



Memorandum

To: Honorable Mayor and City Council

Date: February 18, 2022

From: Hernan M. Organvidez, Acting City Manager

Subject: Weekly Council Update/ February 13 - February 19, 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 burglary at International Mall where a subject breached a kiosk and took approximately \$50K in jewelry. The subject was detained by a mall security guard until police arrived. The stolen jewelry was recovered.

Police responded to an electrical transformer fire at NW 16 Street and 97 Avenue which affected traffic in the area.

INFORMATION TECHNOLOGY

Staff continues to work with Tyler to address ongoing issues with ENERGOV.

The Implementation Consultant is scheduled to come onboard in April.

Maintenance of security cameras at the Government Center is ongoing.

FINANCE

Payroll is being processed this week.

Financial statement audit continues.

PROCUREMENT

Working on a bid for the red-light cameras.

HUMAN RESOURCES

COVID testing on Tuesday.

A Lunch and Learn session with Baptist Health will be held this Wednesday.

ECONOMIC DEVELOPMENT

Interviews were held for Business Outreach Coordinator.

Valentine's Day has a positive impact in Doral. Ninety (90%) of all flowers sold in the United States come through Doral. Approximately 6,000 jobs are tied into the flower industry in Doral.

"Bad Monkey", a joint production between APPLE TV and Warner Brothers begins filming in Doral this week.

USDOT will be holding an invitation-only event in Council Chambers this Thursday.

PLANNING & ZONING

Meeting with Henry Eller this week.

Meeting with Russo Tires this week.

PUBLIC WORKS

Pressure cleaning of bike lanes throughout the city continues.

Construction / Installation of the traffic signal at NW 82 Street and 114 Avenue continues.

Stormwater improvements throughout the City continue.

PUBLIC AFFAIRS

The Florida Department of Health will be conducting a training session this week at the Doral Police Training and Community Center.

Over fifty (50) applications have been received for the Assistant Communications Director job.

The Women's Advisory Board will be meeting this week.

PARKS & RECREATION DEPARTMENT

The Special Needs Advisory Board will be meeting this week.

The adult baseball leagues start this week.

The joint effort between the city and La Liga Contra El Cancer was a success.

CODE COMPLIANCE

Code officers will be participating in an enforcement detail this weekend with Doral Police and Florida Alcohol Beverages and Tobacco agents.

Training will be conducted with all field personnel on the Body Worn Cameras.

BUILDING

Interviews are being conducted for Plumbing Inspector.

Building Official is scheduled to meet with the contractor overseeing the Cultural Arts Center.

CITY MANAGER

- Acting City Manager held meeting with Human Resources Director, Ms. Maria T. Jose welcoming to her new role.
- Acting City Manager and Acting Deputy City Manager along with staff held meeting with Parks Bond Project Management Team, Kauffman Lynn and Bermello Ajamil to discuss updates on Doral Central Park Project.
- Acting Deputy City Manager held weekly meeting with Economic Developer, Mr. Manuel Pila.
- Acting City Manager held weekly meeting with Chief Information Officer, Ms. Gladys Gonzalez.
- Acting City Manager and Acting Deputy City Manager along with staff held meeting with Parks Bond Project Management Team, Kauffman Lynn and Bermello Ajamil to review Presentation Special Council Meeting held February 15, 2022 regarding Doral Central Park Project.
- Acting City Manager along with Assistant Public Works Director, Ms. Rita Carbonell held meeting with Jeannette Acevedo-Isenberg and Melanie Sanchez from Doral Charter Upper School to discuss Parking.
- Acting Deputy City Manager held weekly meetings with Building Director, Ms. Jane Decker and Building Official, Mr. Vince Seijas.
- Acting City Manager and Acting Deputy City Manager attended Special Council Meeting held

February 15, 2022.

