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**To:** Honorable Mayor and City Council

**Date:** February 14, 2022

**From:** Hernan M. Organvidez, Acting City Manager

**Subject: Weekly Council Update/ February 6 - February 12, 2022**

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## **City Manager's Office**

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

### **POLICE**

Police arrested a popular NFL player for Carrying a Concealed Firearm and Possession of Controlled Substance.

Police responded to three apparent natural deaths. All cases were assumed by Miami-Dade Homicide.

Police responded to a delayed sexual battery which occurred at City Place.

Call for service increased 10% YTD.

### **INFORMATION TECHNOLOGY**

Weekly meeting with ENERGOV to address ongoing issues.

Meeting with Plante Moran to discuss the implementation of Phase II.

The License Plate Readers (LPRs) on NW 41 Street and the Turnpike were removed due to construction which is scheduled to begin in the near future.

Security cameras at the Doral Government Center are being replaced.

Website upgrade is ongoing.

Two members of the IT department are receiving training at FDLE.

### **FINANCE**

The audit is ongoing.

Working on the Paycom project.

### **ECONOMIC DEVELOPMENT**

Meeting with the organizers of Emerge Americas regarding the upcoming conference in April.

Holding interviews for Business Outreach Coordinators.

### **PLANNING AND ZONING**

Meeting with Miami Dade County regarding of the new library which is projected to be built in Doral.

Meeting with Global Reach Health regarding mobile COVID testing sites for use in the future.

### **PUBLIC AFFAIRS**

Promotion of Call to Artists

Completing highlights video of Police Department.

## **PARKS AND RECREATION**

The Silver Club Valentine's Day dinner will be held this Friday.

The City of Doral in partnership with La Liga Contra el Cancer will be offering free mammograms to women of low income with no insurance. This will take place on Saturday, February 12, at Legacy Park.

## **CODE COMPLIANCE**

The Special Magistrate Hearing will take place Thursday, February 24.

Code Compliance will conduct night details every weekend this month to monitor the hours in which establishments are serving liquor.

Body Worn Cameras have been implemented for all Code Compliance field personnel.

## **HUMAN RESOURCES**

COVID testing on Tuesday.

Meeting with the City Attorney regarding Workmen Compensation.

## **BUILDING DEPARTMENT**

Building Budget Coordinator starts tomorrow.

## **PROCUREMENT**

Meeting with all departments regarding procurement issues.

## **PUBLIC WORKS**

The construction / installation of the traffic signal in front of Legacy Park continues.

Planting of new plants along Doral Boulevard.

Pressure cleaning the bike lanes along NW 52 Street.

## **CITY MANAGER**

- Interim City Manager and Interim Deputy City Manager along with City Clerk Diaz and City Attorney Figueredo held individual Agenda Review meetings with City Councilmembers for Council Meeting held February 9, 2022.
- Interim Deputy City Manager along with Planning and Zoning Director, Mr. Javier Gonzalez, Legislative Analyst Christian Contreras held meeting with Global Reach Health to discuss Mobile COVID-19 Testing Sites for future use.
- Interim City Manager held weekly meeting with Procurement Division Manager, Ms. Tanya Donigan.
- Interim City Manager held weekly meeting with Chief Information Officer, Ms. Gladys Gonzalez.
- Interim City Manager held weekly meeting with Interim Chief Financial Officer, Ms. Solangel Perez and Acting Assistant Finance Director, Ms. Michelle Guillen.
- Interim City Manager held meeting with AECOM Project Management Team, Bermello Ajamil and Kaufman Lynn to review and discuss Parks Bond Presentation.
- Interim Deputy City Manager along with Vice-Mayor Cabral, Legislative Analyst, Contreras and Parks and Recreation Director, Ms. Erin Sullivan held meeting with Manny Garcia from Magic Champs to discuss Doral Tennis.

