



Memorandum

To: Honorable Mayor and City Council

Date: April 04, 2022

From: Hernan M. Organvidez, Acting City Manager

Subject: **Weekly Council Update/ March 27 - April 02, 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

- Police responded to the Kendall Regional Emergency Room regarding a man who had been stabbed.
- After further investigation it was determined that the crime had occurred in Hialeah.
- Hialeah Police responded and assumed the investigation.
- Police responded to a call in Doral Isles where a 22-year-old man drowned in the home's pool.
- Miami-Dade Police Homicide assumed the investigation.
- A Spring Break detail resulted in 22 Curfew Violations.

INFORMATION TECHNOLOGY

- Annual Security Training of all City Personnel is ongoing.
- Work on the integration of security cameras is ongoing.
- Issues with the ENERGOV platform persist. The system was non-functioning two days last week.
- Time clocks for the PAYCOM system are being installed in City buildings.
- Timers are being installed in the garage doors.

HUMAN RESOURCES

- There are still 14 spots available for the DMV FLOW event.
- There is an ADA Webinar this week that will be attended by HR staff.

PLANNING & ZONING

- Meeting with representatives from the Doral Condo Hotel.
- Meeting with representatives from the Federal Reserve Bank to discuss the maintenance of the easements.
- Meeting with representatives from the Florida International University School of Arts to discuss partnership.

CODE COMPLIANCE

- An apartment at Doral Gardens was placarded and deemed unfit for habitation because of a water leak.
- There was a small fire in the laundry room of the Sonesta Suites Hotel.

- There was a pipe that burst at an apartment at the Flats complex in City Place which caused damage to an adjoining business.

ECONOMIC DEVELOPMENT

- The CBO grants are closed out.
- There are four Grow with Google seminars scheduled in the month of April.
- Preparations continue for the E-Merge Americas event scheduled in April.

PUBLIC WORKS

- The installation of the elevator at the Police Department is scheduled to be completed in June.
- Working with the City Attorney to take the interlocal agreement with the Miami Parking Authority to Council in May.

PUBLIC AFFAIRS

- Working with the vendor to overhaul the City's website.
- Preparing a presentation of the key to the City to the former president of Argentina.

PARKS & RECREATION

- Hosted a kickball tournament to benefit a charitable organization.
- Posted signs at all parks advising people of the virus affecting canines.
- Working with the Miami City Ballet reference the upcoming annual gala which will be held at Downtown Doral Park on April 7.

FINANCE

- The implementation of PAYCOM is ongoing.
- The Finance Department received a prestigious award.

PROCUREMENT

- A make-up session of the Procurement Workshop is scheduled for this week.

CITY CLERK

- Working on Agenda Items for the next council meeting.

CITY MANAGER

- Acting City Manager appointed Mr. Rey Valdes as Deputy City Manager.
- Acting City Manager held weekly meeting with Public Affairs Communications Director, Ms. Maggie Santos.
- Acting City Manager held Zoom meeting with Jose Felix Diaz and Courtney Whitney from Ballard Partners regarding grants management.
- Acting City Manager along with Chief Information Officer held MS Teams meeting with Mr. Greg Savard, Vice President, Nexus Solutions of Tyler Technologies regarding EnerGov.
- Acting City Manager held weekly meeting with Chief Information Officer, Ms. Gladys Gonzalez and Assistant IT Director, Ms. Eylon 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, Assistant Building Director, Mr. Carlos Diaz and Building Official, Mr. Vince Seijas.
- Deputy City Manager held weekly meeting with Economic Developer, Mr. Manuel Pila.
- Acting City Manager held weekly meeting with Acting Chief of Police, Mr. Raul Ubieta and Acting Deputy Chief of Police, Mr. Danny Borrego.
- Acting City Manager held weekly with Human Resources Director, Ms. Maria Jose and Assistant Human Resources Director, Mr. Rita Garcia.
- 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 held Bond Meeting Process with AECOM staff members regarding Construction Management.
- Deputy City Manager along with Planning and Zoning Director, Mr. Javier Gonzalez, Parks and Recreation Director, Ms. Erin Sullivan, Senior Planner, Mr. Elizabeth Alvarez held meeting with Mr. Octavio Visiedo from Florida International University (FIU) to discuss Art Projects in Doral.
- Deputy City Manager held meeting with Councilwoman Mariaca, Legislative Analyst Arana, Public Works Director, Mr. Carlos Arroyo and Assistant Public Works Director, Mr. Rita Carbonell to discuss Traffic Issues in Section 7.
- Deputy City Manager held weekly meeting with Parks and Recreation Director, Ms. Erin Sullivan.
- Deputy City Manager held weekly meeting with Planning and Zoning Director, Mr. Javier Gonzalez.
- Deputy City Manager held weekly 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.
 - 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 to visit the project for final color selection.
 - o Rooftop terrace insulation and flooring.
 - Pending City of Doral BD inspection approval to start area insulation.
 - Inspection/meeting held on February 16th. R

