



Memorandum

To: Honorable Mayor and City Council

Date: April 11, 2022

From: Hernan M. Organvidez, Acting City Manager

Subject: **Weekly Council Update/ April 3 - April 09, 2022**

City Manager's Office

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

POLICE

Calls for service are down 4.5% compared to last week.
Doral Police participated in the Autism Awareness Bike Ride.
Doral Police arrested a subject known for the theft of catalytic converters.

INFORMATION TECHNOLOGY

Security cameras at Morgan Levy Park are operational.
Integration of the PAYCOM platform continues.
Facilities Management is still waiting for the part necessary to complete the repair of the garage gates.

HUMAN RESOURCES

NSU leadership course begins on Thursday for all directors and assistant directors.
The DMV's FLOW event is scheduled for this Friday.

PLANNING AND ZONING

Reviewing Party City's request to sell alcoholic beverages.
Meeting with Bridgepoint developers to discuss site plan.

BUILDING

Permits for the Miami City Ballet were submitted and are under review.
Interviews for building inspector are being held this week.

ECONOMIC DEVELOPMENT

CAMACOL "meet and greet" scheduled for this week.
Coordinating the City's participation in the e-MERGE Americas conference.

PUBLIC AFFAIRS

Overhaul of the website is ongoing.
Finalizing the presentation of the key to the city to the former president of Argentina.

PARKS AND RECREATION

“EGGstravaganza” event was a success attended by 2,000+ persons.
MAU will be holding a job fair at the Community and Training Center.

CODE COMPLIANCE

Military Advisory Board Meeting scheduled for this week.
New overnight (6pm – 3 am) shift begins this week.
The Mayor’s Citizens” Government Academy begins this week.

FINANCE

First budget deadline is this coming Friday.

PROCUREMENT

Meeting with the Police Department regarding the bid for the red-light cameras.

PUBLIC WORKS

Began repairing sidewalks around the city.

CITY MANAGER

- Acting City Manager held weekly meeting with Human Resources Director, Ms. Maria Jose and Assistant Human Resources Director, Mr. Rita Markowycz.
- Acting City Manager and City Attorney Figueredo held meeting with Charter Enforcement Officer, Mr. Howard Rosen.
- Deputy City Manager along with Councilman Cabrera, Legislative Analyst Garagorry, Building Director, Ms. Jane Decker, Building Official, Mr. Vince Seijas, Public Works Director, Mr. Carlos Arroyo, Code Compliance Director, Mr. Edgard K. Estrada held meeting with resident, Ms. Lidy Hernandez to discuss Downtown Doral Issues.
- Acting City Manager held weekly meeting with Public Affairs Communications Director, Ms. Maggie Santos.
- 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 Deputy City Manager along with City Attorney Figueredo, Public Works Director, Mr. Carlos Arroyo, Code Compliance Director, Mr. Edgard K. Estrada and General Services Administrator, Ms. Dulce Pantaleon held a preliminary meeting with Mr. William Meredith from Covanta, Mr. Mike Fernandez and Achaya Kelepanda from Miami-Dade County to discuss Miami-Dade Resource Recovery Facility one year test of an odor monitoring and tracking system at the facility and other strategic points.
- Acting City Manager along with City Attorney Figueredo, held meeting with Interim Chief Financial Officer, Ms. Solangel Perez to review Police Retiree Medical Benefits.
- Acting City Manager along with City Attorney Figueredo, and City Clerk Diaz held Agenda Review meeting with Mayor Bermudez for Council Meeting scheduled April 13, 2022.
- Acting City Manager held weekly meeting with Chief Information Officer, Ms. Gladys Gonzalez and Assistant IT Director, Ms. Eylin Fernandez.

- Acting City Manager held weekly meeting with Interim Chief Financial Officer, Ms. Solangel Perez and Acting Assistant Finance Director, Ms. Michelle Guillen.
- Deputy City Manager held weekly meeting with Building Director, Ms. Jane Decker and Building Official, Mr. Vince Seijas.
- Acting City Manager along with Chief Information Officer, Ms. Gladys Gonzalez held MS Teams meeting with Mr. Greg Savard, Vice President, Nexus Solutions of Tyler Technologies regarding EnerGov.
- Acting City Manager held weekly meeting with Acting Chief of Police, Mr. Raul Ubieta and Acting Deputy Chief of Police, Mr. Daniel Borrego.
- Acting City Manager and Deputy City Manager held individual meetings with Councilmembers to review the Agenda for the Council Meeting scheduled on April 13.
- Acting City Manager and Acting Deputy City Manager held bi-weekly Doral Central Park Scope and Workshop with the Parks Bond Project Management Team, Parks and Recreation Director, Ms. Erin Sullivan, Mr. Scott Bakos from Bermello Ajamil and Mr. Garret Southern from Kaufman Lynn.
- Deputy City Manager held weekly meeting with Parks and Recreation Director, Ms. Erin Sullivan.
- Acting City Manager and Deputy City Manager along with City Attorney Figueredo and Building Official, Mr. Vince Seijas held meeting with Mr. Joe Jimenez from Codina Partners regarding Early Pour Concrete.
- Acting City Manager and Acting Deputy City Manager held Bond Meeting Process with AECOM staff members regarding Construction Management.
- Deputy City Manager held meeting with Planning and Zoning Director, Mr. Javier Gonzalez.
- Deputy City Manager held meeting with Public Works Director, Mr. Carlos Arroyo and Assistant Public Works Director, Ms. Rita Carbonell.

