



Memorandum

To: Honorable Mayor and City Council

Date: February 28, 2022

From: Hernan M. Organvidez, Acting City Manager

Subject: **Weekly Council Update/ February 20 - February 26, 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 call involving a 5-month-old child who was unresponsive. Fire-Rescue transported the child to the hospital where he was pronounced deceased. Miami-Dade Police Homicide Bureau assumed the investigation.

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.
Creating a tracking system for counseling actions in order to ensure uniformity and consistency.

ECONOMIC DEVELOPMENT

Doral Business Forum will take place this week.
CBO grants open this week.
USDOT event that took place was well attended.

PLANNING & ZONING

New employee (Licensing Clerk) begins on Monday.

PARKS & RECREATION

Job Fair at Miami Dade College – West Campus scheduled for this week.
Movies at the Park scheduled for this coming Friday.
The Dominican Festival is scheduled for Sunday.

PUBLIC WORKS

Construction of the traffic signal at NW 114 Avenue and 82 Street continues.
Pressure cleaning of the bike lanes throughout the city continues.
Planted seasonal plants along Doral Boulevard.

CODE COMPLIANCE

Special Magistrate Hearing focusing on Outdoor Dining violations will take place on Thursday. Supervisors will receive training on the auditing process of Body Worn Camera videos.

BUILDING

Two new building inspectors begin working this week.

CITY MANAGER

- Acting City Manager held weekly meeting with Interim Chief Financial Officer, Ms. Solangel Perez.
- Acting City Manager held weekly meeting with Procurement Division Manager, Ms. Tanya Donigan.
- Acting City Manager held introduction meeting with HDR, Inc.
- Acting City Manager along with City Attorney Figueredo held meeting with AECOM Vice-President, Mr. Juan Alfonso.
- Acting Deputy City Manager held weekly meeting with Building Director, Ms. Jane Decker and Building Official, Mr. Vince Seijas.
- Acting Deputy City Manager held meeting with the In Rem Solutions, Inc. (grant writing services company) to discuss the option to renew the existing contract.
- 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 Human Resources Assistant Director, Ms. Rita Garcia.
- Acting City Manager held weekly meeting with Chief Information Officer, Ms. Gladys Gonzalez.
- Acting Deputy City Manager held weekly meeting with Code Compliance Director, Mr. Edgard K. Estrada and Assistant Code Compliance Director, Mr. Danny Del Toro.
- Acting Deputy City Manager held weekly meeting with Public Works Director, Mr. Carlos Arroyo, Assistant Public Works Director, Ms. Rita Carbonell and Chief of Construction, Mr. Julio Amoedo.
- Acting City Manager along with Acting Deputy City Manager along with City staff held bi-weekly meeting AECOM Project Management Team, Bermello Ajamil and Kaufman Lynn regarding Doral Central Park Scope and Workshop.
- Acting City Manager along with Acting Deputy City Manager held introduction meeting with Mr. Vicente Ciliberti from Daikin Applied.
- Acting City Manager and Acting Deputy City Manager held Bond Meeting Process with AECOM staff members regarding Construction Management.

- 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 Economic Developer, Mr. Manuel Pila.
- Acting City Manager held weekly meeting with Public Affairs Communication Director, Ms. Maggie Santos.
- Acting Deputy City Manager held weekly meeting with Parks and Recreation Director, Ms. Erin Sullivan.

Capital Improvement Project Manager

Doral Cultural Arts Center:

- General Construction Activities:
 - o Sloped landscaped area
 - Hauling activities resumed for the sloped landscape 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.
 - o Rooftop terrace insulation and flooring.
 - Pending City of Doral BD inspection approval to continue area insulation.
 - Inspection and meeting were held on February 16th
 - The Roofing Company will correct any 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 and flood test.
 - o Ongoing activities:
 - 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.
 - City of Doral City Manager reached an agreement with KVC to split the costs of the roof to 50/50.
 - Change Order prepared for signature.
 - Interior partition walls construction continues in the administration area.
 - Pending fire damper revision (to be removed from non-fire rated walls).
 - KVC is hanging drywall on certain areas not affected by fire damper revision.
 - Pending metal pan stairs delivered on December 8th. Handrails released for fabrication.
 - Contractor completed conduit installation in Downtown Doral Park for playground lighting and surveillance cameras on February 21st.
 - Damaged irrigation lines repaired.
 - Sod installation started February 23rd.
 - One pending irrigation line leak to be repaired.
 - Light poles are scheduled to arrive Mid-March 2022.
 - Building paint primer released for application.