- Interim Deputy City Manager held weekly meeting with Building Official, Mr. Vince Seijas.
- Interim City Manager and Interim Deputy City Manager attended Council Meeting - Morning Session held on February 9, 2022.
- Interim City Manager Organvidez was appointed by the Mayor and Councilmembers as the Acting City Manager.
- Acting City Manager held meeting with Mayor Bermudez.
- Acting Deputy City Manager held weekly meeting with Economic Developer, Mr. Manuel Pila.
- Acting City Manager and Acting Deputy City Manager attended Council Workshop for Doral Central Park held on February 9, 2022.
- Acting City Manager and Acting Deputy City Manager attended Local Planning Agency Meeting and Council Meeting - Evening Session held on February 9, 2022.
- Acting City Manager held weekly meeting with Interim Human Resources Director, Ms. Rita Garcia and Acting Assistant Human Resources Director, Ms. Elizabeth Ramirez-Lopez.
- Acting City Manager held weekly meeting with Public Affairs Communications Director, Ms. Maggie Santos.
- 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 City Manager and Acting Deputy City Manager along with City Clerk Diaz and City Attorney Figueredo held After Action Meeting with Department Directors for Council Meeting held on February 9, 2022.
- Acting City Manager and Acting Deputy City Manager held Bond Meeting Process with AECOM staff members regarding Construction Management.
- Acting City Manager and Acting Deputy City Manager along with City Staff, held Bi-weekly Doral Central Park Scope and Workshop.
- Acting Deputy City Manager held weekly meeting with Parks and Recreation Director, Ms. Erin Sullivan.
- Acting Deputy City Manager held weekly meeting with Planning and Zoning Director, Mr. Javier Gonzalez and Assistant Planning and Zoning Director, Mr. Zafar Ahmed.
- Acting Deputy City Manager held weekly meeting with Public Work Director, Mr. Carlos Arroyo and Assistant Public Works Director, Ms. Rita Carbonell.

## **Capital Improvement Project Coordinator**

### **Doral Cultural Arts Center:**

- General Construction Activities:
  - o Sloped landscaped area
    - No material hauling activity this week. KVC will reuse some of the material on the amphitheater area 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.
  - o Ongoing activities:
    - Amphitheater step seating is pending. Redesign will be discussed at the OAC meeting February 9<sup>th</sup>.
    - KVC prepared a 10' x 10' mockup with the proposed roofing material (Elastophene) for the sloped roof area.
      - o 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 8<sup>th</sup>, pending handrails installation. Handrails released for fabrication.
    - Building paint primer released for application. Building paint color approved and released.
  - o KVC completed tree root pruning/tree protection in the park on August 6<sup>th</sup>.
    - 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 53<sup>rd</sup> Terrace). Tree pruning on December 6.
      - o BOH drop-off construction is underway. Contractor grading the area and demolishing sidewalks. No activity this week. PMT suggested that KVC opens the roadway for traffic if no activity is scheduled in that area.
      - o Contractor continues entrance drop area on NE 53<sup>rd</sup> Street.
      - o Backflow preventer and water meter installation completed. Fire water 8" double detector installation completed.
- On-going construction submittals/RFI's.
  - o IT Department coordination is on-going.
    - Finalized location, elevation, and section of Interactive Display.
    - Conduit layout and sizing confirmed and approved by City IT, Contractor, and Design Team.
    - Agreement to install cameras on existing Codina park light poles received.
  - o 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.
  - o 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.
- Contractor started conduit laying work on the Downtown Doral Park area.
  - Downtown Doral Park work started on the northwest corner on January 26th. Excavation equipment will be stored on site and fenced off when not in use.

### **Morgan Levy Park: (no updates)**

- Project completed.
  - Financial closeout.
  - MDC DERM Grease Trap permit in review.
    - Comments received from DERM on July 23<sup>rd</sup>.
    - Grease trap installation is in review to be compliant with current code.
      - Response package received on January 10th and already submitted to DERM for final review.
      - Pending DERM review disposition; one comment is pending resolution as of January 24<sup>th</sup>.
      - PMT exploring alternatives to provide drawing of entire plumbing system.