Capital Improvement Project Manager

Doral Cultural Arts Center:

- General Construction Activities:
 - o Sloped landscaped area
 - Hauling activities continue in the sloped landscape area.
 - o Final layer (topsoil) will be 36” deep to be installed by the landscaper.
 - o Parapet and concrete countertops.
 - Pending concrete steps for north egress path and access gate (opening) to elevator machine room. Access gates approved and released. Pending roofing corrections.
 - Stained concrete samples/mockups prepared on rooftop terrace parapet.

- B&A Architect of record visited the project for stained concrete color selection.
 - Courtyard entrance lettering approved by architect.
- o Rooftop terrace insulation and flooring.
 - Pending City of Doral BD inspection approval to start area insulation.
 - Roof flooding test on March 22nd.
 - Roof did not pass the test; one drain gasket is leaking.
 - KVC corrected the problem in a roof drain and re-test the area repaired with Doral BD personnel and Paramount present.
 - KVC submitted a copy of report findings. Pending Doral BD comments corrections.
- o Ongoing activities:
 - Elastophene (Soprema) roofing system for the sloped roof area.
 - Approved, contractor continues stucco installation on parapet walls.
 - Parapet's stucco stop passed inspection.
 - Interior partition walls construction gypsum board finishes continue in the administration, break room, men's and women's restrooms and the janitor's closet areas.
 - Polished concrete mockup prepared on the Main Art space. Architect reviewed the sample and is satisfied with the product – March 30th
 - Metal pan stairs delivered on December 8th.
 - Pending handrails installation after concrete infill is complete. Installation is scheduled to begin after insulation is installed in the area leading to stairs.
 - Downtown Doral Park playground lighting and surveillance cameras:
 - A recessed outlet box is to be installed in the center of the oval.
 - Park playground light poles are scheduled to arrive April 11th.
 - KVC requesting to close the Downtown Doral playground during pole installation for safety reasons (3 days).
 - Building primer application began on February 22nd. Building exterior paint continues this week.
 - Southern façade metal panels support brackets and framing continues.
 - Metal panels installation began on south façade.
 - Storefront windows installation began on April 2nd (80% complete).
- o KVC completed tree root pruning/tree protection in the park on August 6th.
 - Four (4) Live Oaks will be relocated from the Downtown Doral Park area into the project site.
 - o BOH drop-off construction continues this week. New inlet S-29 installed; storm management manhole S-28 and inlet S-27 installation completed this week.
 - o Grading operations completed in the BOH drop off area. Cross slope for BOH corrected per latest sketch by B&A. Pending asphalt surfacing.
- On-going construction submittals/RFI's.
- IT Department coordination is on-going.
 - o Finalized location, elevation, and section of Interactive Display.
 - o Agreement to install cameras on existing Codina park light poles received.
 - o Positioning of building interior speakers and interior cameras verified with City IT. Wiring for speakers completed.

- o IT room plywood backboard installation completed. Pending painting of room.
- PMT coordinating with B&A and KVC for Manolo Valdez sculpture probable location.
 - o Sculpture footing design and calculations for permitting. Pending engineering firm selection.
 - o Temporary storage coordination completed.
 - o Sculpture site selection – West of the main entrance drop -off.
- AT&T pull box relocation on-going.
 - o AT&T installed the pull box March 1st
 - o PMT met with AT&T to coordinate elevator monitoring conduit route to building.
 - o AT&T completed new conduit line installation on April 4th.
- Art in Public Places:
 - o Plan Number: PZAD-2109-0120
 - o Completed.
- Elevator:
 - o Elevator installation 90% complete (hydraulics, machine room controllers, platform, and cab). Pending hall station panels, faceplates, and key switches.
 - Telephone lines for elevator monitoring requested by Doral IT.
 - KVC submitted proposal to install conduit from AT&T cabinet to building handhole. Approximately 300 LF of 2” conduit. In review.
- 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.
 - o Sign submittal approved and released. All building signage will use “Doral Cultural Arts Center”.
 - o A sign mock is required for Parks review.

Morgan Levy Park: (No Updates)

- Project completed.
- MDC DERM Grease Trap permit in review.
 - o EOR drawing set submitted to DERM on March 3rd
 - o DERM permit approved on March 4th.
 - o Proposal for additional grease trap work received.
 - o PMT preparing documentation for Doral PW to issue Work Order.