- Primer application began on February 22nd
 - Furniture delivery updated to arrive in April 2022.
 - Storefronts shipped from Colombia; 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.
 - 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.
 - KVC will coordinate with Doral IT for upcoming IT rack installation.
 - PMT coordinating with B&A and KVC for Manolo Valdez sculpture probable location.
 - AT&T pull box relocation on-going.
 - KVC coordinated with AT&T for the relocation of the box. AT&T confirmed they have the box scheduled to be delivered by the end of February.
 - KVC started clearing the area and is ready for AT&T.
 - 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
 - Committee Meeting scheduled for March 18th.
 - FF&E
 - Furniture delivery updated to first week of April 2022.
 - Revision 19 & 20:
 - Approved by Miami-Dade County, processing at Doral BD. Pending NOA's approval, and stamped structural calculations.
 - Mechanical drawings submitted to Miami-Dade County and City of Doral for the removal of fire dampers.
 - 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".
 - A sign mock is required for Parks review.

Morgan Levy Park:

- o Project completed.
- o MDC DERM Grease Trap permit in review.
 - o Comments received from DERM on July 23rd.
 - o Grease trap installation is in review to be compliant with current code.
 - Response package received on January 10th and already submitted to DERM for final review.
 - Pending DERM review disposition; one comment is pending resolution (Jan 24th).
 - DERM is requesting that they incorporate the existing concessions plumbing design (record drawings) 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” (existing record drawings).
 - EAC considers these additional services.
 - 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.
 - Pending ENGINEER OF RECORD submittal.

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 80% complete.
 - Preparation for reaming 20% has begun.
 - 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.

- 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 February 22nd.
 - RFI#43 resolution has been implemented and pole base, pole and luminaire have been relocated accordingly.
 - Irrigation lines installation is 95% completed.
 - 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.
 - Forming and pouring for concrete/paver center sidewalk complete.
 - Remaining paver installation ongoing.
 - Perimeter fencing 95% complete. Gate installation on-going.
- 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:
 - RFI #44 (spacing and orientation of equipment and expansion of attenuated area) has been implemented, demolition and reconstruction complete.
 - Playground equipment installation to begin on February 21st.
 - Fitness Area shade cover columns and shade installation 100% complete.

- o Fitness Area shade cover columns and shade installation 100% complete.
- o Park Furniture:
 - Installation of park benches, trash receptacles and picnic tables 80% complete.
- o General Landscaping:
 - Tree installation 90% complete.
 - Sod installation 90% complete.
 - Mulch placement 50% 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.
 - AiPP Committee Meeting scheduled for March 18th, 2022.
 - 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 Donated “DORAL” Letters delivered, and location to be decided by Parks.
 - o Updated final completion date provided to Parks and Public Affairs to coordinate commemorative plaque and ribbon cutting ceremony.

Doral Meadow Park:

- Project completed.

Doral Central Park

- 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.

- As of February 23rd, 2022, CLOMR might no longer be necessary due to hardening of Rec enter scope being removed. This is being coordinated with design team and flood manager to confirm if 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
- Water and Sewer work is released to commence and is scheduled to begin in early February.
- Work is now set to commence 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 ordered 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.
- 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 February 15th, 2022.

- Recreation Center / Aquatics Facility (Phase IV)

- Work has not commenced, pending final design decision. Expected start roughly in July 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 February 15th, 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.
 - City Council Workshop held on February 15th, 2022.
 - Finalized scope and budget, memorialized in summary submitted to City on February 23rd, 2022.
- 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:
 - All pavement markings have been applied as per plan and per field discussions with the Public Works Dept.
 - The work has been reviewed by Public Works and deemed complete.

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 configuration confirmed with City IT and Contractor.
 - On-site meeting for ACS coordination on February 24th, 2022.
 - 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 completed (19 of 19 poles installed).
 - 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 on-going
 - Large dog area (S side) conduit layout on-going.
 - Large dog area (S side) wiring on-going
 - 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.
 - Parking Lot conduit installation on-going.

Additional Items:

- PMT weekly Status of Projects held every Thursday.