- Acting City Manager and Acting Deputy City Manager along with City Clerk Diaz and City Attorney Figueredo held Agenda Review with Department Directors for Council Meeting scheduled on March 9, 2022.
- Acting City Manager and Acting Deputy City Manager along with staff and Parks Bond Project Management Team held meeting regarding the Cultural Arts Center - Roof Discussion.
- Acting City Manager held weekly meeting with Acting Chief of Police, Mr. Raul Ubieta and Acting Deputy Chief, Mr. Daniel Borrego.
- Acting City Manager held weekly meeting with Human Resources Director, Ms. Maria T. Jose and Assistant Human Resources Director, Ms. Rita Garcia.
- 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.
- 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 Parks and Recreation Director, Ms. Erin Sullivan.
- Acting City Manager and Acting Deputy City Manager along with staff members and Parks Bond Project Management Team held meeting with KVC Construction to discuss Cultural Art Center Project.

Capital Improvement Project Coordinator

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/meeting was held on February 16th.
 - 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).
 - 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.

- Interior partition walls construction continues in the administration area. Door frames are also being installed. Pending fire damper revision (to be removed from certain walls).
 - Metal pan stairs delivered on December 8th. Handrails released for fabrication.
 - Contractor working on burying conduit for Downtown Doral Park playground and surveillance cameras. Coordination ongoing with Doral Parks Department. Damaged irrigation lines are being repaired.
 - Building paint primer released for application. Building paint color approved and released.
 - Primer application to begin on February 17th
 - 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.
- 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.
 - AT&T pull box relocation on-going.
 - KVC coordinated with AT&T for the relocation of the box. AT&T confirmed they have the relocation scheduled to be delivered by the end of February.
 - 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:
 - Approved by MDC, processing at Doral BD.
 - Elevator:
 - Telephone lines for elevator monitoring requested by Doral IT.
 - 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:

- Project completed.
- Financial closeout.
- MDC DERM Grease Trap permit in review.
 - 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).
 - Conference call with DERM is scheduled for next week; Mechanical EOR not available this week.

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.
 - Metal roofing installation nearly complete. Final inspection next week.
 - o Sewer lateral extension completed.
 - Palm tree in the upcoming weeks.
 - Sod installation complete.
 - o Site Utilities:
 - Lighting pole installation nearly complete.
 - 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.
 - 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. Remaining sections has have had subbase and forming nearly completed, concrete placement next week.
 - Concrete placement occurring in sections.
 - 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 installation 90% complete.
 - Shelter underlighting 100% complete.
 - Pavilion wooden roof installation complete, metal roofing installation preparation is nearly complete, and final inspection is next week.
 - 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 on-going.
 - Concrete to be placed next week.
 - RFI#43 resolution has been implemented and pole base, pole and luminaire have been relocated accordingly.
 - 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.

- o IT Department
 - IT Department received P.Os.
 - IT and Parks & Recreation provided information for Keying schedule for the restroom building.
 - Orientation of light pole positions for cameras field verified with City IT and Contractor.
 - IT room is ready for the IT Dept and their contractors.
- o Waterfront Paver installation coordination on-going.
- o “DORAL” letters are in storage and are to be installed at WCP in a picturesque location for grand opening.

Doral Meadow Park:

- Project completed.

Doral Central Park

- 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.
 - o 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:
 - o 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.
 - Special Council Meeting held on February 15th to discuss the new budget.

Doral Boulevard Pedestrian Bridge:

- 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:
 - 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.
 - Solid Green Pavement Markings have been applied as per plan sheets S-4 through S-19.
 - Thermoplastic Striping has begun.

Trails and Tails Park (Lighting Improvements):

- Permitting:
 - Secondary building sub-permit application complications resolved.
- General Activities:
 - IT Department coordination is on-going.
 - IT room construction has begun.
 - 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 (N side) luminaire installation on-going
 - Large dog area (N side) conduit layout on-going.
 - Large dog area (N 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 Wednesday.

Planning and Zoning

Licensing Division

- 2-Business Tax Receipt renewals for FY 2020-2021 processed this week.
- 10-Business Tax Receipt applications for new businesses have been received this week.
- 22-Business Tax Receipt renewals for FY 2021-2022 processed this week.
- 7-Business Tax Receipt applications for new licenses have been received this week
- 1-Alcohol package signed

- I-Outdoor dining issued.