### **White Course Park:**

- Permitting Process:
  - Miami Dade WASD permit is on-going.
    - Pending Elan’s Sketch and Legal and Opinion of Title.
- Submittals
  - RFI's Submittals are on-going.
  - AiPP Package submitted to Planning and Zoning.
- Construction activities:
  - Monument sign construction is 95% complete.
    - Pending final coat of paint and letter.
  - Parking Lot curb construction 80% complete.
  - 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
- 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 on-going. One more inspection after metal roof has been installed.
- Sewer lateral extension completed.
  - Palm tree and sod installation in the upcoming weeks.
  - Sod installation complete.
- Site Utilities:
  - Lighting pole installation nearly complete.
    - RFI#43 resolution has been implemented and pole base has been relocated accordingly. Pending light pole and luminaire installation.
  - Irrigation lines installation is 95% completed.
    - Multiple phases have passed inspection, pending final inspection.
- Site flat work:
  - Northeast and Mideast formwork, reinforcement and concrete poured for sidewalks and pavilions is 95% complete.
  - East side of the site final grading is 100% complete.
  - Rain garden grading is 100% complete.
  - Forming and pouring for concrete/paver center sidewalk 75% complete.
    - Concrete placement occurring in sections.
  - Perimeter fencing 95% 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 85% complete.
  - Shelter underlighting 100% complete.
  - Pavilion wooden roof installation complete, metal roofing installation preparation has begun.
  - Pavilion picnic table installation 100% complete.
- Playground area:
  - Shade cover pole footings concrete pour 100% complete.

- Playground shade cover columns completed.
  - Safety foam installation 100% complete.
  - Multi-color turf installation 100% complete.
- Fitness area:
  - RFI #44 (spacing and orientation of equipment and expansion of attenuated area) has been implemented, demolition and reconstruction on-going.
  - RFI#43 resolution has been implemented and pole base has been relocated accordingly. Pending light pole and luminaire installation.
  - Fitness Area shade cover columns and shade installation 100% complete.
- Fitness Area shade cover columns and shade installation 100% complete.
- Park Furniture:
  - Installation of park benches, trash receptacles and picnic tables 80% complete.
- General Landscaping:
  - Tree installation 90% complete.
  - Sod installation 80% complete.
  - Mulch placement 50% complete.
- General activities:
  - Art in Public Places.
    - Art in Public Places banners received September 14<sup>th</sup>.
    - Contractor has been provided the quote from Binca for park wayfinding signage and educational signage.
      - PMT assistance resulted in a savings of approximately \$1,000.
  - IT Department
    - IT Department received P.Os.
    - IT and Parks & Recreation provided information for Keying schedule for the restroom building.
    - Orientation of light pole positions for cameras field verified with City IT and Contractor.
    - IT room is ready for the IT Dept and their contractors.
  - Waterfront Paver installation coordination on-going.
  - “DORAL” letters are in storage and are to be installed at WCP in a picturesque location for grand opening.

### **Doral Meadow Park:**

- Project completed.

### **Doral Central Park: (no updates)**

- Authorities having Jurisdiction (AHJ's)
  - Doral Building Department - Permits
    - Previous Updates: Phase I drawings have been permitted through the City of Doral and fees have been paid.
    - On January 20<sup>th</sup>, 2022, Phase II/III permit fees have been applied and are being processed through City of Doral. Phase IV permit fee is being processed and is expected to be paid soon so permit can be issued.
  - FEMA CLOMR
    - Previous Updates: BCC change order for revising model has been approved and executed, pending new model from FEMA to be sent to Public Works for BCC to work on.

FEMA deadline of late December 2021 for CLOMR submission was missed due to the model not in the correct format for FEMA and design drawings still being refined. Stephanie Bortz with Public Works is coordinating the resubmission effort.

- On January 20<sup>th</sup>, 2022, the model format from FEMA has not been received but is expected soon. The final design is not complete, but no changes are being made to grade /elevation on the site so modeling by BCC can begin once it's received from FEMA. BCC states it will take them 30 days to update the model. Also, FEMA has not responded to submission back in December, in which they have 90 days to do so. Following their response to this submission, corrective action being taken on their comments, and BCC completing the model, a final submission will be made to FEMA for the CLOMR around roughly mid-March 2022.