Planning and Zoning

Licensing Division

- 2-Business Tax Receipt renewals for FY 2020-2021 processed this week.
- 7-Business Tax Receipt applications for new businesses have been received this week.
- 19-Business Tax Receipt renewals for FY 2021-2022 processed this week.
- 19-Business Tax Receipt applications for new licenses have been received this week

Planning and Zoning

- Addresses issued: 0
- Building permits reviewed: 69
- Zoning inspections conducted: 28
- Site plans reviewed/approved: 2

- Zoning verification letters: 3
- The Planning and Zoning Director participated in the weekly Director's meeting.
- The Planning and Zoning Director participated in meeting related to an application for an assisted living facility.
- The Planning and Zoning Director participated in Construction Management meeting regarding City Bond financed projects.
- The Planning and Zoning Department and the Code Compliance Director participated in a meeting related to Bachour's outdoor dining.
- The Planning and Zoning Department participated in the Business Center at the International Corporate Park pre-application meeting.
- The Planning and Zoning Department participated in the Collection Suites 2 pre-application meeting.
- The Planning and Zoning Director participated in the meeting to discuss anticipated execution date for RFP #2021-09 (Construction of Pedestrian Bridge).
- The Planning and Zoning Director participated in the second round of interviews for Business Outreach Coordinator position.
- The Planning and Zoning Department participated in the Doral EnerGov Stabilization Project Management meeting.
- The Planning and Zoning Director participated in the Phase I Evaluation Committee meeting regarding RFP No. 2022-01, General Planning and Zoning Consulting Services.
- The Planning and Zoning Department participated in the ISO37123 Smart city meeting with IT Department.
- The Planning and Zoning Department welcomed new hire, Nancy Morejon (Licensing Clerk).

Economic Development

- Hosted the Doral Business Forum event with SBDC at FIU, Miami Community Ventures/The Beacon Council, Enterprise Florida, Goldman Sachs 10,000 Small Businesses, CAMACOL Doral and FIU Perez Metropolitan Center.
- Participated in meeting with UNITAR and CIFAL with Vice Mayor Cabral to coordinate strategic roll-out of UNITAR initiative to Doral businesses.
- Attended Doral Family Journal business networker at Sergio's restaurant.
- Met with Fina Ruiz-Fernandez, IRS Senior Stakeholders Relationship Tax Consultant re: IRS Stakeholder Partnerships, Education and Communication (SPEC) Program in Doral.
- Coordinated and attended ribbon-cutting ceremonies at House of Mac and World of Beer.

- Provided materials for Aruba Investment Summit in March.
- Routed eMerge America's exhibition booth agreement to City Attorney.
- Coordinated topics and dates for four Grow with Google workshops for March-June.
- Participated in walkthrough production meeting with The Rhythm Foundation and The Doral Yard.
- Promoted CBO Grant 2022 cycle to non-profits in Doral.
- Participated in second interviews for Business Outreach Coordinator position.
- Processed grant applications and reimbursements for PTSA Grants, CBO Grants and Façade Grants.

Building Department

- Activities for Week ending 02/25/2022
- ADMIN: Director attended staff meeting; ICMA Supervision Webinar series coordinated with HR; Phase I RFP panel for Planning & Zoning; Director/BO attended weekly with IDCM; Team attended bond meeting.
- EnerGov Update: Resolution pending on ticket review with Tyler Software Support Specialist Hadja Traore; Manage Permit down Wednesday/Thursday (partially), app pools recycled;
- HUMAN RESOURCES ACTIVITIES: Plumbing and Electrical inspectors start Monday, Feb 28.; memo to request to rename one of the outstanding Building Inspector positions to Roofing Inspector to create the redundancy for that division.
- PROJECTS: Pre-app meetings with Zoning Dept for Collections Suites, Easton Properties, Las Brisas Cameras (resolved), Mirador project consult; code case for 8312 NW 14 St (converted containers); Lennar Master Model inquiry.