Planning and Zoning

- Addresses issued: 5
- Building permits reviewed: 111
- Zoning inspections conducted: 34
- Site plans reviewed/approved: 1
- Zoning verification letters: 2
- The Planning and Zoning Director participated in the weekly Director's meeting.
- The Planning and Zoning Director participated in the bi-weekly PZ staff meeting.
- The Planning and Zoning Director participated in the Bond Meeting Process regarding Construction Management.
- The Planning and Zoning Director and the Code Compliance Director participated in a meeting related to food trucks and Code Case 2201-4626.
- The Planning and Zoning Department participated in a meeting to discuss signage for Raising Cane's.
- The Planning and Zoning Director participated in the Special Council meeting regarding Doral Central Park.
- The Planning and Zoning Director participated in the March Council agenda review meeting. The Department submitted five (5) items for Council meeting.
- The Planning and Zoning Director participated in a meeting regarding RFP No. 2021-09, Construction of Pedestrian Bridge.
- The Planning and Zoning Director participated in the USDOT Bipartisan Infrastructure Law Briefing.

Economic Development

- Participated in USDOT's Bipartisan Infrastructure Law Briefing with US DOT Office of Small Business Director Shelby Scales.
- Participated in Aspen Institute Latinos and Society City Learning and Action Lab Full Cohort Meeting with White House Deputy Cabinet Secretary Alex Cristobal and White House Office of Public Engagement, Latino Engagement Advisor Ernesto Apreza.
- Participated in SBDC @ FIU's Miami-Dade Business Navigator Program Virtual Launch.
- Met with Business Flare and Downtown Doral Arts Districts property owners re: timeline for

planned infrastructure improvements.

- Met with Colombian firm re: bringing Colombian “Tejo” entertainment venue to Doral.
- Met with Queral Puig Pinilla, Director of Investments and Institutional Relations Department, Trade Commission of Spain in Miami re: Spanish company CADLAN seeking B2B information.
- Coordinated participation in Aruba Investment Summit with Gina Ortela at the Consulate-General of the Netherlands in Miami, and Angela Guiro, Embassy of the Kingdom of the Netherlands in Washington.
- Instigated budget transfer for eMerge America’s exhibition booth.
- Scheduled four Grow with Google workshops for March-June.
- Met with The Rhythm Foundation and The Doral Yard re: Ritmo Doral promotions.
- Promoted CBO Grant 2022 cycle to non-profits in Doral.
- Scheduled second interviews with Business Outreach Coordinator candidates.
- Coordinated with Public Affairs and partners to promote Doral Business Forum on February 24.
- Coordinated ribbon-cutting ceremonies for February and March with Mayor’s office.
- 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 attended Special Council Meeting on Parks Bond; Director attended 2nd Floor Leadership Team meeting; Team attended bond meeting;
- EnerGov Update: Attended Florida Enterprise Permitting & Licensing Online User Group Meeting; Ticket review with Tyler Software Support Specialist Hadja Traore;
- HUMAN RESOURCES ACTIVITIES: Plumbing Inspector Interview conducted with internal candidate; Technical positions remain posted
- PROJECTS: WWP Balmoral Resident, UHealth Interior Alteration at 8333 Building; Site visit to Doral Cultural Arts Center; Doral Colony 40-year Recertification
- ACCOLADES: Congratulations to Ingryns and Vince for mentoring and training staff for the CFM (Certified Floodplain Manager) credential
- Revised reporting data to meet annual state reporting requirements
- Permit Fee Utilization Report Year 2022
- Week 6 - 2/11/2022