- WASD

- Previous Updates: Phase I, II/III, & IV WASD and DERM approvals are complete.
- On January 20<sup>th</sup>, 2022, once the subcontractor, Central Civil, acquires their sub permit from Public Works, which should be by the end of this week, then a Pre-construction can be scheduled with WASD in order to commence water and sewer main line, lateral, and supply install.

- Construction Activities:

- Civil Work (Phase I)

- Previous Updates: All drainage work has been installed that is confirmed by design will not be revised. Water & sewer main material has been delivered to the site in anticipation of starting this work.
- On January 20<sup>th</sup>, 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 27<sup>th</sup> 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 13<sup>th</sup>, 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 10<sup>th</sup>, 2021.
- ChargePoint EV charging stations
  - Received quote, including installation, and updated W-9 for vendor registration with the city.

### **Doral Boulevard Pedestrian Bridge:**

- General Activities
  - RFP #2021-09:
    - 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 24<sup>th</sup>, 2022.
    - MOT plan submitted.
    - 63 preformed “bike” symbols have been installed.
    - Solid Green Pavement Markings have been applied as per plan sheets S-4 and S-5

### **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 conduit layout 12% complete.

- Solar power bollards coordination with Park and Recreation Department concluded.
- Damaged sprinkler lines have been repaired.
- Light pole storage area confirmed with Parks Dept.
- Small dog area protected until matching sod is available to rehab the area.
- Parking Lot conduit installation on-going.

**Additional Items:**

- PMT weekly Status of Projects held every Wednesday.

**Planning and Zoning**

**Occupational Licensing**

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

**Planning and Zoning**

- Addresses issued: 16
- Building Permits reviewed: 100
- Zoning Inspections conducted: 26
- Site plans reviewed/approved: 1
- The Planning and Zoning Director participated in the weekly staff meeting.
- The Planning and Zoning Director participated in the Bond Meeting Process regarding Construction Management.
- The Planning and Zoning Director participated in a meeting related City of Doral Library Cross Parking Agreement.
- The Planning and Zoning Department participated in a meeting with the City Manager and Global Reach Health regarding COVID-19 testing sites.
- The Planning and Zoning Department participated in a meeting with Miami-Dade County Fire Department to discuss Certificates of Use.
- The Planning and Zoning Department participated in a pre-application meeting with Lennar.
- The Planning and Zoning Department participated in a pre-application meeting to discuss special exception for Sport Carwash LLC.

## **Economic Development**

- Opened CBO Grant 2022 cycle on Monday, February 7, will close on March 11, 2022.
- Conducted interviews with candidates for Business Outreach Coordinator position.
- Met with Beacon Council and national retailer establishing distribution center in Doral.
- Met with Colombian firms referred by Pro-Colombia and Prospera.
- Met with eMerge Americas representative re: participation in eMerge Americas as an exhibitor and Mayor's participation in US Conference of Mayors Summit.
- Coordinated signing of insertion order for Doral profile in eMerge Americas magazine.
- Met with USDOT re: logistics of USDOT briefing on Bipartisan Infrastructure Law on February 17 and promoted the event to partners.
- Met with Google re: scheduling new Grow with Google workshops.
- Met with Taipei Economic and Cultural Office in Miami re: Taipei Smart City Summit options for participation.
- 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.

## **Code Compliance**

- Department held monthly Special Magistrate hearing for the month of February, where 12 cases were successfully presented.
- Department presented PP Sunshine Owner LLC with the Keep Doral Beautiful Business Award for the month of February during council meeting.
- Director and Assistant Director participated in the EnerGov Stabilization project management meeting.
- Local establishment found in violation of selling alcoholic beverage to a minor was brought to Special Magistrate hearing and was imposed a one-time \$2500 citation, asked to submit proof of responsible vendor training for all of their employees, and will be monitored for the next 90 days and have their license suspended should a similar violation happen again.