Permit Fee Utilization Report Year 2022 - Week 7 - Ending 2/18/22

- Customer Service Activity
- 161 Customers Assisted (DoralQ)
- 11 minutes Average Lobby Wait Time (Goal <10m)
- 17 minutes Average Service Time with Customer
- 3 Design Professional Meetings (311) Requested
- 3606 Online Chat Portal Visitors (Velaro)
- 2 Online/Chat Engagements
- 782 Phone calls (Received)
- 503 Phone calls answered
- 64% Call Success Rate (Goal >50%)
- Permitting Performance Activity
- 333 Applications Received
- 718 Permits & Plans Reviews (all depts)
- 159 Permits Approved / Issued
- \$7.4m Construction Value (\$ millions)

- \$123,095 Total Fees Collected
- Inspection Performance
- 623 Inspections Requested
- 558 Inspections Completed
- 90% Inspections Completed Rate (Goal >99%)
- Permit Completion / Occupancy Data
- 10 TCO/TCC's Issued
- 3 CO/CC's Issued
- Private Provider Activity
- 1 Inspections by a Private Provider Unknown, data mining not complete
- 20 Plans Reviews by a Private Provider Unknown, data mining not complete
- 0 Audits Performed on Inspections by a Private Provider Unknown, data mining not complete
- N/A Other Permissible Activities not contemplate above

Code Compliance

- Code Compliance Officer worked during President's Day, actively patrolling the city for various/common holiday violations.
- Director met with Planning & Zoning Assistant Director and local restaurant manager to discuss pending outdoor dining violation.
- Department's supervisory team participated in body-worn camera audit software training facilitated by Body-Worn Camera Administrator, Joaquin Garcia-Tunon.
- Department held "outdoor dining" Special Magistrate hearing, where nine cases were successfully presented.
- Code Compliance Officers will be assisting Doral PD and ABT in final weekend of operation "circle hook".

Finance Department

- Accounts Payable: Processed 132 invoices; 132 checks for a total of \$460,351.
- Journalled the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- The department continues to work with the City's external auditors Caballero, Fierman, Llerena & Garcia, LLP on the 2021 fiscal year-end financial audit.
- Implementation of Paycom HR and Payroll software: Participated in a Data Review call, an HR Kickoff meeting, a collection call, and a weekly update implementation call.
- GASB 87 Lease implementation: Met with auditors regarding the pronouncement. Analyzed the City's existing lease schedule to confirm if each still qualify as a lease under the new standards.
- Doral EnerGov stabilization project: Participated in the weekly meeting to provide feedback regarding the outstanding issues that are being experienced. Currently, Finance has one outstanding ticket pending resolution.

PROCUREMENT

- A total of 15 PO's for a total value of \$470,868.

CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 02/24/2022

- 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 03/02/22.
- 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 03/03/22.
- 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: 15 Firms attended the Pre-Bid Meeting.
- 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: 03/16/2022
Status: Pre-Bid Meeting Scheduled for 02/28/22.
- 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
- Chief Financial Officer, Finance Department, Closes on 03/10/2022
- Chief of Engineering, Public Works Department, Closes on 02/28/2022
- Clerical Aide II, City Manager's Office, Closes on 03/08/2022
- Facility Maintenance Technician, Public Works Department, Closes on 03/08/2022

- Park Service Aide, Parks Department, Open Continuous
- Plans Examiner (Mechanical), Building Department, Closes on 03/11/2022
- Police Officer, Police Department, Open Continuous
- 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

- Attended webinar on Hiring Trends, hosted by Neogov.
- Conducted Supervisory Training for PD Supervisors in the areas of: Kronos Timekeeping, FMLA, Workers Compensation, and Covid.
- Currently working to finalize the wellness challenge for the month of March.
- Currently working on Internship request for the Parks & Recreation Department.
- Meeting with Insurance Broker to discuss Wellness Award submission for the Healthiest Employer Award with the South FL Business Journal.

PRE-EMPLOYMENTS

- Planner, Planning & Zoning Department
- Police Officer (4 Candidates), Police Department
- Police Service Aide (4 Candidates), Police Department
- Police Records Specialist Teletype, Police Department
- Electrical Inspector, Building Department
- Auto Maintenance Helper, Public Works Department

Information Technology

Public Safety Support - This week, the PD IT provided fleet with monthly vehicle reports from the AVL Platform. IT will be visiting a new local business to gain access to their security cameras to bring into the RTOC. Laptop and network credentials were issued to DPD's new hire. IT attended a demo held at Miramar PD. Laptop replacement process has begun. Assistance was provided for a training held at the Training center.

Sr System Analyst-Accomplishments:

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

Worked with Microsoft to change some policies.

Weekly change management meeting.

Deleted old installation files from File server.

Extended disk in SQL Server.

Weekly team meeting.

Assisted DBA with shared folder in Police department.

Meeting with Microsoft about the subscriptions.

Meeting with Security team to talk about Office365 integrator.

Installed the Windows Update manually in some pending servers.

