



Memorandum

To: Honorable Mayor and City Council

Date: February 07, 2022

From: Hernan M. Organvidez, Interim City Manager

Subject: **Weekly Council Update/ January 30 - February 05, 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

Police responded to a deceased person call at a residence in the 11000 block of NW 75 Street. 73-year-old man, apparent natural. Miami Dade Police Homicide Bureau has assumed the investigation.

Police arrested a man after he made threats to kill police officers. This occurred at the Best Western Hotel in the 3900 Block of NW 107 Avenue.

Police responded to the sound of an explosion in the 10000 Block of NW 41 Street. An FPL transformer blew out causing a power outage that lasted about 10 hours.

INFORMATION TECHNOLOGY

Meeting with Plante Moran reference the ENERGOV consultant.

Laserfiche integration completed.

Paycom Project meeting held.

Website update to be completed by April 4.

FINANCE

Monthly closeout being completed.

Working with auditors on the Financial Statement audit.

HUMAN RESOURCES

Payroll being processed this week.

Processing new applicants for the Parks and Recreation Department.

ECONOMIC DEVELOPMENT

Interviews being conducted for the Business Outreach Coordinator position.

Preparing for the US DOT event to be held in Council Chambers on February 17.

PLANNING & ZONING

Meeting with an interested party reference COVID testing sites.

PUBLIC WORKS

Processing documents for the Section 8 Traffic Calming study.
Pressure cleaning bike lanes on I 14 Avenue between NW 58 and 74 Streets.
Garage doors repairs to be completed by Public Works employees.

PUBLIC AFFAIRS

Best of the Best campaign kicks off on February 1.
Marcos Giron has resigned. Actively seeking a replacement for this position.
Filming different police activities for the Departmental video highlights.

PARKS & RECREATION

Camping Under the Stars event this coming Saturday.
Meeting with Parks Consultant regarding the trails at Doral Glades Park.

CODE COMPLIANCE

Military Advisory Board meeting this week.
Body Worn Camera Training for Code Compliance Officers on Wednesday.
BWCs to be deployed this week on all Code Compliance Officers.

BUILDING

Monitoring the County's Commission Meeting this week. First Reading of new ordinance concerning changing the inspection of buildings from 40 years to 30 years.
The Building Department uses the services of CAP Municipal Services primarily for Structural Plans Examiner and Mechanical Engineer. Monthly expenses fluctuate from \$25K to \$40K.

CITY MANAGER

- Interim City Manager attended Mayor Levine Cava Virtual 2022 State of the County Address.
- Interim City Manager held weekly meeting with Procurement Manager, Ms. Tanya Donigan and Procurement Coordinator, Mr. Kevin Salazar.
- Interim City Manager and Interim Deputy City Manager along with City Clerk Diaz and City Attorney Figueredo held Agenda Review meeting with Mayor Bermudez for Council Meeting to be held February 9, 2022.
- Interim City Manager held weekly meeting with Chief Information Officer, Ms. Gladys Gonzalez.
- Interim City Manager held weekly meeting with Interim Chief Financial Officer, Ms. Solangel Perez and Interim Assistant Finance Director, Ms. Michelle Guillen.
- Interim Deputy City Manager held weekly meeting with Building Director, Ms. Jane Decker and Building Official, Mr. Vince Seijas.
- Interim City Manager and Interim Deputy City Manager along with City Attorney Figueredo held meeting with Public Works Director, Mr. Carlos Arroyo and Assistant Public Works Director, Ms. Rita Carbonell to discuss Parking.
- Interim City Manager and Interim Deputy City Manager along with Mayor, Councilmembers and City staff gathered at the City of Doral Government Center Lobby to take a picture of staff wearing red to be posted on social media for the American Heart Association National Wear Red Day.

- Interim City Manager held weekly meeting with Interim Chief of Police, Mr. Raul Ubieta and Interim Deputy Chief of Police, Mr. Daniel Borrego.
- Interim City Manager held weekly meeting with Interim Human Resources Director, Ms. Rita Garcia and Interim Assistant Human Resources Director, Mr. Elizabeth Ramirez-Lopez.
- Interim Deputy City Manager held weekly meeting with Code Compliance Director, Mr. Edgard K. Estrada and Assistant Code Compliance Director, Mr. Danny Del Toro.
- Interim Deputy City Manager held weekly meeting with Economic Developer, Mr. Manny Pila.

