- Parks Director met with events coordinators to discuss upcoming department events on 2/28.
- Assistant Director participated on the Facility Manager interview panel for Public Works.
- Parks Director attended weekly meeting with Acting Deputy City Manager to discuss ongoing department items.
- Parks & Recreation staff had a facility walk-through at Morgan Levy Park, Doral Meadows Park, and Trails & Tails Park on 3/4.
- Park Maintenance Staff troubleshooted and repaired multiple breaks in the irrigation systems at Downtown Doral Parks and Trails & Tails Park.
- Silver Club had a trip to Crandon Park on 3/1 with 12 Silver Club Members.
- Adult Basketball League games continue at Doral Legacy Park.
- Special Needs Staff & Doral Special Olympics athletes participated in the Special Olympics Tennis Competition being held in Coral Reef Park on 3/3 and 3/4.
- Youth Flag Football League semifinals were held at Doral Meadow Park on 3/3 & League Championship games held on Saturday 3/4.
- Parks & Recreation staff assisted with a photoshoot for Latin Fixin's Food Truck in Doral Glades Park on 3/3.
- Events team hosted Dr. Seuss Storytime (in partnership with Miami Dade Public Library and Downtown Doral Branch) at Doral Legacy Park on 3/4.
- Events team hosted an event with the Miami Symphony Orchestra at the Downtown Doral Park on 3/5.

Police Department

Arrests

- Felonies: 29
- Misdemeanors: 8
- Traffic: 3
- Warrants: 8
- DUI: 1
- Crashes: 50
- Hit and Runs: 7

Traffic Citations

- Hazardous Moving Violations: 247
- Non-Hazardous Moving Violations: 189
- Disabled Parking Violations: 15
- Written Warnings: 7

Civil Citations

- Civil Citations: 74

Notable Arrests & Incidents

Burglary/Unoccupied Conveyance

Petit Theft 1D/100+/-750

Contributing/Delinquency/Dependency/Child/Commit

Doral Police Detectives were tasked to investigate several vehicle Burglary cases. Police Detectives shared the information with other agencies regarding specific items that were taken during the vehicle burglaries. DPD Detectives were alerted by neighboring agency detectives of four male subjects that were detained regarding similar crimes that had occurred in another jurisdiction. DPD Detectives responded and interviewed the subjects on scene and obtained a confession. Detectives were able to recover property that was taken during the burglaries that they were investigating. The male subjects were arrested and transported to TGK and the Juvenile Assessment Center (JAC).

Burglary/Unoccupied Conveyance

Grand Theft 3rd Degree

Credit Card/Fraudulent Use of/\$100 or More

Criminal Mischief/Over \$200, Under \$1000

Doral Police Detectives were tasked to investigate a vehicle burglary. Detectives began to monitor the usage of the victim's credit cards that were taken during the burglary. Detectives responded to one of the locations where the victim's credit card was used and were able to identify the subject. Detectives located the subject and took him into custody. The male subject told detectives that he had committed the vehicle burglary because he hasn't been working and needed to get by. The male subject was arrested and taken 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 daily 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

February 25, 2022 – March 3, 2022

- 6700 NW 104 AVE., Doral International Academy of Math & Science – School detail.
- 6700 NW 104 AVE., Doral International Academy of Math & Science – Provided Anti-Bully information to the Principal for future school presentations.
- 6700 NW 104 AVE., Doral International Academy of Math & Science - Provided information to the Principal regarding Autism Bike Ride currently scheduled for April 2, 2022 (Miami-Dade Fire Rescue Headquarters)
- Emailed and called Landmark South (6055 NW 105 CT) – Follow up on Safecam, and the next crime watch meeting.

- Emailed – Las Brisas (5600 NW 114 AVE) regarding their upgraded CCTV system and Safecam status information regarding the next HOA meeting.
- 8050 NW 58 ST., A-Plus Auto Collision Doral – Called Ivan (owner) to follow up on the status of Trespass, Safecam and Security Survey.
- 6700 NW 104 AVE., Doral International Academy of Math & Science– School Detail.
- 6055 NW 105 CT., Landmark South – Coordination with the property manager regarding March crime prevention meeting.
- 4100 NW 87 AVE., Marriott's Villas at Doral – Presentation on active shooter and bomb threat presentation.
- 7600 NW 114 AVE., Island at Doral – Inquired about March HOA meeting schedule.
- 1455 NW 107 AVE., International Mall – The security director (Rafael) inquired about police support for an upcoming mall event. He will email NRU with the request.
- 4100 NW 87 AVE., Marriott's Villas at Doral – Presentation on Active Shooter and Bomb Threat response.
- 6700 NW 104 AVE., Doral International Academy of Math & Science – School Detail.
- 5300 NW 114 AVE., Doral West – Follow up meeting regarding juveniles, Safecam and Trespass Affidavit.
- 5584 NW 114 AVE #204., Juvenile follow up.
- 5310 NW 114 AVE #201., Juvenile follow up.
- 6055 NW 105 CT., Landmark South – High visibility, area check.
- 6700 NW 104 AVE., Doral International Academy of Math & Science – School Detail.
- 6700 NW 104 AVE., Doral International Academy of Math & Science – Code Red drill.
- 6055 NW 105 CT., Landmark South – Neighborhood Crime Watch meeting.
- 8858 NW 101 AVE., Juvenile follow up – Case #220204-002267.
- 6700 NW 104 AVE., Doral International Academy of Math & Science – School Detail
- 9455 NW 40 ST RD., Shelton Academy – D.A.R.E.