## **Building Department**

Activities for Week ending 02/04/2022

- ADMIN: Director attended staff meeting; BO attended weekly with IDCM; Director attended Council and After Action; Director and CIP Liaison attended Parks Bond workshop; Director held monthly Staff Meeting; Team attended bond meeting; Director attended UM-SOA Masters in Construction Management Spring Salon as a panelist.

- EnerGov Update: Stabilization meeting w/ Plante Moran and new Project Manager; Director attended Q&A with West Palm Beach implementation team and hosted conference w/ Melbourne and Sanibel on recent experience with IC Brent Veselik.
- HUMAN RESOURCES ACTIVITIES: 5 technical positions remain posted; Department welcomed new Building Budget Coordinator Ms. Rosalind Morgan.
- PROJECTS: Pinecrest Bakery nearing project closeout;

Stats as of 2/4/2022

Volume:

- APPLICATIONS: 223 (up) Permit Applications Received (all departments)
- PERMIT & PLANS REVIEWS: 777 (up) Plan Reviews (all departments)
- PERMITS ISSUED: 112 (up) Permits Issued (all departments) with a construction value of \$40.2 million (up) and \$334,713 permit fees collected (up)
- INSPECTIONS: 625 (up) Total Inspections Completed (all departments)

Active files in Review Coordinator as of 2/7/2022:

- Review Coordinator - New: 89; Approved: 1, Failed: 1

Reports:

- Permit Status (FEES DUE): 465 (Dn) permits with payments pending\* (May include issue permits with reinspection fees, or payments not acknowledged yet; all trades and modules)
- Permit Status (SUBMITTED – ONLINE): 27 applications (up) [may include reworks or 2nd round submittals]; (Backlog July (2), August (11), September (11), November (2), January (1) - \*Backlog files may include items already touched, Reworks, or workflow has been abandoned; working on status change updates.
- Item Review Status (BLUEBEAM QUEUED): 365 (up) items pending review by a trade or discipline

Stats as of 2/10/2022

Volume:

- APPLICATIONS: 191 (dn) Permit Applications Received (all departments)
- PERMIT & PLANS REVIEWS: 353 (dn) Plan Reviews (all departments)
- PERMITS ISSUED: 94 (dn) Permits Issued (all departments) with a construction value of \$22.8 million (dn) and \$107,140 permit fees collected (dn)
- INSPECTIONS: 385 (dn) Total Inspections Completed (all departments)

Active files in Review Coordinator as of 2/10/2022:

- Review Coordinator - New: 21; Approved: 3, Failed: 0

Reports:

- Permit Status (FEES DUE): 453 (dn) permits with payments pending\* (May include issue permits with reinspection fees, or payments not acknowledged yet; all trades and modules)
- Permit Status (SUBMITTED – ONLINE): 24 applications (dn) [may include reworks or 2nd round submittals]; (Backlog July (1), August (11), September (10), November (1), January (1) - \*Backlog files may include items already touched, Reworks, or workflow has been abandoned; working on status change updates.

- Item Review Status (BLUEBEAM QUEUED): 308 (dn) items pending review by a trade or discipline

## **Finance Department**

- Accounts Payable: Processed 120 invoices; 170 checks for a total of \$1,413,273.
- Journalized the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- The department continues to work with the City's external auditors Caballero, Fierman, Llerena & Garcia, LLP on the 2021 fiscal year-end financial audit.

## **PROCUREMENT**

- A total of 24 PO's for a total value of \$526,175.

### **CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 02/10/2022**

- 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: 5 Firms attended the Pre-Bid Meeting.

- Solicitation No. and Title: ITB No. 2022-03 – Intersection Improvements along NW 58th Street at NW 112th and NW 114th Avenue
- Dept: Public Works
- Broadcast Date: 02/01/2022
- Due Date / Bid Opening Date: 03/01/2022
- Status: 15 Firms attended the Pre-Bid Meeting.