Capital Improvement Project Coordinator

Doral Cultural Arts Center:

- General Construction Activities:
 - o Sloped landscaped area
 - Backfill material has been approved by B&A. Backfilling operations to resume this week.
 - KVC is repairing the irrigation system in the area.
 - Waterproofing and drainage mat installation completed at slope landscape area.
 - o Parapet and concrete countertops.
 - Pending concrete steps for north egress path and access gate (opening) to elevator machine room.
 - o Ongoing activities:
 - Amphitheater step seating is pending. Final design set submitted on January 17th
 - Pending KVC review. Design will be discussed at the OAC meeting on January 26th.
 - KVC prepared a 10' x 10' mockup with the proposed roofing material (Elastophene) for the sloped roof area.
- KVC submitted a change order for the sloped roof installation. The PMT and B&A believe this should not be additional work.
- Conference call with KVC to discuss change order validity scheduled for Wednesday January 19th.
- Pending KVC response to B&A requirements.
 - Interior partition walls construction continues in the administration area.
- Door frames are also being installed.
 - Metal pan stairs delivered on December 8th, pending handrails installation.
 - HVAC ductwork installation is on-going.
 - Building paint primer released for application. Pending building paint color approval.
 - Roof terrace tapered insulation released for installation.
 - Hard ceiling grid installed at lobby/office/reception/break room/restrooms (indoor and outdoor).
 - o Installation of ceiling light support.
 - Flex ductwork installation for plenum and exhaust fans.
 - Elevator installation started February 2nd, 2022.
- 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 (NE 53rd Terrace). Tree pruning on December 6th.

- Sidewalk and curb demolition for BOH driveways is underway (NW 53rd Terrace).
 - BOH drop-off construction is underway. Contractor grading the area and demolishing sidewalks.
 - Contractor continues entrance drop area on NE 53rd Street.
 - Backflow preventer and water meter installation continues.
 - Fire water 8" double detector installation commenced.
- Main chiller and temporary chiller connection installation complete.
 - Components between chiller and chiller lines to be installed.
- General Activities
 - IT Department coordination is on-going.
 - Finalized location, elevation, and section of Interactive Display.
 - Conduit layout and sizing confirmed and approved by City IT, Contractor, and Design Team.
 - Agreement to install cameras on existing Codina park light poles received.
 - Data box location confirmed by City IT.
 - AT&T pull box relocation on-going.
 - KVC will coordinate with AT&T to have the relocation of the box. AT&T confirmed they have the relocation scheduled and coordinated with KVC.
 - Relocation will occur after the area is cleared and graded.
 - Art in Public Places:
 - Pending date for presentation to Planning and Zoning Department.
 - 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
 - Pending Doral PZ fee payment. Paid on September 15th. Package was rejected - PMT will meet PZ.
 - Revision 19 & 20:
 - Submitted to Doral BD by B&A on August 11th
 - Doral BD revision completed – September 17th; B&A is addressing the comments (September 20th). In progress.
 - 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".
 - A sign mock is required for Parks review.
 - Downtown Doral Park
 - KVC updated the work schedule for Downtown Doral to Doral Parks Department.
 - Doral Parks personnel walked the proposed conduit routes with KVC on January 19th. Work will be scheduled not to interfere with planned events at the park.
 - Downtown Doral Park work started on the northwest corner on January 26th. Excavation equipment will be stored on site and fenced off when not in use.
 - Excavation work to start on the north side of the playground Monday, February 7th, 2022. Playground to be closed for a duration of five days.

Morgan Levy Park:

- Project completed.
 - Financial closeout.
 - 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 as of January 24th.
 - PMT exploring alternatives to provide drawing of entire plumbing system.