White Course Park:

- Punchlist corrections continue
- Permitting Process:
 - o Miami Dade WASD permit is nearing completion.
- Submittals
 - o RFI's Submittals are on-going.
 - o AiPP Package submitted to Planning and Zoning.
- Construction activities:
 - o Monument sign construction is 95% complete.
 - Pending letter installation only.
 - o Parking Lot curb construction 100% complete. Parking lot signage is 100% complete. Pending final signage inspection
 - o Restrooms Building is complete.
 - o Approximately 50% of punch list items corrected.

- o Sewer lateral extension completed.
 - Palm tree in the upcoming weeks.
- o Site Utilities:
 - Lighting schedule field meeting took place on Tuesday.
 - RFI#43 resolution has been implemented and pole base, pole and luminaire have been relocated accordingly. Replacement luminaire to arrive April 22nd.
 - Irrigation lines installation is 100% completed. Underground lines 100% complete. Irrigation starts up successful.
- o Site flat work:
 - Rain garden grading to be corrected according to the punch list
 - Directional and informational signage installed, pending final inspection
 - Concrete/paver center sidewalk – Punchlist item: proper sand for the joints has been placed.
- o Fitness area:
 - Fitness equipment installation 100%.
 - Attenuated fitness area safety foam and artificial turf installation 100% complete.
- General activities:
 - o IT Department
 - IT Department received P.Os.
 - IT room is ready for the IT Dept and their contractors.
 - o Waterfront promenade construction by CC Homes continues (outside the park limits).
 - o “DORAL” letters are in storage and are to be installed at WCP in a picturesque location for grand opening. Coordination is ongoing.

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.
 - 1/20/21: 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.
 - 4/8/22: Phase 1-4 permits have been issued. Revision for Phase 2/3 will be submitted second week of April once design team has issued them, followed by Phase 4 after roughly 2 months.
 - 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.

- 1/20/21: 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.
 - 2/23/22: CLOMR might no longer be necessary due to hardening of rec center scope being removed. This is being coordinated with design team and flood manager to confirm it is no longer needed. Change order recently issued to BCC for remodeling would be backed out of their contract if CLOMR no longer needed.
 -
 - 4/8/22: CLOMR will not be needed due to hardening of rec center being removed from scope of project. LOMR process can begin once the final grading has been completed, and as-builts are provided. BCC will still be required to provide modeling once as-builts of grading work are provided.
 - WASD
 - Previous Updates: Phase I, II/III, & IV WASD and DERM approvals are complete.
 - 1/20/21: Once the subcontractor, Central Civil, acquires their sub permit from Public Works, which should be by the end of this week, then a pre-con can be scheduled with WASD to commence water and sewer main line, lateral, and supply install.
 - 2/23/22: Pre-con meeting was held with WASD, so water and sewer work are released to commence. Was scheduled to begin in early February but is moved to early March to prevent stoppage of work. This has no impact on critical path schedule.
- Construction Activities:
 - Civil Work (Phase I)
 - Previous Updates: All drainage work has been installed that is confirmed by design will not be revised. Water & sewer main material has been delivered to the site in anticipation of starting this work.
 - 1/20/21: Water and sewer work to commence following pre-con meeting with WASD, which will take place following public works issuance of sub permit to subcontractor Central Civil by the end of this week.
 - 2/23/22: Water main lines to begin being installed beginning of March. Sewer materials have not been ordered due to changes by AHJ's being confirmed. Sewer materials will be ordered by subcontractor to have on site when they are ready to install.
 - Skate Park / Amphitheater (Phase II/III)
 - Previous Updates: Work has not commenced, pending final design decision. Expected start roughly in April 2022
 - 2/23/22: Phase II/III work is projected to commence roughly late June to early July following GMP execution for this work. Date pushed due to redesign following City Council Workshop on 2/15/22
 - Recreation Center / Aquatics Facility (Phase IV)
 - Previous Updates: Work has not commenced, pending final design decision. Expected start roughly in July 2022

- 2/23/22: Phase IV work is projected to commence roughly late August to early September following GMP execution for this work. Date pushed due to redesign following City Council Workshop on 2/15/22
- General Activities
 - o 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 1/27/22 to review ROMs on options prepared by BA on the Amphitheater, baseball fields, rec center, and aquatics facility.
 - 2/23/22: City Council Workshop held on 2/15/22 finalized scope and budget, memorialized in summary submitted to City on 2/23/22.
 - o Art in Public Places
 - Pending final design completion
 - o FF&E
 - Proposal from JC White received Dec 13th, 2021
 - Pending final design completion
 - o IT
 - Access Control system plans for all phases is complete
 - o Owner Direct Purchase (ODP)
 - No update
 - 4/8/22: Ferguson is in the process of vendorization with Doral in order to request the opening of PO for underground sewer materials.
 - o Council member banners:
 - Updated to reflect rotation update on November 10th, 2021.
 - o ChargePoint EV charging stations
 - Received quote, including installation, and updated W-9 for vendor registration with the city.