Deleted unused Virtual machine to clean space in the datastore.

Completed the February Windows Update for the servers.

Support Desk:

Accomplishments:

- Resolved 93 % support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Met with the Security 101 Project Manager regarding the Access Control Installation for the Trails & Tails Park.
- Relocated 5 Desks in the Public Works Department.
- Work in the transition of information, and access with the Sr Network Architect.
- Setup account for the new Licensing Clerk for the Planning and Zoning Department.
- Continue to work on the review of the IT Policies and Procedures.
- 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.

Network:

- Configured the Phone System to announce the Holiday Recording (Presidents Day).
- Modified public and internal network records, due to relocation of web services.
- Participated in different meetings, including an internal, external, and onsite visit to Trails and Tails Park. Addressed business concerns, IT-related.
- Supported the PD Help Desk Supervisor during troubleshooting of service access from the Communication Department.
- Worked with different vendors on network services renewal.
- Supported the City Hall Help Desk during resolution to daily users' issues.
- Continued to monitor the Network and performed actions based on incidents.
- Trained the IT Help Desk Supervisor of IT Network Systems.
- Modified the Phone System to support directions from the Parks Department.
- Provisioned a new network switch to support the addition of a new network location. This also included configuration of the Core Infrastructure equipment.

Audio Visual (AV) Support

Accomplishments:

- 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 Special Magistrate Hearing.

Data Integration Engineer

Accomplishments:

- Addressing Index Fragmentation with the "SQL Defrag Manager" system, creating Automated Policies for the SQL's databases which allow saving time when defragmenting the indexes by reducing maintenance window times and running concurrent defrag operations.
- Applied Windows Server Update Services on SQL Servers to deploy the latest Microsoft product updates.
- Performance manually database backups through the cloud data management system for those which failed on the time scheduled.
- Assisting the Intersection Technology Systems Analyst troubleshooting issues with the LPR's Cameras weekly and hourly reports.

Energov Systems Analyst:

Accomplishments:

- Attended Tyler and Bluebeam course on Bluebeam integration with Energov.
- Worked with Tyler to get Test environment working again.
- Worked with Tyler to resolve Energov System Outage.
- Worked with Tyler to install the latest patch (2021.1.3) in test environment as this patch includes adjustments targeted at app pool stability.

Application Development:

Accomplishments:

- Upgraded Website to Microsoft Portal.
- Updated Payment app to use new CRM instance authentication method.
- Updated Public Record Request app.

GIS Administration- This week:

- Continue to conduct systems and communicate with vendor and internal Information Tech team.
- Followed up with public works dept about GIS tree inventory.
- Gathered, analyzed, calculated high risk zones area.
- Gathered, analyzed, created, provided all food supplier map for the smart city.
- GIS meeting with planning/ zoning dept about smart city.
- Gathered, analyzed, calculated the total land area in high risk zone area for the smart city.
- As per police dept's request, created and provided the neighborhoods and communities map poster 35x49.
- As per public works dept's request, provided latest zoning shapefile.
- Continue to rebuild and test systems.
- Weekly GIS maintenance.

Smart City projects are underway:

• FPL 2 LPR Poles/Public Safety Project:

We are waiting for engineer to finish modifications to documentation. Vendor 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.

• Asset Essentials System

We are coordinating testing to start in March 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 re-summited for Auditor verification. Expecting soon certification of the City of Doral.

Project is 99% completed

• WCCD 37123- Sustainable Smart City Certification Project

We are completed sections of indicators for Housing, Health and urban/agriculture this week adding new maps for these requirements. We are waiting all requirements from resources for education and urban Planning indicators. We finalized also with some answers received for

Finance Sections.

Project is 57% completed

- Paycom Project

We had Human Resources Kick-off meeting and completed answering documentation requirements this week and started 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 in the agreement. Will be creating a Detail Project Plan when vendor send preliminary meetings plans for next meeting. We received from vendor quotes for conversion and time clocks and waiting for PO to order.

Project is 17% completed

Intersection Technology System Support

Accomplishments:

- 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.
- 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.
- Performed a walkthrough at Trails & Tails Park with AECOM, electrical contractor, and Security 101 to confirm IT Electrical rough location/work.