- Customer Service Activity
- 159 Customers Assisted (DoralQ)
- 11 minutes Average Lobby Wait Time (Goal <10m)
- 13 minutes Average Service Time with Customer
- 3 Design Professional Meetings (311) Requested
- Online Chat Portal Visitors (Velaro)
- Online/Chat Engagements
- 785 Phone calls (Received)
- 440 Phone calls answered
- 56% Call Success Rate (Goal >50%)
- Permitting Performance Activity
- 191 Applications Received
- 353 Permits & Plans Reviews (all depts)
- 94 Permits Approved / Issued
- \$22.8m Construction Value (\$ millions)
- \$107,140 Total Fees Collected
- Inspection Performance
- 655 Inspections Requested
- 614 Inspections Completed
- 94% Inspections Completed Rate (Goal >99%)
- Permit Completion / Occupancy Data
- TCO/TCC's Issued
- 3 CO/CC's Issued
- Private Provider Activity
- Inspections by a Private Provider Unknown, data mining not complete
- Plans Reviews by a Private Provider Unknown, data mining not complete
- Audits Performed on Inspections by a Private Provider Unknown, data mining not complete
- Other Permissible Activities not contemplate above

Code Compliance

- Director met with Planning & Zoning Director and food truck owners to discuss the City's current position on the regulation and enforcement of ordinance Sec. 44-355. - Permitted zoning districts for operation of Class I and Class II food trucks.
- Director met with Building Director and resident to discuss solutions for obtaining a permit for a fence violation.
- Code Officers joined Doral PD and the State of Florida Division of Alcoholic Beverages and Tobacco in operation "Circle Hook" to identify and address illegal sale of alcoholic beverages to minors at local entertainment establishments.
- Five Code Officer participated in a 4-hour training to learn about hoarding.
- Department held a body-cam feedback meeting to discuss how everyone is adapting to using the BWC in the field and how we can all improve.
- Director met with the board members of Doral Country Club to discuss the outcome of their outdoor dining violation research and clarify how to achieve compliance.

Finance Department

- Accounts Payable: Processed 183 invoices; 58 checks for a total of \$224,285.
- 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.

- Processed the City-wide payroll for the pay period ending February 13th, 2022.

PROCUREMENT

- A total of 25 PO's for a total value of \$171,154.

CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 02/16/2022

- 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: 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: 4 Submittals received; Phase I Evaluation Scheduled for 02/22/22.

- 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.

Human Resources

• CURRENT JOB POSTINGS

- Accounting Clerk/Permit Clerk, Public Works Department, Closes on 02/22/2022
- Building Inspector, Building Department, Closes on 03/11/2022
- Chief Financial Officer, Finance Department, Closes on 02/25/2022
- Chief of Engineering, Public Works Department, Closes on 02/28/2022
- 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
- Structural Plans Examiner, Building Department, Closes on 03/11/2022
- System Analyst, IT Department, Closes on 03/14/2022

SPECIAL PROJECTS

- The HR Department is Continues to coordinate/facilitate Weekly COVID testing for employees.
- The HR Department is working on submitting an application to South FL Business Journal, on behalf of the City, for consideration of the Healthiest Employers award.

PRE-EMPLOYMENTS

- Police Officer (4 Candidates), Police Department
- Planner, Planning & Zoning Department
- Electrical Inspector, Building Department
- Assistant Director of IT Operations, IT Department
- Permit Clerk, Public Works Department
- Crime Scene Technician, Police Department
- PRS Teletype, Police Department
- Transportation Manager, Public Works Department

Information Technology

- Public Safety Support - This week, the PD IT Supervisor completed a Cyber Security Defense Initiative training held at FDLE. The IA platform was upgraded to the latest version. PD servers were patched with the latest Microsoft updates and rebooted. A new hire went through the onboard process and was issued network credentials and a laptop. 5 new laptops were prepped for deployment. A new PC was prepped for an intersection. Disk space was freed up on one of the network shared drives.
- Resolved 91 % support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Cleaned the copy room and relocated the IT Department Ricoh printer.
- Met with the ADT Technician regarding the Access Control Installation for the Cultural Art Center.
- Provided support for the Council Meetings.
- Setup account for the new HR Director and the new Administrative Assistance for Parks and Recreation.
- 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.
- 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.

- Security Manager

This week, over 102 emails were reported and analyzed for malicious intent. Continued reviewing and updating Policies and Procedures. Upgraded the City's Antivirus solution. Assisted the City Clerk's office with public records request. Assisted the Human Resources office in locating time sensitive information.