White Course Park:

- Permitting Process:
 - o Miami Dade WASD permit is on-going.
 - Pending Elan's Sketch and Legal and Opinion of Title.
- 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 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 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. One more inspection after metal roof has been installed.
 - 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.
 - RFI#43 resolution has been implemented and pole base has been relocated accordingly. Pending light pole and luminaire installation.
 - Irrigation lines installation is 95% completed.
 - Multiple phases have passed inspection, pending final inspection.
 - o 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 and pouring for concrete/paver center sidewalk 75% complete.
 - Concrete placement occurring in sections.
 - Perimeter fencing 95% completion.
- 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 installation 85% complete.
 - Shelter underlighting 100% complete.
 - Pavilion wooden roof installation complete, metal roofing installation preparation has begun.
 - 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 nearly complete.
- Fitness area:
 - RFI #44 - Spacing and orientation of equipment and expansion of attenuated area has been implemented and demolition has begun.
 - RFI#43 resolution has been implemented and pole base has been relocated accordingly. Pending light pole and luminaire installation.
 - Fitness Area shade cover columns and shade installation 100% complete.
- Fitness Area shade cover columns and shade installation 100% complete.
- Park Furniture:
 - Installation of park benches, trash receptacles and picnic tables 80% complete.
- General Landscaping:
 - Tree installation 90% complete.
 - Sod installation 80% complete.
 - Mulch placement 50% complete.
- General activities:
 - 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.
 - 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.
- Waterfront Paver installation coordination on-going.
- “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:

- Authorities having Jurisdiction (AHJ's)
 - 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.
 - 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.
 - 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.
- 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.

- Skate Park / Amphitheater (Phase II/III)
 - Work has not commenced, pending final design decision. Expected start roughly in April 2022.
- Recreation Center / Aquatics Facility (Phase IV)
 - Work has not commenced, pending final design decision. Expected start roughly in July 2022.
- 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.
 - 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.

Doral Boulevard Pedestrian Bridge:

- General Activities
 - 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:

- General Activities
 - o Sharrows:
 - Interlocal Agreement submitted to MDC on-going.
 - o Bike lanes:
 - Revised work order has been signed.
 - Kick-off meeting took place Monday January 24th, 2022.
 - MOT plan submitted.
 - 63 preformed “bike” symbols have been installed.

Trails and Tails Park (Lighting Improvements):

- Permitting:
 - o Secondary building sub-permit application complications resolved.
- General Activities:
 - o IT Department coordination is on-going.
 - IT room construction estimated to begin mid-February.
 - Conduit layout on the Parking Lot area is 40% complete.
 - Bollard installation is 25% complete.
 - Small dog area light pole installation 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)
 - Large Dog area light poles installed (7 of 16 poles installed).
 - Large dog area conduit layout 12% complete.
 - Solar power bollards coordination with Park and Recreation Department concluded.
 - Damaged sprinkler lines have been repaired.
 - Light pole storage area confirmed with Parks Dept.
 - Small dog area protected until matching sod is available to rehab the area.

Additional Items:

- PMT weekly Status of Projects held every Wednesday.

Planning and Zoning

Occupational Licensing

- 3-Business Tax Receipt renewals for FY 2020-2021 processed this week.
- 12-Business Tax Receipt applications for new businesses have been received this week.
- 34-Business Tax Receipt renewals for FY 2021-2022 processed this week.
- 5-Business Tax Receipt applications for new licenses have been received this week

Planning and Zoning

- Addresses issued: 5
- Building Permits reviewed: 77
- Zoning Inspections conducted: 30
- Site plans reviewed/approved: 5
- The Planning and Zoning Director participated in a meeting related to Doral Blvd Master Plan.
- The Planning and Zoning Director participated in the weekly staff meeting.
- The Planning and Zoning Director participated in the Bond Meeting Process regarding Construction Management.
- The Planning and Zoning Director participated in the bi-weekly department meeting.
- The Planning and Zoning Director participated in a meeting with Lennar.
- The Planning and Zoning Director participated in the EnerGov Stabilization Project Management meeting
- The Planning and Zoning Director participated in the agenda review meeting.

Economic Development

- Participated in Millenia Atlantic University Program Advisory Committee for new Entrepreneurship Program.
- Met with Maria Prado re: update on Doral developments for Simon Malls meeting.
- Met with referrals from Prospera and Beacon Council re: new businesses in Doral.
- Coordinated exhibitor participation in eMerge Americas including US Conference of Mayors Summit and advertising in eMerge America's magazine.
- Coordinated meeting with Beacon Council and national retailer coming to Doral.
- Met with CAMACOL Doral re: upcoming activities in Doral.
- Confirmed virtual participation in Aruban economic conference.