Parks and Recreation

Accomplishments:

- Parks Director attended Director's Staff Meeting on 2/22.
- Parks Director and Assistant Director attended a Parks & Recreation Advisory Board Meeting at Doral Glades Park on 2/22.
- Parks Assistant Director met with the project manager to configure the lights system at Doral White Course Park on 2/22.
- Parks Director and Assistant Director attended Doral Central Park Scope and Workshop on 2/24.
- Parks Director attended weekly meeting with Acting Deputy City Manager to discuss ongoing department items.
- Parks Director and Communications Director participated in an interview with FIU South Florida Media Network about the Doral Cultural Arts Center.

- Silver Club had a seminar - The Art of Positive Thinking at Doral Legacy Park on 2/22.
- Parks & Recreation staff attended a job fair at Miami Dade College West Campus on 2/23.
- Families First - The Incredible Years class (in partnership with University of Miami) was held at Doral Glades Park on 2/23.
- Adult Basketball League games continue at Doral Legacy Park.
- Silver Club had a seminar - "Tech 101" on 2/24.
- Youth Flag Football League playoff games begin at Doral Meadow Park on 2/26.
- Events team hosted Movies at the Park at Downtown Doral Park on 2/25 with an anticipated attendance of 400 people.
- Parks Director and Assistant Director met with the event organizers for the Dominican Festival for an on-site walk through on 2/24.

Police Department

Arrests

- Felonies: 2
- Misdemeanors: 10
- Traffic: 6
- Warrants: 4
- DUI: 0
- Crashes: 29
- Hit and Runs: 6

Traffic Citation

- Hazardous Moving Violations: 341
- Non-Hazardous Moving Violations: 307
- Disabled Parking Violations: 13
- Written Warning: 145

Civil Citations

- Civil Citations: 2

Notable Arrests & Incidents

Reckless Driving

No Valid Driver's License

Doral Patrol Units were patrolling the area of NW 102 Ave and NW 74 Street and noticed a BMW travelling at a high rate of speed. The vehicle continued carelessly passing other vehicles, committing multiple traffic infractions, and disregarding the safety of others. Officers conducted a traffic stop and detained the male driver. During the traffic stop officers learned that the male driver had no valid driver's license. The male subject was placed under arrest and transported to TGK.

Petit Theft

Doral Patrol Units were summoned to the area of 1405 NW 107th Avenue reference a female shoplifter detained by the location's security. Officers arrived and met with the witnesses who told them that they witnessed the female subject select numerous items total value of \$656.52 and conceal them inside of her bag. The female subject was then detained outside the location by security. The female 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 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 02/18/2022 to 02/24/2022

- 9455 NW 40 ST RD., Shelton Academy – DARE for two 5th grade classes.
 - 8600 NW 107 AVE., Ronald Reagan High School – Bike safety, laws and rodeo information provided to senior students.
 - 6700 NW 104 AVE., Doral International Academy of Math & Science – School detail.
 - Case #220104-000223 Juvenile follow-up.
 - Case #220201-002030 Juvenile follow-up.
 - 4100 NW 87 AVE., Marriott – Active Shooter and Bomb Threat presentations.
 - Case #000223, and #002032 Juvenile Follow up.
 - 2450 NW 97 AVE., Doral Academy Elementary – School Detail.
 - KKOS BBQ Grill 7874 NW 52nd St. Meeting with owner reference We Care and SafeCam programs.
 - UNIQUE Nail & Spa 7872 NW 52nd St. Meeting with owner reference We Care and SafeCam programs.
-
- The following vendors were contacted for the Autism Bike Ride:
 1. Publix
 2. Cartel Bagger
 3. Shoy's Food
 4. Sabor Venezolano
 5. Sano Food
 6. IV World
 7. Any Lab Test
 8. La Van del Video
 9. KKOS BBQ Grill
 10. Made In Italy Gelateria
 11. Senor Stereo

Upcoming H.O.A.s and Meetings

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

Training Unit

- New Sergeant's Orientation Training Preparation from 2-22-2022 to 2-25-2022.
- Criminal Law Training-Retired Judge Israel Reyes 2-23-2022 (8AM-12PM & 1-5PM)
- Preparing another Phase II Academy for incoming new hires.

I. Phase II Academy for New PPOs:

- Traffic Stops
- Building Searches
- EOC/ICS-200
- Photographic Line-up and Live Show ups
- Taser Certification and Training
- AED, CPR and First Aid Training
- Criminal Law
- Report Writing
- Physical Fitness

2. MDPD Police Academy Class #134:

- Week 23 (February 14, thru February 18, 2022)

The recruits started the firearms module 2 and Chapter 13. They will be qualifying with their handgun and rifle.