- Sr System Analyst:

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

Installed Windows Updates in some servers manually and restarted
Weekly team meeting

Meeting with support to fix some database backup issues.

Fixed a server that was not allowing login to the domain.

Worked with the support to analyze some backup issues.

Installed the Windows Update manually in servers and restarted

Assist Department City Manager to recover files.

Assisted the Helpdesk supervisor to fix server that was not working properly.

Scheduled some servers to restart after update that failed at night.

Meeting with account manager to improve the support and SLA with one of our products

- Supported the PD Help Desk Supervisor during troubleshooting of Police Services. This included different services and systems.
- Provisioned a Network Switch due to the installation of new storage appliances at the City Hall Data Center.
- Network provisioned to support the relocation of the IT printer.
- Participated in different meetings, with City vendors and partners.
- Validated and renewed Network Security Services (PKI Related).
- Assisted the CH Help Desk during troubleshooting of VoIP services.
- Modified a security rule to grant access to users from parks as requested by management.
- Onsite visit to trails and tails park with the design team to address common concerns.
- Supported the City Hall Help Desk during resolution to daily users' issues.
- Continued to monitor the Network and performed actions based on incidents.
- AV Team provided AV support for Finance, PW, PD, PA, CM, and HR Department
- Maintenance on Council Chambers AV system
- AV Team is working with vendor to upgrade Council Chambers
- AV provided support for Council Meetings and Workshops
- AV provided support for Local Planning Agency
- AV provided support for USDOT Event
- EnerGov Systems Analyst: Attended Tyler meeting where some questions and concerns were addressed by different municipalities.
- Setup meeting with Tyler software support to discuss dealing with high priority issues.
Initiated change control tickets for EnerGov System changes requested by Building and Code departments.
- Application Development- This week:
- Worked on website upgrade.
- Assisted PD with SharePoint access issue.
- Supported FN with Munis.
- Supported HR with SharePoint.

- Data Integration Engineer:
- Assisted the Public Work General Services Administrator (GSA) with the LPR's locations, walked her through the information available in our Internal Dashboard, and was able to obtain the information needed.
- Performance manually database backups through the cloud data management system for those which failed on the time scheduled.
- Assisted the Intersection Technology Systems Analyst troubleshooting issue with the weekly report scheduled on Thursdays.
- Attended meeting with the Code Enforcement Director to go over the data for the Service Request metric on the Internal Dashboard.

• Smart City projects are underway:

- FPL 2 LPR Poles/Public Safety Project:

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

Project is 71 % completed.

- 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 re-summitted for Auditor verification. Expecting soon certification of the City of Doral.

Project is 99% completed

- WCCD 37123- Sustainable Smart City Certification Project

We are completing sections of indicators for Housing and urban/agriculture this week adding new maps for these requirements. We are waiting all requirements from resources for education, health, and urban Planning indicators. We finalized also with some answers received for Finance and Environmental information, Finance and Environment Sections.

Project is 47% completed

- Paycom Project

We completed answering configurations inquiries this week and continue the initiation Phase setting all configurations with City of Doral Team. Started to create Quality Plan and Test Plan in accordance to Exhibit A agreement. Will be creating a Detail Project Plan when vendor send preliminary meetings plans for next meeting. We are expecting from vendor quotes for conversion and time clocks for Council approvals in March.

Project is 13% completed

- GIS Administration- This week:

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

- As per planning/zoning dept's request, created and provided a current and proposed zoning map for the property identified by folio number 35-3030-000-0020.

- As per police dept's request, updated school resource officer on school information map GIS portal.

- As IT dept's request, provided HOA spreadsheet for the smart city.

- Analyzed & calculated flood zone high risk area for the smart city.

- Gathered, created and provided evacuation route map for the smart city.

- Gathered, analyzed, created, provided food supplier large supermarkets - 72 hours map for the smart city.