- Transmitted Ritmo Doral production agreement.
- Coordinated ribbon-cutting ceremonies for February and March with Mayor's office.
- Coordinated with Public Affairs and partners to promote Business Forum.
- Processed grant applications and reimbursements for PTSA Grants, CBO Grants and Façade Grants.

Building Department

- ADMIN: Director attended staff meeting; Director/BO attended weekly with IDCM; Director, BO & AD hosted workshop with code officers for best practices and understanding the building code; Staff attended monthly SFBOA meeting w/ presentation from Paramount Engineering; Director held monthly Chiefs Meeting; Team attended bond meeting;
- EnerGov Update: Stabilization meeting w/ Plante Moran; Ticket Review meeting with PM; System outage from Wednesday a.m.;
- HUMAN RESOURCES ACTIVITIES: 5 technical positions remain posted;
- PROJECTS: Zoom fitness design professional meeting scheduled;
- BUILDING CODE UPDATES: Board of County Commissioners heard update to Chapter 8 of Local Building Code regarding building recertification program; Building Official submitted to minor code mods to Florida Building Commission for consideration in next triennial cycle update

Code Compliance

- Director attended monthly Military Affairs Advisory Board meeting.
- Code Compliance Officers, Supervisors and Directors completed 3-hour body-worn camera training to learn how to properly use, store and maintain the cameras. Training was facilitated by Body-Worn Camera Administrator, Joaquin Garcia-Tunon.
- Department officially began using body-worn cameras in the field on February 2, 2022.
- Code Compliance Officers and Supervisor participated in a Q&A session with the Building Department to discuss commonly encountered issues found in the field.

Finance Department

- Accounts Payable: Processed 83 invoices; 80 checks for a total of \$610,449.
- Journalized the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- Processed the City-wide payroll for the pay period ended 1/30/2022.
- The department continues to work with the City's external auditors Caballero, Fierman, Llerena & Garcia, LLP on the 2021 fiscal year-end financial audit.
- The implementation to Paycom HR and Payroll software was initiated this week. Department personnel tasked to the project participated in various meetings that included a discovery call/ client set-up questionnaire meeting, and ADP data extraction meetings.

PROCUREMENT

- A total of 19 PO's for a total value of \$80,772.

CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 02/3/2022

- 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; Public Announcing of scores and opening of Price Proposal scheduled for 02/04/22.
- 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: 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 Submittal; 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: 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: 5 Firms attended the Pre-Bid Meeting.
- 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: Pre-Bid Meeting scheduled for 02/10/2022.

Human Resources

CURRENT JOB POSTINGS

- Assistant Communications Director, Public Affairs Department, Closes on 02/14/2022
- Building Inspector, Building Department, Closes on 02/08/2022
- Chief Financial Officer, Finance Department, Closes on 02/11/2022
- Chief of Engineering, Public Works Department, Closes on 02/28/2022

- Clerical Aide, Police Department, Closes on 02/11/2022
- Electrical Inspector, Building Department, Closes on 02/08/2022
- Park Service Aide, Parks Department, Open Continuous
- Plans Examiner (Mechanical), Building Department, Closes on 02/08/2022
- Plumbing Inspector, Building Inspector, Closes on 02/08/2022
- 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 Marketing & Sponsorship Coordinator, Parks & Recreation Department, Closes on 02/08/2022
- Recreation Service Aide, Parks Department, Open Continuous
- Structural Plans Examiner, Building Department, Closes on 02/21/2022
- System Analyst, IT Department, Closes on 02/11/2022

SPECIAL PROJECTS

- The HR Department is Continues to coordinate/facilitate Weekly COVID testing for employees.
- The HR Department is working on scheduling Lunch & Learns, as well as all wellness initiatives, for the remainder of the fiscal year.