## **Human Resources**

### **CURRENT JOB POSTINGS**

- Accounting Clerk/Permit Clerk, Public Works Department, Closes on 02/22/2022
- Assistant Communications Director, Public Affairs Department, Closes on 02/14/2022
- Building Inspector, Building Department, Closes on 02/22/2022
- 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 02/22/2022
- 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 02/21/2022

### **SPECIAL PROJECTS**

- The HR Department is Continues to coordinate/facilitate Weekly COVID testing for employees.
- The HR Department is working on scheduling Lunch & Learns, as well as all wellness initiatives, for the remainder of the fiscal year.
- The HR Department is working on employee recognitions (for time of service) that will take place during this fiscal year.

### **PRE-EMPLOYMENTS**

- Police Officer (3 Candidates), Police Department
- Recreation Service Aide, Parks & Recreation Department
- Planner, Planning & Zoning Department
- Electrical Inspector, Building Department
- Assistant Director of IT Operations. IT Department
- Crime Scene Technician, Police Department
- PRS Teletype, Police Department
- Transportation Manager, Public Works Department

## **Information Technology**

- Resolved 93 % support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Replaced monitors for the Acting City Manager.
- Met with the Fixed Asset / Purchasing Coordinator for the Fixed Assets Tagging.
- Attended meeting regarding the Legacy VIC EOL Confirmation and the transition to the next Gen VIC.
- Provided support for the Council Meetings.
- Setup account for the new Building Budget Coordinator.
- 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.

- Sr System Analyst:

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

Meeting with Microsoft to analyze the subscriptions.

Increased disk space for the Document server

Worked with security manager to clean 27GB of logs from event tracker in another server.

Worked with the support to analyze some backup issues.

Assisted the Helpdesk with dual factor authentication.

Synchronized the WSUS server and downloaded new Windows Updates for servers

Assisted the DBA with his account.

Installed the Windows Update manually in some pilot servers to test if there is any issue.

Retrieve emails from archiving system

Assisted the DBA to clean disk in his servers

Recovered deleted files for Public Works.

- Security Manager

This week, over 85 emails were reported and analyzed for malicious intent. Continued reviewing and updating Policies and Procedures. Attended Cyber Defense Training and obtained a certificate of achievement. Assisted the Help Desk in troubleshooting internet issues for a new user.

- 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

- Energov Systems Analyst: Met with consultant to discuss roadmap for stabilizing Energov implementation.

- Met with consultant and Tyler to discuss issues concerning tickets being resolved in a timely manner.

- Data Integration Engineer:

- Assisted the GIS Developer in formatting the City of Doral Addresses for the "Communication Service Tax- Florida Dept of Revenue" report requested by the Finance Department.

- Finalized the Cd-Plus Attachments project. All the attachments were uploaded successfully into Laserfiche.

- Applied Windows Update on the SQL servers.

- Smart City projects are underway:

- FPL 2 LPR Poles/Public Safety Project:

We attended Vendor at our offices to finalize submitted Doral permits with proper addresses, waiting completion of electrical and structural review to send to MDC. Waiting on Miami Dade for sites 27 and 30 as this week 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 Tyler3 I I 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-submit for Auditor verification. Expecting soon certification of the City of Doral.

Project is 99% completed

- WCCD 37123- Sustainable Smart City Certification Project

We have requested all requirements from resources and completed the Solid waste indicators, entering some answers received for Finance and Environmental information answers while meeting with departments for all inquiries explanations since this is a new certification and continue to send out inquiries to many companies while obtaining answers.

Project is 37% completed

- Paycom Project

We are 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 11% 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 Location Map and Aerial Map for ABC Fine Wine & Spirits Entire Folio and portion.

- As per planning/zoning dept's request, updated art in public place map.

- As per public works dept's request, gathered and conducted list of city folio.

- As per public works dept's request, gathered and conducted urban tree canopy assessment.

- As per code compliance dept's request, completed and published sunbiz home based business web map app.

- Analyzed flood zone high risk property count for the smart city.

- Analyzed, calculated and provided natural area including map for the smart city.

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

- Researched and prepared for GIS conference 2022.

- Gathered and provided addresses for communication service tax - Florida dept of revenue.