- Gathered, analyzed, created, provided all food supplier map for the smart city.
- Gathered, analyzed, provided the total residential household and total household in high risk zone area for the smart city.
- Gathered, analyzed, provided the total buildings in high risk zone area for the smart city.
- As per police dept's request, created and provided the point of interest map poster size.
- Monthly restart & updated window servers on production and staging environments.
- Troubleshoot GIS app issue.
- Communicated users support.
- Continue to rebuild and test systems.
- Weekly GIS maintenance.

Parks and Recreation

- Parks Director attended weekly meetings with Acting Deputy City Manager to discuss ongoing department items.
- Parks Director and Assistant Director met with Elan Doral to discuss items related to the City of Doral White Course Park on 2/14.
- Parks and Recreation staff attended Doral Central Park Workshop Presentation Review on 2/14.
- Parks and Recreation staff attended a Special Council Meeting about Doral Central Park on 2/15.
- Parks director hosted second interview for the Park Supervisor position on 2/17.
- Parks Director attended South Florida Parks Coalition meeting on 2/17.

Families First class (in partnership with the University of Miami) began at Doral Glades Park on 2/16.

Adult Basketball League started at Doral Legacy Park on 2/16.

Full Moon Yoga class held at Doral Glades Park on 2/16 where 45 people attended.

Wellness Wednesday (HIIT Workout) held at Doral Legacy Park on 2/16 with 30 participants.

Silver Club Bingo Night at Doral Legacy Park on 2/18.

Police Department

Police Department

Arrests

- Felonies: 1
- Misdemeanors: 8
- Traffic: 1
- Warrants: 3
- DUI: 0

Traffic Citation

- Hazardous Moving Violations: 344
- Non-Hazardous Moving Violations: 326
- Disabled Parking Violations: 10
- Written Warning: 120

Civil Citations

- Civil Citations: 8

Notable Arrests & Incidents

Fugitive Warrant Out of State

Doral Patrol Units were patrolling the area of NW 84 Ave and NW 52 Street and came in contact with a male subject which revealed to have an open out of state fugitive warrant out of Los Angeles, California for Fraud. 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 male shoplifter detained by the location's security. Officers arrived and met with the witnesses who told them that they witnessed the male subject select numerous items total value of \$362.50 and conceal them inside his backpack. The male subject was then detained outside the location by security. 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 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

- 3805 NW 41st St. Baymont Inn. follow up, Safecam, We Care presentation.
- 8390 NW 53rd St. Downtown Doral Charter Elem. School. Meeting with staff.
- 7905 NW 53rd St. Downtown Doral Upper Charter School. Meeting with staff.
- 1700 NW 97th Ave. USPS. Business check.
- 2900 NW 109th Ave. Loyola Academy. Meeting with Staff.
- 6451 NW 102nd Ave. WURTEC reference alarm letter.
- 5700 NW 114th Ave. Las Brisas. Safecam program.
- 7905 NW 79th St. Downtown Doral Upper Charter School. (School Arrival).
- 10691 NW 19th St. Renaissance Elementary School (School Arrival).
- 9455 NW 40 St./Rd. Shelton Academy (School detail)
- 2450 NW 97th Ave. Doral Academy Elementary (school detail).
- 7455 NW 104th Ave. Plaza business check.
- 10000 NW 21 ST., FedEx – Security Walk Through.
- 8600 NW 107 AVE., Ronald Reagan HS – Bike Safety.
- 5400 NW 114 AVE., Doral West – Property Manager Meeting.
- 9455 NW 40 ST RD., Shelton Academy – DARE.
- 6700 NW 104 AVE., Doral Academy of Math & Science – School Detail.
- 11000 NW 27 ST., Doral Academy Middle/High – Sport Event.
- 5001 NW 104 AVE., Doral Greens – HOA meeting
- 8000 NW 112 AVE., Corsica – HOA meeting
- 5001 NW 104 AVE., Doral Dunes – HOA meeting

Upcoming H.O.A.s and Meetings

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

2/28/22 Villa Doral Oaks

5001 NW 104 Ave.

Training Unit

- Phase II Training for new PPOs.
- Firearms Instructor Meeting and training scheduled for 2-16-2022.
- New Sergeants Orientation Training Preparation.
- ICS 300 Training-2-15-2022 to 2-17-2022-MDPD.
- Robbery Meeting on 2-16-2022 @ 2:30 PM.