- The Academy ends on March 31, 2022, and the graduation is on June 23, 2022.
- Phase II training will start at DPD Training Center on April 4, 2022.

3. MDPD Police Academy Class# 135:

- Week 13 (February 14, thru February 18, 2022)

The recruits will be taking Chapter 5 Fundamentals of Patrol exam and are beginning Chapter 6.

- The Academy ends on June 21, 2022, and the graduation is on September 15, 2022.
- Phase II training will start at DPD Training Center on June 27, 2022.

Office of Emergency Management:

- Conducted new hire orientation on Office of Emergency Management functions and DHS/FEMA IS-200 Incident Command System for Basic Response course.
- Continued outreach program for Hands on Doral volunteers to increase Community Emergency Response Team (CERT) membership. Continued posting information on CERT on social media platform.
- With County OEM, continued CERT member database update for the Doral area.
- Continued assisting I.T. with Smart City resiliency indicators.
- 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 65,424 (Increase of 90 followers)

- SOCIAL MEDIA HIGHLIGHT: Twitter Mentions up by 36.2% (143); Facebook Page Paid Reach up by 19.4% (4.9k)

TOP POST: Instagram post announcing Movies at the Park - Encanto (7.2k reach and 207 likes)!

- Promoted multiple city events/initiatives including but not limited to: Best of the Best February (Best Healthy Eatery), Ritmo Doral, Doral Business Forum, Women of Legacy Event, Summer Camps

- Design/Web Projects –website updates, flyer for Ritmo Doral, preparation and launch of web page for Ritmo Doral 2022

- Meeting with Comcast about campaign opportunities

- Interview Coordination with Parks Director and FIU South Florida Media Network (Doral Cultural Arts Center)

- Events:

- o Execution of Doral Business Forum

- Press Releases:

- o Ritmo Doral features Brazilian big band Gafieira Rio Miami on March 12th

- o Ritmo Doral Presenta a la Banda Brasileña Gafieira Rio Miami el 12 de marzo

Videos:

Published – Mayor’s February Message

In Production – Your City at Work– PD

In Production – Ritmo Doral promo

In Production – Spend Local – Rzone Fitness

Public Works

- Held interview for the Project Engineer position
- Bike lanes pressure cleaning completed on
 - NW 102 Ave between NW 41-58 St
 - NW 52 St between NW 107-97 Ave
- 45’ Mahogany tree removal completed in front of property located at 9761 NW 28 Terrace
- Trimming of all Palm trees completed at the Police/PW Warehouse
- Removal of two dead Royal Palms on NW 74 St between NW 102-97 Ave

Transportation

- Attended the Miami-Dade Transportation Planning Organization (TPO) Transportation Planning Council (TPC) Meeting
- Presented the Doral Boulevard Corridor Access Management Study to the TPC Board
- Held the Section 8 Traffic Calming Study Public Workshop

- Held a meeting with Miami-Dade County Traffic Engineering, Planning & Zoning, and the Building Department to discuss the County's off-site roadway improvements and how to incorporate into the City's permitting process
- Held meeting with Grant Writing Consultant to build the scope of the work to apply for the Enhanced Air Quality Monitoring for Communities federal grant program, to monitor air quality from all different sources that produce emissions. Application is due March 25th, 2022.
- Updated the Adopt-a-Street program application with new language for approval by the CM's Office.
- Attended the BE305 Challenge award ceremony for the participation on the Building Efficiency 305 Challenge First Year.
- Scheduled the WE-LAB workshop and the Electronic Recycling Drive for March 2022.
- Coordinated and provided the materials for the Doral Academy's High School Green Club Cleanup Activities for Saturday, February 26th, 2022, from 10:00 a.m. to 12:00 p.m. at NW 114th Avenue (41-74).
- Held a meeting with ESciences for an update on the status of the Green House Gas (GHG) emissions inventory and establish where the City is at towards the goals of the LDC Green Element.

Stormwater

- ITB 2021-18 "Stormwater Improvements at NW 89th Place and NW 24th Terrace" NTP was scheduled for 2/7/2022.
- ITB 2020-31 "Sub Basin H-8 Phase II Stormwater Improvements" construction was completed.
- City of Doral was awarded a grant under the Resilient Florida Grant Program for \$150,822.00.