Doral Boulevard Pedestrian Bridge: (No Updates)

- General Activities
 - o 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:

- Project Complete
 - o Final Invoice (Retainage) submitted, pending approval.

Trails and Tails Park (Lighting Improvements):

- Permitting:
 - o Secondary building sub-permit application complications resolved.
- General Activities:
 - o IT Department coordination is on-going.
 - IT room construction continues (connecting circuits to the electrical panel)
 - Bollard installation is 100% complete.
 - All light poles installations (Small & Large dog area, Share Path, and Parking Lot) are 100% complete
 - Small dog area luminaire installation 100% complete.
 - Small dog area conduit layout 100% complete.
 - Small dog area wiring 100% complete.
 - Share path light pole installation 100% complete
 - Share path luminaire installation 100% complete.
 - Share path wiring 100% complete.
 - Share path conduit layout 90% complete. (Pending conduit for cameras)
 - Parking Lot conduit installation 70% complete. To continue Friday.
 - Large dog area (N side) luminaire installation complete
 - Large dog area (N side) conduit layout complete.
 - Large dog area (N side) wiring complete
 - Large dog area (S side) luminaire installation 100% complete.
 - Large dog area (S side) conduit layout 100% complete.
 - Large dog area (S side) wiring 100% complete
 - Solar power bollards coordination with Park and Recreation Department concluded.
 - Damaged irrigation line coordination and repairs continues.
 - Four pallets of sod were delivered and placed in the small dog area
 - Small dog area protection to remain to give the sod time to take hold. "Orange Fencing" to be installed in the large dog area to continue the sod rehab.

Additional Items:

- PMT weekly Status of Projects held every Thursday.

Planning and Zoning

Occupational License

- 3 Business Tax Receipt renewal for FY 2020-2021 processed this week.
- 17 Business Tax Receipt applications for new licenses have been received this week.
- 11 Business Tax Receipt applications for new businesses have been received this week.
- 22 Business Tax Receipt renewals for FY 2021-2022 processed this week.
- 2 Alcohol packets signed off.

Planning and Zoning

- Addresses issued: 42
- Building permits reviewed: 92
- Zoning inspections conducted: 26
- Site plans reviewed/approved: 1
- The Planning and Zoning Director participated in the weekly Director's meeting.
- The Planning and Zoning Director participated in the Doral EnerGov Stabilization Project Management Meeting.
- The Planning and Zoning Department participated in a meeting with the City Attorney regarding Sign code Ordinance, Condo Hotel inquiry, Car Wash and Raising Cane's Site Plan.
- The Planning and Zoning Department participated in a meeting to discuss the special exception of alcohol sales for Party City.
- The Planning and Zoning Director participated in a meeting with Juan Mayol, Holland and Knight, regarding Century Towne Center.
- The Planning and Zoning Department participated in a virtual meeting to discuss rezoning to CC- Holding.
- The Planning and Zoning Department submitted four zoning public notice of advertisements to City Clerk.
- The Planning and Zoning Director participated in the Second Floor Leadership Team bi-weekly meeting.
- The Planning and Zoning Director participated in a webinar regarding Complete Streets Introduction and Federal/State Perspective.
- The Planning and Zoning Director participated in a meeting with the City Manager's Office regarding Art Projects in Doral.
- The Planning and Zoning Director participated in a meeting with Mr. Ferro and City Attorney.
- The Planning and Zoning Director participated in the NSU Supervisory Leadership Training.
- The Planning and Zoning Director participated in the Paycom/City of Doral Training.
- The Planning and Zoning Department participated in a virtual meeting to discuss Bridge Point Distribution Center.
- The Planning and Zoning Department participated in a virtual meeting to discuss ICP @ 97th Avenue site revision.

Economic Development

- Hosted 'Minority Business Tools for Financing' workshop with Florida State Minority Supplier Development Council, Miami Bayside Foundation and Prospera.
- Opened 2022 Façade Improvement Grant cycle.
- Met with Carlos Gaviria, Transwestern Realty and Stanley Rigaud, Beacon Council, re: Doral industrial real estate market update.
- Participated in Supervisory Leadership Training.
- Promoted 'Grow with Google' webinar series scheduled for April, May, June and July.
- Prepared materials and coordinated logistics for eMerge Americas conference.
- Coordinated interviews for Business Outreach Coordinator position.
- Worked on FY 2023 budget with Planning and Zoning team.