- Troubleshoot GIS app issue.

- Communicated users support.

- Continue to rebuild and test systems.

- Weekly GIS maintenance.

- Intersection Technology System Support:

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

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

- Continued working with PM team and low voltage wiring contractor in the design/coordination/installation of all IT infrastructure/equipment at Morgan Levy, Cultural Center, White Course, Trails n Tails and Central Park.

- Continued working with AV Tech on CCTV camera failures throughout city facilities.

- Working with contractor to completed conduit repairs and fiber run between SEC and NEC pole at NW 107Av & 25 St (Site22).

- Continued with the coordination/installation of the surveillance camera on exterior poles at Morgan Levy Park.



- Started with the preliminary design for the implementation of the new UPS systems at Legacy and Glades Park.
- Continue working with PW and AV System Analyst on the design/construction of IT/AV expansion room.
- Started with the coordination of the removal/reinstallation of Site 8 (NW 41st St & Turnpike) LPR system due NW 41 St overpass project.

### **Parks and Recreation**

- Parks staff held interviews for Assistant Park Supervisor, Park Service Aide & Recreation Service Aide.
- Parks Director met with the Mayor & Vice Mayors office to speak with a potential Tennis provider.
- Parks Director & Assistant Director attended workshop for Doral Central Park on February 9th.
- The Mobile Mammogram bus will be at Doral Legacy Park on Saturday, February 12.
- The Silver Club hosted a Valentine's Day dance on Friday February 11th at Morgan Levy Park.

### **Police Department**

#### Arrests

- Felonies: 11
- Misdemeanors: 9
- Traffic: 5
- Warrants: 8
- DUI: 0

#### Traffic Citation

- Hazardous Moving Violations: 221
- Non-Hazardous Moving Violations: 317
- Disabled Parking Violations: 3
- Written Warning:

#### Civil Citations

- Civil Citations: 5

#### Notable Arrests & Incidents

##### Concealed Firearm/Carrying

Doral Patrol Units were patrolling the area of NW 80 Ave and 12 Street, and conducted a traffic stop regarding a traffic infraction. Officers asked the male driver to exit the vehicle for officer safety and a firearm was discovered inside the vehicle's center console. The male driver did not have a concealed weapon license and the firearm was within arm's reach of the male driver. The male driver was arrested and transported to TGK.

##### Stolen Property/Dealing In

Doral Patrol units were patrolling the area of 3300 NW 87th Avenue and conducted a traffic stop on a blue motorcycle bearing a stolen Florida tag. Officers detained the rider pending further investigation and the male rider stated that the stolen tag was given to him by a friend. The male subject was arrested and transported to TGK.

## Public Information Office (PIO)

- The PIO handled inquiries from the media on matters involving the Doral Police Department.
- The PIO managed the department's Twitter and Instagram accounts on a daily basis and posted on matters of public safety and community affairs that may be of interest to our community.
- As chairperson of the Awards Committee, the PIO reviews and maintains all commendations and nominations of departmental employees for future consideration.
- The PIO handled other tasks assigned by the Chief's Office.

## Neighborhood Resource Unit

02/04/2022 to 02/10/2022

- 6700 NW 104th Ave. Doral International Math and Science School detail.
- 2900 NW 109th Ave. Loyola Academy KAPOW.
- 11300 NW 41st St. Academir Academy School Check
- 11100 NW 27th St. Doral Academy High School. School Check
- 9544 NW 40th St./Rd Shelton Academy, School Check.
- 10181 NW 58th St. Total Cycle. Safe Cam/ Trespass Presentation.
- 10181 NW 58th St. YBC Printing Met with owner reference SHIELD (quotes).
- 7874 NW 52nd St. KKOS Grill (We Care Form).
- 8455 NW 53rd Ter. Publix (Business Check).
- 2450 NW 97th Ave Doral Academy Elementary School Release
- The Gates HOA meeting
- Landmark South HOA meeting
- 2450 NW 97th Ave. Doral Academy Elementary (School Detail).
- 7905 NW 53rd St. DDCUS (School Contact).
- 8455 NW 53rd Ter. Publix (Meeting with store manager).
- 4720 NW 85th St. Allegro 55+ (met with management and residence).
- 1455 NW 107th Ave. Miami International Mall (Business Check).
- 10311 NW 58th St. Divine Savior Academy. Touch a Truck Event.