PRE-EMPLOYMENTS

- Police Officer (2 Candidates), Police Department
- Recreation Service Aide (2 Candidates), Parks & Recreation Department
- Licensing Clerk, Planning & Zoning Department
- Planner, Planning & Zoning Department
- Electrical Inspector, Building Department

Information Technology

- Smart City projects are underway:
- FPL 2 LPR Poles/Public Safety Project:
Vendor submitted Doral permits with addresses, waiting completion 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 71% completed.
- Asset Essentials System
We should start in February testing 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 just finalized the new GIS service Map and updating the other maps of Food distribution, Flood, generators, and electric cars charger for compliance with the Iso37120 to comply with requirements. Continue obtaining answers from MDC to fix comments from Auditor for waste, energy, and gas information, we are redoing answers and calculations then re-submit for Auditor verification. Expecting soon certification of the City of Doral. Project is 99% completed

- WCCD 37123- Sustainable Smart City Certification Project

We have requested all requirements from resources and completed the Telecommunication indicators, entering some answers received from Health and Flood information answers while 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 Finance and P/Z on requirements. Will be meeting with finance to complete many sections.

Project is 31% completed

- Paycom Project We had kick-off this week and started the initiation Phase setting all configurations with City of Doral Team. We created a stakeholder and Communication Plan and will be creating a Detail Project Plan for next meeting. We are expecting from vendor quotes for conversion and Time clocks for Council approvals in March.

Project is 7% completed

- Resolved 94 % support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Attended the meeting for the Toshiba Papercut Demonstration.
- Provided support to the Sr. Network Architect in the upgrade of the core network switch performed on Monday 01/31.
- Provided a SFTP link and uploaded to the link the files that the Flood Plain Manager needed to share with a contractor.
- 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.
- Public Safety Support - This week, the PD IT added 1 more local business to the RTOC. The EOC monthly inspection was performed. Commercial LPR was added to our LPR system for query. Kickoff meeting was held for Crime View upgrade. Laptop was sent for RMA. County CAD continues to get pushed out to users. Fixed a login issue for AVL solution. Updated the IA software to the latest version.

- Sr System Analyst:

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

Increased disk space in SQL management virtual machine to the DBA.

Added users to group to read data from system

Worked with security manager to clean 29GB of logs from event tracker in the archiving servers.

Installed Idrac License in Camera Server.

Granted Teams Admin to Security manager to check for logs, approved by IT Director.

Re-run the backup jobs that failed yesterday.

Fixed Police department server that was not responding.

Meeting with consultant to discuss about the File system archiving support.

Created new GPO to manage the Archiving Servers in City Hall.

Re-run the backup jobs that failed yesterday.

Reviewed the Backup / recovery policy

Assisted the DBA to install Visual Studio in his development server.

- Sr. Network Architect:

- Elaborated custom phone reports and presented them to management and to the Public Works Department.

- Assisted the Building Department with requests for changes to the phone system.

- Provisioned a network switch to support the bodycam services for the Code Compliance Department. This included modification of Security Rules across multiple systems.
- Performed upgrade of Core Network Equipment at City Hall. This included migration of existing configuration to a new platform, and multiple systems were modified/programmed to support the new architecture.
- Provisioned new phones for the Police Department.
- Supported the City Hall Help Desk during resolution to daily users' issues.
- Continued to monitor the Network and performed actions based on incidents.

- Security Manager

This week, over 70 emails were reported and analyzed for malicious intent. Began reviewing and updating Policies and Procedures. Met with various vendors to discuss security products.

- AV Team provided AV support for Finance, PW, PD, PA, CM, and HR Department
- Maintenance on Council Chambers AV system
- AV Team is working with vendor to upgrade Council Chambers
- AV Team preformed Monthly EOC Inspection
- Energov Systems Analyst: Cleaned up outstanding tickets.
- Met with Plante Moran to further discuss roadmap for new system.
- Application Development- This week:
 - Worked on CRM instances cleanup/portal upgrade.
 - Worked with Microsoft on storage issue.
 - Assisted on Munis form installation.
 - Assisted Tyler with Laserfiche.
 - Supported FN with Munis.
 - Supported PD with SharePoint access.
- Data Integration Engineer:
 - Attended the "Blue source - Service Description - EV Managed Services" meeting.
 - 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 Planning and Zoning Department in creating a new Internal Dashboard Report for Plans and Permits reviews.
 - Assisted the Building Department Director to run a report requested by a Consulting Company for Permits and Inspections Issued on January 2022.
- 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, added and updated art in public place web map app.
 - As per police dept's request, updated school information web map app GIS portal.
 - As per public works dept's request, updated electric vehicle charging station web map app GIS portal.
 - As per code compliance dept's request, review and updated SunBiz web map app for internal only.
 - Troubleshoot and resolved with compress GIS data.
 - Troubleshoot KML tool issue.
 - Troubleshoot GIS app issue.
 - Review smart city reequipments: food supplier, hotels, electric vehicle charging station, basic services, street light poles.
 - Communicated users support.