Building Department

Permit Fee Utilization report Year 2022

Week 13 - Ending 4/01/22

- Customer Service Activity
- 200 Customers Assisted (DoralQ)
- 13 minutes Average Lobby Wait Time (Goal <10m)
- 18 minutes Average Service Time with Customer
- 4 Design Professional Meetings (311) Requested
- 3695 Online Chat Portal Visitors (Velaro)
- 4 Online/Chat Engagements
- 808 Phone calls (Received)
- 387 Phone calls answered
- 48% Call Success Rate (Goal >50%)
- Permitting Performance Activity
- 200 Applications Received
- 607 Permits & Plans Reviews (all depts)
- 162 Permits Approved / Issued
- \$5.2m Construction Value (\$ millions)
- \$103,509.11 Total Fees Collected
- Inspection Performance
- 695 Inspections Requested
- 672 Inspections Completed
- 97% Inspections Completed Rate (cancellations)
- Permit Completion / Occupancy Data
- 0 TCO/TCC's Issued
- 3 CO/CC's Issued
- Private Provider Activity
- 0 Inspections by a Private Provider Unknown
- 23 Plans Reviews by a Private Provider Unknown

- I Audits Performed on Inspections by a Private Provider Unknown
- N/A Other Permissible Activities not contemplate above

Code Compliance

- Director and Assistant Director met with Public Works Department, Building Department, City Manager's Office and Downtown Doral residents to discuss various issues at Downtown Doral South.
- Director met with Public Works Department, City Manager's Office and various members of MDC Public Works Department & Covanta to discuss possible installation of odor detection systems throughout the City.
- Department held in-person interviews with five potential candidates to fill the vacant Code Compliance Officer position.
- Director attended monthly Military Affairs Advisory Board meeting.
- Director & Assistant Director participated in week one of the NSU Leadership Training.
- Department submitted year-end estimates for FY 2022 and FY 2023 requests.
- Department commenced the newly approved late-night shift with an officer patrolling the city for violations from 6:00 pm - 3:00 am weekly from Thursday-Saturday. (April 7, 2022)

Finance Department

- Accounts Payable: Processed 130 invoices; 109 checks for a total of \$893,945.
- Journalled the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- The department continues to work with the City's external auditors Caballero, Fierman, Llerena & Garcia, LLP on the 2021 fiscal year-end financial audit.
- Implementation of Paycom HR and Payroll software: Participated in the Permissions Training, Scheduling Training, and Weekly Project Call.
- FY 2023 Proposed Budget progress: Deadline for submission of Department's year-end estimates for FY 2022 and FY 2023 Requests.
- Acting CFO participated in the City hosted NSU Supervisory Leadership Training.

PROCUREMENT

- A total of 12 PO's for a total value of \$566,242.

CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 04/06/2022

- 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: 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: Award Recommendation Made.

- 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: Award Recommendation Made.
- 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: Award Recommendation Made.
- Solicitation No. and Title: ITB No. 2022-05 – Doral Boulevard Median Landscaping Improvements
Dept: Public Works
Broadcast Date: 02/25/2022
Due Date / Bid Opening Date: 03/29/2022
Status: Award Recommendation Made.
- Solicitation No. and Title: RFP No. 2022-06 – Recreational Programming
Dept: Parks & Recreation
Broadcast Date: 02/24/2022
Due Date / Bid Opening Date: 03/25/2022
Status: Award Recommendation in progress.
- Solicitation No. and Title: ITB No. 2022-07 – LPR Infrastructure Construction
Dept: Information Technology
Broadcast Date: 03/17/2022
Due Date / Bid Opening Date: 04/18/2022
Status: 1 Firm attended the Pre-Bid Meeting.
- Solicitation No. and Title: ITB No. 2022-08 – Newsletter Printing & Mailing Services
Dept: Public Affairs
Broadcast Date: 03/28/2022
Due Date / Bid Opening Date: 04/29/2022
Status: Pre-Bid Meeting Scheduled for 4/12/2022.

Human Resources

CURRENT JOB POSTINGS

- Chief Financial Officer, Finance Department, Closes on 04/30/2022
- Cultural Events Specialist, Parks & Recreation Department, Closes on 04/13/2022
- Help Desk Supervisor, IT Department, Closes on 04/19/2022
- Park Service Aide, Parks Department, Open Continuous
- Plans Examiner (Mechanical), Building Department, Closes on 04/21/2022
- Plans Examiner (Plumbing), Building Department, Closes on 04/21/2022
- Police Officer, Police Department, Open Continuous
- Receptionist/Recreation Service Aide, Parks Department, Open Continuous

- Recreation Service Aide, Parks Department, Open Continuous
- Service Aide – Intern, Parks & Recreation Department, Open Continuous
- Structural Plans Examiner, Building Department, Closes on 04/21/2022
- System Analyst, IT Department, Closes on 04/19/2022

PRE-EMPLOYMENTS

- Police Officer (2 Candidates), Police Department
- Police Service Aide (3 Candidates), Police Department
- Police Records Specialist, Police Department
- Assistant Communications Director, Public Affairs Department
- Recreation Service Aide, Parks & Recreation Department
- Receptionist/Recreation Service Aide, Parks & Recreation Department
- Facility Manager, Public Works Department

SPECIAL PROJECTS

- The Human Resources Department is working on a “Secret Shopper” policy for the City. The department will also be involved in created the Secret Shopper program, which is scheduled to commence the first week of May.
- The Human Resources Department continues to facilitate ICMA Supervisory Training.
- The Human Resources and IT Departments continue to work towards ensuring that Paycom timeclocks are configured and implemented correctly prior to the Paycom “go-live” date.
- Paycom system training continues for HR and Payroll.
- This week the Human Resources Department attended a virtual training, hosted by FPHRA, on “How to Properly Document Performance Issues.”