Upcoming H.O.A.s and Meetings

ALL HOA MEETINGS WILL BE HELD AT DORAL COUNTRY CLUB 5001 NW 104th AVE.

03/09/2022 @ 7 PM Doral House I Officer Feliciano
 03/09/2022 @ 7 PM Townhome of Doral Place Officer Feliciano
 03/10/2022 @ 7 PM Townhome of Doral Oaks Officer Ten
 03/10/2022 @ 6:30 PM Doral Pines Officer Ten
 03/16/2022 @ 7 PM Doral House III Officer Feliciano
 03/17/2022 @ 7:30 PM Doral Lakes Officer Ten

Training Unit

Training Section Highlights: Week of February 28, 2022, thru March 04, 2022

1. Training Unit:

- Annual Training begins, March 01 thru March 03.
- MDPD hosting Advanced Human Factors in Community room (February 28 thru March 04).
- New hire PSA Orientation (February 28).
- PHASE 2 Academy week 3.

2. MDPD Police Academy Class #134:

Week 19 (January 17, thru January 23, 2022)

During last week recruits completed and passed their Firearms Training written exam. They will begin their DUI training this week. Physical Training continues daily.

3. MDPD Police Academy Class# 135:

Week 10 (January 17, thru January 23, 2022)

During last week the recruits returned to the MDPD Academy. They began Chapter 6 (Serving Your Community). Defensive Tactics and Physical Training continues daily.

4. EOC:

The following Departments have new Assistant Directors or personnel that will be assigned to EOC duties:

- Building
- Code Enforcement
- Planning and Zoning
- Public Works
- I.T.
- Floodplain Manager

As per the Doral Divisional EOC Policy (attached), all the above need to show certification for the following training:

- IS-100.C: Introduction to the Incident Command System, ICS 100
<https://training.fema.gov/is/courseoverview.aspx?code=is-100.c>
 - IS-700.B: An Introduction to the National Incident Management System
<https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b>
 - IS-200.C: Basic Incident Command System for Initial Response
<https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c>
- Office of Emergency Management:

Emergency Management Highlights for the week of February 24 – March 3, 2022

Office of Emergency Management:

- Conducted monthly EOC inspection.
- With I.T., P&Z and P.W., finalized Neighborhoods and Points of Interest maps for EOC.
- With P.A., finalized graphics for Comprehensive Emergency Management Plan (CEMP) updated draft.
- Prepared training guidelines for new EOC personnel, including civilians.
- Shared EOC policy with Directors for annual review.
- Shared cybersecurity tips from the Florida Division of Emergency Management to help residents protect their networks at home and at their businesses.
- Reviewed International Association of Emergency Management (IAEM) upcoming training content.
- With County OEM, continued CERT member database update for the Doral area, and outreach to increase CERT membership.
- Created situation reports, and shared COVID-19, cybersecurity, 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 65,566 (Increase of 142 followers)

- SOCIAL MEDIA HIGHLIGHT: Twitter Mentions up by 30.9% (161); Facebook Page Organic Reach up by 46.2% (20.4k)

TOP POST: Instagram post announcing Ritmo Doral (4.3k reach and 55 likes)!

- Promoted multiple city events/initiatives including but not limited to: Best of the Best February Winner (Michi's), Best of the Best March category, Ritmo Doral, zoning workshop, West End Well

- Design/Web Projects –website updates, update of parks bond page, updates to Ritmo Doral materials, several certificates

- Meeting with Public Works and design team to finalize design for Public Affairs Department suite.

- Meeting with Diario Las Americas about 2022 feature.

- Walk through/site visit with MAU for Council approved job fair at Police Training and Community Center.

- Conducted 10 interviews for the Assistant Director of Communications position.

Videos:

Published – Your City at Work– PD

In Production – Spend Local – Rzone Fitness

In Production – Best of Best Feb Winner - Michi's

In Production – MISO Highlight Video

Public Works

- o ITB 2020-31 “Sub Basin H-8 Phase II Stormwater Improvements” - Drainage installation and asphalt were complete as of 1/31/2022. Striping was completed and all pending punch list items have been completed. Administrative close out phase still ongoing (final invoice, as built review, acceptance letter, etc....).

- o ITB 2021-18 “Stormwater Improvements at NW 89th Place and NW 24th Terrace” - Notice to Proceed was issued on 2/7/2022. The awarded contractor, ADA Engineering, completed the exploration phase along the project area. This project is located along NW 89th Place between NW 25th Street and NW 21st Street and along NW 24th Terrace between NW 89th Place and NW 25th Street. Drainage installation has begun along NW 24th Terrace.

- The Public Works Department had 11 visitors last week.

- The Public Works Department processed a total of 32 Facility Work Orders.

- Bus Shelter Cleaning (COVID-19) - Next cleaning is scheduled for 3/8/22.

- The Public Works Department held interviews for Facility Manager.