Training for the month of February:

- Annual Training will start on February 16, 2022, for all Instructors. The rest of the department will start on March 1, 2022 and will conclude on June 2, 2022. NRU and SRO will have a separate session for annual training (June 21-23, 2022) due to schools. Annual Training will be conducted every Tuesday, Wednesday, and Thursday.
- Phase II Training-starts February 14, 2022 and ends on March 11, 2022.

Public Affairs

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 65,334 (Increase of 74 followers)
- SOCIAL MEDIA HIGHLIGHT: Facebook Page Reach up by 39.8% (17.4k); Facebook Page visits up by 63.6% (1.7k)

TOP POST: Instagram post announcing Public Workshop for Traffic Calming Study (3.5k reach and 1k likes and 10 shares)!

- Promoted multiple city events/initiatives including but not limited to: Best of the Best February (Best Healthy Eatery), Traffic Calming Workshop, Doral Business Forum. CBO grant
- Design/Web Projects –website updates, multiple certificates, website upgrade with IT
- Attended the Commission on the Status of Women Advisory Board Meeting as liaison
- Meeting with procurement for upcoming proposed bids
- Scheduling of Assistant Communications Director Interviews
- Events:
 - o Execution of US Dept of Transportation Workshop and Meet & Greet

Videos:

- Published – Doral Business Forum Promo
- In Production – Mayor’s February Message
- In Production – Dept Highlight – PD
- In Production – Spend Local – Dolce Balloons
- In Production – Spend Local – RZone Fitness

Public Works

- ITB 2021-18 “Stormwater Improvements at NW 89th Place and NW 24th Terrace” - Notice to Proceed was issued on 2/7/2022. The awarded contractor, ADA Engineering, began the exploration phase and have completed soft digs along NW 24th Terrace and soft digs are being performed along NW 89th Place. This project is located along NW 89th Place between NW 25th Street and NW 21st Street and along NW 24th Terrace between NW 89th Place and NW 25th Street.
- ITB 2020-31 “Sub Basin H-8 Phase II Stormwater Improvements” - Drainage installation and asphalt were complete as of 1/31/2022. Striping was completed and all pending punch list items have been completed. Administrative close out phase still ongoing (final invoice, as built review, acceptance letter, etc.)
- The Public Works Department had a total of 6 visitors last week.
- The City of Doral has been awarded a matching grant of \$18,658 as part of the 2022 Neat Streets Miami growing Roots for Environmental Equitable Neighborhoods (GREEN) 2022 Street Tree Planting by the Miami-Dade County Matching Grant Program. A total of 38 trees in four different species will be planted along the bare medians on NW 90th Street between NW 107th Avenue and NW 109th Avenue.
- Held a meeting with P&Z to review and provide comments on the work that is being performed by Iler Planning to update the City Code, Chapter 71 – Landscape and Buffers.
- Held a meeting with Grant Writing Consultant to build 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.
- Coordinated with ChargePoint to incorporate the EV Charging Stations usage dashboard into the City’s External Dashboard for more transparency and Smart City Certification. Once approved it is scheduled to be deployed March 1st, 2022.
- Updated the Permit SOP and the PWD Permit page with the latest updates to WeB Self Service online portal.
- Emailed the approved Mailing Guidelines to CM’s Office to be sent Citywide.

Transportation:

- Attended the Corsica Homeowner Association (HOA) meeting with Doral Police.
- Submitted to the Florida Department of Transportation (FDOT) the City of Doral’s Annual Safety Certification letter as part of the Transit System Safety Program.
- Updated the “Title VI Program Plan for the City of Doral Trolley Service” Plan
- Attended the RFP No. 2021-09 - Construction of Pedestrian Bridge meeting as part of the Evaluation Committee.