Information Technology

Sr System Analyst:

Accomplishments:

Review and Keep the backups, re-run in case any failure.

Blocked the OneDrive for City hall users.

Blocked OneDrive folder creation for new users.

Discovered the reason my account got locked and fixed the issue.

Blocked the OneDrive for Police department users.

Blocked OneDrive folder creation for new users.

changed the Backup window time to check if the network traffic at that time is causing backup issues.

Cleaned the disk in the ADFS server, deleted 32GB of logs.

Completed the IT Budget request and sent to Assistant Director

Enabled OneDrive for user in city of Doral to recover files and disabled back after that.

Enabled OneDrive for user in Doral PD to recover files and disabled back after that.

Meeting with GIS analyst to assist to upgrade the staging environment

Assisted the network administrator to migrate the servers to new equipment.

Help Desk Support:

- Resolved 93 % support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Provided loaner Laptops for the HR Supervisory Training.
- Setup account for the new Project Engineer for the PW Department.

- Met with the ADT technician regarding the quote for the SW Garage Gate.
- Attended the HR Supervisory Training.
- Desk relocation in the PW Department.
- Installed new Desktop for the new Project Engineer for the PW Department.
- Completed the deployment of the new Latitude 7420 Laptops to replace the Dell Desktops and Laptops from 2016 or older.
- Modified door schedule for night events.
- Continue to work on reconciliation of physical inventory of IT equipment.

Network Support:

- Resolved Fortinet phones issues at Doral Legacy Park.
- Created Calls Report for the PW Department.
- Changed extension last name for the Assistant Human Resources Director
- Reviewed Network SOPs and policies.
- Moved VxRail links to the Core Switch and connected the new Campus switches to the network with the IT Consultant.
- Defined the Network Budget with the IT Consultant and discussed with the IT Assistant Director.
- Changed extension name for the Police Department and PW Department.
- Created Weekly Phone Calls Report for the Period of 3/28 – 4/1.

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 Cultural Center, White Course, Trails n Tails and Central Park.
- Continued working with AV Tech on CCTV camera failures throughout city facilities.
- Working with contractor to completed conduit repairs and fiber run between SEC and NEC pole at NW 107Av & 25 St (Site22).
- Assisted Network Admin. integrate and test all exterior WAP circuits at Morgan Levy Park.
- Completed the integration of the SW CH garage gate with the assistance of the Network Admin. and PW Electrician.

- AV Team provided AV support for Finance, PW, PD, PA, CM, and HR Department
- Maintenance on Council Chambers AV system
- AV Team is working with vendor to upgrade Council Chambers
- AV Team provided support for Morgan Levy Park.
- AV Team provided support
- AV Team provided support for the Police Training and Community Center.

Energov Systems Analyst - This week:

- Assisted users with errors logging into CSS.
- Worked with Building to ensure IAA for setting permits to expired is ready for production.
- Assisted Code with an error downloading a file.

Application Development - This week:

- Assisted Tyler support to fix Cashier issue.
- Worked on Energov IAA's not running issue.

- Updated IAA for Professional License in TEST environment.
- Updated HR workflow for Performance Evaluations.
- Assisted FN with Munis.

- Data Integration Engineer:

- Refreshed the Internal and External Dashboards as usual at the beginning of each month, running the manual processes that together with the automated ones populate the graphs.
- Assisted the Building Department Director to run a report requested by a Consulting Company for Permits and Inspections Issued on March 2022.
- Attended meeting with the Building Department Director to discuss ways to efficiently extract data for a requested report.
- Applied changes on the Planning and Zoning Internal Dashboard requested by the Planning and Zoning Planner.
- Coordinated new time clock installation and configuration in Parks and PD, time clocks are ping and ready to authenticate to the new system

Assistant IT Director

- Conducted weekly change control meeting with department director
- Attended Energov weekly support call
- Attended weekly IT meeting with CIO and ICM
- Completed session five of Effective Supervisory Practices Training
- Met with department staff regarding budget requests for upcoming fiscal year
- Presented budget requests to department director
- Attended Energov Stabilization project phase 2 meeting
- Requested and followed up on quotes for new parks equipment
- Participated in the Supervisory Leadership Training
- Participated in the new payroll system Scheduling Training
- GIS Administration- This week:
- Continue to conduct systems and communicate with vendor and internal Information Tech team.
- Information Tech Staff meeting.
- As per public works dept's request, added neat street Miami grant 2021 GIS layer to the GIS portal.
- Outreach to vendor about GIS traffic information.
- Upgraded new version GIS enterprise staging environment.
- Submitted budget fiscal year.
- Tested new version on staging environment and 3rd party apps.
- GIS meeting with vendor.
- 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 Cultural Center, White Course, Trails n Tails and Central Park.
- Continued working with AV Tech on CCTV camera failures throughout city facilities.