- Continue to rebuild and test systems.
- Weekly GIS maintenance.
- 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).
 - Continued with the coordination/installation of the surveillance camera on exterior poles at Morgan Levy Park.
 - Started with the preliminary design for the implementation of the new UPS systems at Legacy and Glades Park.
 - Continue working with PW and AV System Analyst on the design/construction of IT/AV expansion room.
 - Started with the coordination of the removal/reinstallation of Site 8 (NW 41st St & Turnpike) LPR system due NW 41 St overpass project.

Parks and Recreation

- Submitted NRPA's Healthy Aging Grant.
- Director met with grant consultant to discuss trails grant opportunity
- Called 11 applicants for Recreation Service Aid interviews.
- Silver Club members attended handmade jewelry art program at Doral Legacy Park.
- Held Camping Under the Stars event at Doral Glades Park.
- Silver Club members went to Hard Rock Guitar Hotel and Casino.
- Director and Assistant Director did a walkthrough at White Course Park.

Police Department

Arrests

- Felonies: 7
- Misdemeanors: 9
- Traffic: 3
- Warrants: 4
- DUI: 0

Traffic Citations

- Hazardous Moving Violations: 249
- Non-Hazardous Moving Violations: 437
- Disabled Parking Violations: 23

Civil Citations

- Civil Citations: 1

Notable Arrests & Incidents Computer Users/Offenses Against/PR 2014

Doral Police Detectives were tasked to investigate a case reference an internet crime. Victim told detectives that she allowed a male co-worker to use her cellphone to make a call. The victim noticed that her co-worker was taking longer than expected, she began looking for him to retrieve her cellphone. Later on, the day, the victim noticed that a video had been sent from her cellphone to the male co-worker's cellphone. The victim told detectives that the video had explicit footage showing her naked. Victim told detectives that she never gave consent to the male co-worker to send that video to his cellphone. Detectives met with the male co-worker who admitted to the detectives of sending himself a video without the victim's consent. The male co-worker was arrested and transported to TGK.

Petit Theft

Doral Patrol units were summoned to the area of 3940 NW 79th Avenue reference a theft of a package. Victim stated to the officers that she observed a male subject take a package from the mail room that did not belong to him. The victim also told the officers that the male subject lives in the same community. Officers were able to locate the male subject, who confessed of taking the package from the mail room. 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

- 6055 NW 105 AVE., Landmark South – Security Survey final orientation
- 8050 NW 58 ST., APlus Collision – SafeCam follow up
- 8960 NW 97 AVE., ST. Maarten – Parking vehicle outside community ref sealing community streets
- 3500 NW 89 CT., Bridgeprep – School Detail
- 9755 NW 41 ST., Publix – Business Contact
- 8181 NW 36 ST., Popular Bank building owner – Business Contact
- 8401 NW 53 Terr., City Hall & surrounding area – Area Check
- 1212 NW 82 AVE., Days Inn – Crime Prevention meeting
- 1375 NW 97 AVE., La Pradera – SafeCam follow up
- 1501 NW 79 AVE., Citizen Crime Watch – Crime Prevention meeting
- 5831 NW 97 AVE., Oleo – Business Contact
- 5950 NW 97 AVE., Doral Academy – School Detail
- 8631 NW 13 TERR., Beacon Auto Care – Safecam
- 6055 NW 105 AVE., Landmark South – Trespass form
- 4720 N2 85 AVE., Allegro Active Senior Apt – Health Fair Event
- 10651 NW 19 ST., Renaissance Elementary – School Detail
- 9455 NW 40 ST., Shelton Academy – Scheduling DARE classes
- 11240 NW 62 TERR., Luis Francisco – Noise complaint
- 10311 NW 58 ST., DSA – Security detail for arrivals and dismissals