## Upcoming H.O.A.s and Meetings

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

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

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

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

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

## Training Unit

- Annual Training Lesson Plans Revisions and preparation.
- MDPD hosting PIO Training in Community Room (Feb 7- Feb 11).
- Weapon light training for all officer's (Feb 9 and Feb 11) (7am, 3pm and 9pm sessions).
- PAC 138 has graduated and enters Orientation week at the Training Center.
- Ofc. Karina Santiesteban continues Orientation week.
- PHASE 2 Academy set to start February 14, 2022.

### 1. MDPD Police Academy Class #134:

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

During last week recruits continued firearms training. They also completed some night shooting. PT Continues daily.

### 2. MDPD Police Academy Class# 135:

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

During last week the recruits returned to the MDPD Academy. They began Chapter 4 (Report Writing). DT continued and they were also exposed to radio communications as well. PT continues daily.

### Office of Emergency Management:

- Attended DHS/FEMA webinar on IPAWS Emergency Alert System Program Planning Toolkit.
- Updated Office of Emergency Management (OEM) orientation for new POs and reviewed course content for IS-200: Basic Incident Command System for Initial Response.
- Attended the Natural Disasters Expo with presentations by NOAA, NWS-Miami, National Hurricane Center and other agencies and private sector organizations.
- Following the Emergency Operations Plan, began update of emergency communications group in Doral Alerts (internal) and Miami-Dade OEM.
- Requested additional emergency meals samples.
- 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 65,260 (Increase of 121 followers)

• SOCIAL MEDIA HIGHLIGHT: Facebook Page Reach up by 50.5% (7.3k); Instagram Reach is up by 38% (19.8k)

TOP POST: Instagram post highlighting new Parks improvements of trails (12.7k reach and 1k likes)!

• Promoted multiple city events/initiatives including but not limited to: Best of the Best February (Best Healthy Eatery), Univision 3 kings 5k, Code Compliance body cams, Keep Doral Beautiful Business Award

• Design/Web Projects –website updates, multiple certificates, Public Works workshop flyer

- Walk through meeting for Florida Department of Health trainings
- Videos:  
In Production – Dept Highlight – PD  
In Production – Spend Local – Dolce Balloons  
In Production – Doral Business Forum Promo

## **Public Works**

- The Public Works Department had a total of 6 visitors last week.
- The Public Works Department completed a total of 43 facilities Work Orders.
- o ITB 2021-18 “Stormwater Improvements at NW 89th Place and NW 24th Terrace” - Notice to Proceed was issued on 2/7/2022. The awarded contractor, ADA Engineering, began the exploration phase and have performed soft digs along the project area. This project is located along NW 89th Place between NW 25th Street and NW 21st Street and along NW 24th Terrace between NW 89th Place and NW 25th Street.
- Public Affairs Area - Design - APCTE provided 30% drawings and they were distributed to Public Affairs for review; comments were made, and suggestions were relayed back to APCTE accordingly.
- Police / PW Facility LED Lighting Upgrade - Extension boom truck to be rented this week. Work to be completed this week.

## **Transportation:**

- The Mayor and City Councilmembers approved Resolution No. 22-24 Adopting the Doral Boulevard Corridor Access Management Traffic Study.
- The Mayor and City Councilmembers approved Resolution No. 22-25 Adopting the Landmark Traffic Calming Study.
- Participated in the Business Outreach Coordinator interview panel.
- Host the Miami-Dade Transportation Planning Organization (TPO) Freight Transportation Advisory Board (FTAC) Meeting.
- Participated in the Evaluation Committee Meeting for RFP No. 2021-09 - Construction of Pedestrian Bridge - Technical Scores and Bid Price Proposal Review.