- Contractor completed conduit repairs and fiber run between SEC and NEC pole at NW 107Av & 25 St (Site22).
- Assisted Data Integration Engineer in the installation/set-up of the new time clocks (PayCom) throughout all city facilities.
- Prepare annual maintenance/upgrade of License Plate Reader cameras and equipment for Site 2 (NW 12th St & 107th Av).

Parks and Recreation

- Parks Director attended weekly meeting with Acting Deputy City manager to discuss ongoing department items.
- Parks Director attended NSU Supervisory Leadership Training on 4/7.
- Parks Director attended Doral central Park progress meeting on 4/7.
- Parks Director attended Bond Meeting Process Construction Management on 4/8.
- Parks Director and events coordinators had a site walk through of the Doral White Course Park in preparation for the grand opening of the park on 4/4.
- Parks Director attended a meeting with the baseball coach and principal at Downtown Doral Charter Upper School on 4/5.
- Department staff attended Millennia Atlantic University Job Fair at the Doral Police Training Center on 4/5 to promote vacant parks & other city department positions.
- Adult Basketball League games continue at Doral Legacy Park.
- Parks Director and department staff met with Public Affairs Director to discuss White Course Park grand opening ribbon cutting ceremony on 4/6.
- Adult Soccer Goal League Championship at Doral Meadow Park on 4/7.
- Parks & Recreation assisted and provided staff for the Miami City Ballet Gala Event at Downtown Doral on 4/7.

Police Department

Arrests: 40

- Felonies: 13
- Misdemeanors: 13
- Traffic: 10
- Warrants: 4
- DUI: 1
- Crashes: 37
- Hit and Runs: 6

Traffic Citations

- Hazardous Moving Violations: 259
- Non-Hazardous Moving Violations: 380
- Disabled Parking Violations: 8
- Written Warnings: 177

Civil Citations

- Civil Citations: 10

Calls for Service: 566

Notable Arrests & Incidents

Battery

Doral Patrol Units were summoned to the area of 7790 NW 32 Street regarding a battery. Upon arrival, officers met with the victim who told them that her business partner had placed her in a choke hold while they were arguing. Officers then met with a witness who also witnessed the male subject placed the victim in a choke hold. The male subject denied placing the female victim in choke hold. Subject was arrested and transported to TGK.

Grand Theft 3rd Degree/Vehicle

Doral Patrol Units were patrolling the area NW 79 Avenue and 33rd Street when they observed a male ridding a dark colored motor scooter. Officers noticed that the scooter had an expired Florida tag. Officers conducted a traffic stop. Officers conducted a record check of the scooter, and it was stolen scooter. Officers questioned the male driver who stated that the scooter 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 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

April 1, 2022 – April 7, 2022

- Miami Dade Fire Rescue Headquarters – Autism Bike Ride Event
- 6700 NW 104 AVE., Doral Academy of Math & Science – School Detail
- 11300 NW 41 ST., Academir Charter School – School Detail
- 7905 NW 53 ST., Downtown Upper School – School Detail
- Contacted Galapagos property manager regarding parking violations
- 8401 NW 53 Ter. Park and Police 4 Kids meeting
- 2601 NW 104th Ave. Galleria Farms– Shield/Active Shooter Presentation
- 3719 NW 97 AVE., Doral PD Training Center – Shield training/meeting
- 3500 NW 89 CT., Bridgeprep Academy – School detail

- Case # ****-5860 – Juvenile Follow Up
- 1690 NW 87th Ave. Business check
- 10311 NW 58th St. Divine Savior Academy. School check.
- 2900 NW 109th Ave. Loyola Academy. KAPOW
- 8300 NW 36th St #132 Sloan Ice Cream. Spoke with the owner in reference to do an Ice Cream with a Cop event. The owner will advise on a date for the month of May.
- 10181 NW 58th St. Total Cycle, met with the owner to check on the Safecam and we care forms and the Autism Bike Ride event.
- 2450 NW 97th Ave. Doral Academy Elementary. School check.
- 3500 NW 89th Ct. Bridgeprep Academy, School traffic dismissal.
- 8390 NW 53rd St. Downtown Doral Charter Elementary School. School check.
- 4720 NW 85th Ave. Allegro 55+, met with event director reference future events.
- 2589 NW 79th Ave. Toscana Imports Tile. Reference Safe Cam/We Care program.
- 10780 NW 58th St. Sedano's met with manager, reference any concern, business check.
- 7586 NW 104th Ave. Love Fries, contact was made with owner; Reference planning a Cafecito with a Cop event.