- 8901 NW 20 ST., Mega Jump – SafeCam
- 10311 NW 58 ST., Divine Savior Academy – School Enhance Security Detail
- 7905 NW 53 ST., DD Upper School – School Detail
- Meeting with the training bureau, to check on the status of the vehicles that will be taken to the Divine Savior Touch a truck event on Saturday, February 5th, 2022.
- 10651 NW 19TH ST. Renaissance Elementary Charter School. Relieve DR 615
- 9831 NW 58th St. #136 Green Apple Follow up on Safe Cam Program. I spoke with IT, and they are meeting with the Green Apple tomorrow.
- 6055 NW 107th Ave. Landmark Drop off We Care Signs (4) and met with new property manager.
- 10181 NW 58th St. YBC Printing (quote prices on SHIELD stickers).
- 10540 NW 78th St. Vesada Met with Property Manager and drop off We care signs (8) 2 per building.
- 8470 NW 58th St. Super Auto Met with owner and drop off We Care signs (2).
- 5001 NW 104th Ave. Doral Country Club, I met with the receptionist to request the February HOA meeting.
- 8360 NW 33rd St. Renaissance Middle School (school check).

Upcoming H.O.A.s and Meetings

2/8/22 Landmark 6:30pm
6055 NW 105th Ave.

2/8/22 The Gates 6:30 pm
6200 NW 114th Ave.

2/8/22 DORAL Executive meeting 7PM
5001 NW 104 Ave room- A Doral Country Club

2/9/22 Doral House 1 7PM
5001 NW 104 Ave Doral Country Club

2/10/22 DORAL LAKES 7PM
5001 NW 104 Ave Doral Country Club
8000 NW 112 Ave Corsica Attending Noel

2/15/22 Sandoral 6:30PM
8005 Lakes Drive

2/16/22 Doral House 3, Doral Sands
5001 NW 104 Ave.

2/17/22 TH Doral Oaks, Doral Oaks
5001 NW 104 Ave.

2/28/22 Villa Doral Oaks
5001 NW 104 Ave.

Training Unit

- Annual Training Lesson Plans Revisions and preparation.
- New Police Officer Orientation 1-31-2022 to 2-4-2022.
- Firearms Instructor Meeting and training scheduled for 2-16-2022.
- New Sergeants Orientation Training Preparation.
- Quotes for Glock 17 Gen/3 and 4.
- Quotes for Glock 17 Gen 5 Optics Ready.
- Quotes for Class Three rifles.

1. MPD Police Academy PAC# 138:

Week 33 (January 24, thru January 28, 2022)

All recruits passed the State Exam and will be graduating on Thursday, February 3, 2022.

2. MDPD Police Academy Class #134:

Week 20 (January 24, thru January 28, 2022)

Recruits completed Chapter 11 (Traffic Stop) and begin Firearms training. The recruits were issued their assigned firearms and rifles for certification. PT Continues daily.

3. MDPD Police Academy Class# 135:

Week 11 (January 24, thru January 28, 2022)

They took Chapter 3 (Legal) exam and passed. They continued with Defensive Tactics Training. PT continues daily.

Office of Emergency Management:

- Finalized review and updated version of the Comprehensive Emergency Management Plan (CEMP) for chain-of-command.
- With I.T. conducted monthly EOC inspection.
- Attended NWS virtual briefing on weather forecast for South Florida. Posted weekend cold weather information from the NWS Miami affecting the area and posted safety tips on police social media platforms.
- With County OEM, followed up on Covid-19 test kits resource requests.
- 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 65,139 (Increase of 78 followers)

- SOCIAL MEDIA HIGHLIGHT: Twitter profile visits up by 46.8% (5k); Twitter impressions are up by 64% (47.3)

TOP POST: Instagram post highlighting the Mayor's participation with other top elected officials at roundtable and press conference with Colombian leaders (6.1k reach and 241 likes)!