Upcoming H.O.A.s and Meetings

4/13/22 7:00 PM DORAL HOUSE I, TOWNHOME DORAL PLACE

4/14/22 7:30 PM TOWNHOME DORAL OAKS, DORAL GREEN

4/21/22 7:00 PM DORAL HOUSE 3

4/25/22 6:30 PM DORAL OAKS

Training Unit

Training Section Highlights: Week of April 4 thru April 7, 2022

The Training Section coordinated the following activities:

Annual Training (4-5-22 Firearms & DT, 4-6-22- Use of Force/Vehicle Pursuit & Taser, & 4-7-22- CPR & First Aid).

New PPOs & Police Records Clerk Orientation.

Phase II Academy Preparations.

Criminal Law Training-Retired Judge Israel Reyes 4-6-2022 (8AM-12PM & 1-5PM)-GIU & IA.
Doral Honor Guard Training 4-4-2022 & 4-6-2022 @1300 hours.

MDPD Police Academy Class# 135:

Week 20 (March 28th through April 1st, 2022)

During their last week, the recruits passed the Defensive Tactics and Chapter 9 exams. They started firearms training. They are still doing PT daily.

MDPD Police Academy Class # 136:

Week 4 (March 28th through April 1st, 2022)

During her last week of training, recruit Rao completed Chapter two (2) of her training and took her exam which she passed. She then started and continued with Chapter 3 which she will complete this week and take an exam. PT continues daily.

Note: A meeting was conducted on April 1st, 2022, with Recruit Rao to ensure that she was following the academy PT standards.

Office of Emergency Management:

Emergency Management Highlights for the week of March 31 to April 6, 2022

- Attended the Whole-Community Engagement Quarterly meeting with County OEM and stakeholders across the County. Topics included cybersecurity, Comprehensive Emergency Management Plans review, etc.
- Attended FEMA's overview of Benefit-Cost Analysis (BCA) for Hazard Mitigation Grants Program (HMGP) applications.
- Attended WebEOC training on new municipal incident action plan (IAP) document.
- Attended Cybersecurity Update conference call meeting with County, municipalities, and other stakeholders across Miami-Dade.
- Continued follow-up with Department Directors on EOC Policy review.
- Reviewed training needs for EOC positions.
- With Code Enforcement and Public Affairs, followed up on Hurricane Safety Fair needs.
- On social media, continued Hurricane Season preparations campaign including promotion of the Hurricane Safety Fair. The first one in person since 2019 due to Covid restrictions.
- Created situation reports, and shared COVID-19, cybersecurity, and other relevant news with Directors, DPD command, and satellite cities. Information also included bi-weekly Covid reports provided by the Florida Department of Health (FDOH), County Covid-19 positivity rates, etc.

Public Affairs

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 66,333 (Increase of 230 followers)
- SOCIAL MEDIA HIGHLIGHT: Facebook reach up by 38.7% (4.8k); Instagram engagement up by 16.8% (2.1k)

TOP POST: Instagram post reminder about E-scrap event (8.7k reach and 280 likes)!

- Promoted multiple city events/initiatives including but not limited to: Best of the Best April category, Put it Down FDOT, Sponsors for Mayors Citizens Academy,

- Design/Web Projects –website streamlining revisions and page updates, Bus Shelter Parks Bond Sign, Best of the Best April graphics, Best of the Best March Winner graphics, Hurricane Fair, Façade Improvement Program
- Verified City Facebook and Instagram Pages with a check mark – benefits: increased visibility, improved search footprint, more followers, better protection.
- Attended NSU - Supervisory Leadership Training (week one)
- Submitted proposed budget for FY22-23
- Press Releases:
 - Vice Mayor Digna Cabral Appointed to Serve on Multiple National League of Cities' Committees
 - Vicealcaldesa Digna Cabral Designada Para Servir en Múltiples Comités de la Liga Nacional de Ciudades

Videos:

- Published– Spend Local – Rzone Fitness
- Published– Your City at Work (PW)
- Published– EGGstravaganza Highlight/Recap
- In Production– Making MISO short documentary

Public Works

- Oscar Rodriguez, Project Engineer, commenced with the Department
- Met with three (3) Downtown Doral residents, City Manager's Office, Building, and Code to discuss the various resident's
- Attended the Nova Southeastern University (NSU) Supervisory Leadership Training - Session I
- Held a Platting Committee Meeting
- Coordinated and held the E-Scrap electronic recycling event at Doral Police Community and Training facility.
- Requested the purchase and replacement of the trees that did not survive from the Arbor Day event.
- Requested the purchase and replacement of the trees that did not survive from the Arbor Day event.
- Coordinated and held the E-Scrap electronic recycling event at Doral Police Community and Training facility.
- Ordered the public notifications for the Co-designation application of NW 114th Ave (41-50) as "Nicole 'Nicky' Langesfeld Path that are schedule to be sent out by April 20th, 2022.

Transportation:

- Met with Gannett Fleming to discuss revisions to the Doral Trolley Route 2 schedule
- Attended the Corsica Homeowner's Association (HOA) meeting to discuss parking and traffic concerns
- Met with the Federal Reserve Bank to discuss the proposed improvements of the Doral Boulevard Corridor Access Management Study