- Promoted multiple city events/initiatives including but not limited to: Best of the Best February (Best Healthy Eatery), Univision 3 kings 5k, new drainage project, Wear Red Day

- Design/Web Projects –website updates, CBO flyer, Façade Improvement Flyer, community newspapers ad for Best of the Best, ad for Dominican Festival

- Film Permits Executed:
 - Bad Monkey Production at Winn-Dixie Property
 - Bad Monkey Production at Our Lady of Mercy Cemetery Property
- Doral TV Coverage

- PD Training Simulation

- Videos:

Published – Adventures of Alex the Egret English

Published – Adventures of Alex the Egret Spanish

Published – Best of the Best 2022 promo

In Production – Community Policing

- Constituency Assistance in January:
- 264 inquiries fielded (mostly via phone and regarding permits)
- Assisted Solution Center with phone coverage in the mornings

Public Works

- ITB 2021-10 Citywide Sidewalk Improvements Phase II - Revised plans are in final stages of FDOT approval to release this project for advertisement.
- FPL subcontractor - has installed all three concrete poles along NW 82nd street between 31st street & 29th street; pending other utilities to transfer their services in efforts to remove vacated poles and finally provide proper ADA standards along this sidewalk's corridor.
- ITB 2022-xx - Doral Boulevard Median Landscaping Improvements - Bid item sheet has been forward to designer to confirm final bid quantity totals in efforts to advertise this project for solicitation
- ITB 2021-08 NW 82 Street and NW 114 Avenue Traffic Signal - All directional bores have been completed. Steel cages for mast arm base foundations have been constructed and installations have been scheduled for the week of 2/7.
- ITB 2019-12, Milling & Resurfacing Program - Design plans for milling, resurfacing, and stripping are in final stages of MDC approval to release this project for construction.
- A total of 44 permitted inspections were performed from 1/24 to 1/28/22
- Pressure clean bike lanes on - NW 102 Ave between NW 41-58 St
- Right-of-Way Maintenance - Replace trash containers City-wide
- Landscape maintenance on median bullnoses along: NW 33 St between NW 87-107 Ave & NW 107 Ave between NW 33-58 St
- Trash pickup along: NW 74 St between NW 107-87 Ave, NW 36 St East of NW 79 Ave, NW 33 St between NW 97-104 Ave & NW 104 Ave between NW 33-41 St
- Water recently planted royal palms on: NW 74 St between NW 104-97 Ave & NW 33 St between NW 97-104 Ave

- Landscape maintenance on median monuments on: NW 58 St and Palmetto, NW 36 St and Palmetto, NW 87 Ave North of NW 12 St, NW 107 Ave South of NW 12 St & NW 58 St East of NW 117 Ave
- Plant 8 queen crape myrtle trees for 2022 Arbor Day on:
 - John I Smith Elementary School
 - Eugenia B. Thomas K-8
 - Divine Savior Academy
 - Andrea Castillo Preparatory K-8 Center
 - Doral International Academy of Math & Science
 - Dr. Rolando Espinosa K-8 Center
 - Doral Academy Elementary
 - Renaissance Elementary Charter School
- Stormwater Improvement Design - Sub Basin NW 33 ST W which is located along NW 33rd Street between NW 87th Avenue and NW 82nd Avenue. 50% Design was submitted to the Stormwater Division for review on 2/1/2022. Stormwater Division completed review on 2/3/2022 and submitted comments.
- Grants - City of Doral was awarded a grant under the Resilient Florida Grant Program for \$150,822.00.
- Touch-A-Truck Event - City of Doral Public Works Department was invited to participate in the Divine Savior Academy event “Touch-A-Truck” where the Stormwater Division will have the Vac Truck at the event as public outreach.
- ITB 2020-31 “Sub Basin H-8 Phase II Stormwater Improvements” - Project is complete as of 1/31/2022. Minor housekeeping items are being addressed throughout this week. Project Closeout process has begun.
- ITB 2021-18 “Stormwater Improvements at NW 89th Place and NW 24th Terrace” - Notice to Proceed date for 2/7/2022. Permitting phase with the City of Doral is complete. Pre-Trenching Activities to begin on 2/4/2022.
- The Fleet Division completed 30 Work Orders last week
- Parking Garage Retrofit Project - WGI working on plan revisions to incorporate IT safety measures.
- Public Affairs Area re-modeling - APCTE provided 30% drawings and they were distributed to Public Affairs for review; comments were made, and suggestions were relayed back to APCTE accordingly.
- Government Center Safety & Security Measures Project - This project is 100% completed; pending final permit inspection from ADT and closeout documentation from TGSV.
- PD new elevator project - Preconstruction meeting is scheduled for 2/8/22.