- Roofing company is correcting the roofing system deficiencies.
- KVC received the report from third party inspector on February 23rd.
- Roof repairs did not pass inspection on March 9th. KVC to provide inspection findings report. KVC submitted a copy of inspection findings.
- Roof flooding test on March 22nd.
- Roof did not pass the test; one drain gasket is leaking.
- KVC is correcting the problem in a roof drain, the contractor will isolate and will re-test the area once repaired.
- KVC will test the drain water tightness on March 30th with Doral BD and Paramount present.
- o Ongoing activities:
 - Elastophene (Soprema) roofing system for the sloped roof area.
 - Approved, contractor will start stucco installation on parapet walls.
 - 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.
 - Contractor completed conduit installation in Downtown Doral Park for playground lighting and surveillance cameras February 21st.
 - A recessed outlet box is to be installed in the center of the oval.
 - Park playground light poles are scheduled to arrive March 17th
 - KVC requesting to close the Downtown Doral playground during pole installation for safety reasons (3 days).
 - Poles scheduled to be delivered on April 8th. KVC has coordinated playground closure with Doral Parks department.
 - 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 to begin next week (south façade).
 - Furniture delivery updated to arrive now in April 2022.
 - Storefronts shipped; set to arrive on March 30th.
- 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.
 - 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.
 - Grading operations continue in the BOH drop off area. Cross slope for BOH corrected per latest sketch by B&A.
- On-going construction submittals/RFI's.
 - o IT Department coordination is on-going.
 - Finalized location, elevation, and section of Interactive Display.
 - Agreement to install cameras on existing Codina park light poles received.
 - Positioning of building interior speakers and interior cameras verified with City IT.

- Wiring for speakers completed.
 - KVC will coordinate with Doral IT for upcoming IT plywood backboard installation.
- PMT coordinating with B&A and KVC for Manolo Valdez sculpture probable location.
 - Sculpture footing design and calculations for permitting. Pending
 - Temporary storage coordination completed. The sculpture scheduled to arrive on March 29th. Area will be cordoned off to protect the items.
 - Sculpture site selection – West of the main entrance drop -off.
- AT&T pull box relocation on-going.
 - AT&T installed the pull box March 1st
 - PMT met with AT&T to coordinate elevator monitoring conduit route to building. PMT provided sketch for B&A's review.
- Art in Public Places:
 - Plan Number: PZAD-2109-0120
 - Committee Meeting scheduled for March 18th
- Revision 19 & 20:
 - Approved by MDC, processing at Doral BD. Pending permit.
 - Mechanical drawings submitted to MDC and City of Doral for the removal of fire dampers. Approved March 2nd
- Elevator:
 - 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.
 - Pending KVC proposal to install conduit from AT&T cabinet to building handhole. Approximately 300 LF of 2" conduit.
- PM provided to Parks and Recreation the building signage submittal. Doral Parks provided confirmation on the Code of Ordinances and the park building operational hours.
 - Sign submittal approved and released. All building signage will use "Doral Cultural Arts Center".
 - A sign mock is required for Parks review.

Morgan Levy Park:

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

White Course Park:

- Punchlist corrections have been started.
- Permitting Process:
 - Miami Dade WASD permit is nearing completion.
- Submittals
 - RFI's Submittals are on-going.
 - 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 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. Minor adjustments to be made prior to start up.
 - 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: Awaiting sand for the paver joints.
 - 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 CCHomes 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 for this is ongoing.

Doral Meadow Park:

- Project completed.

Doral Central Park: (No Updates)

- Authorities having Jurisdiction (AHJ's)
 - o Doral Building Department - Permits
 - Previous Updates: Phase I drawings have been permitted through the City of Doral and fees have been paid.
 - On January 20th, 2022, Phase II/III permit fees have been applied and are being processed through City of Doral. Phase IV permit fee is being processed and is expected to be paid soon so permit can be issued.
 - o FEMA CLOMR
 - Previous Updates: BCC change order for revising model has been approved and executed, pending new model from FEMA to be sent to Public Works for BCC to work on. FEMA deadline of late December 2021 for CLOMR submission was missed due to the model not in the correct format for FEMA and design drawings still being refined. Stephanie Bortz with Public Works is coordinating the resubmission effort.

- On January 20th, 2022, the model format from FEMA has not been received but is expected soon. The final design is not complete, but no changes are being made to grade /elevation on the site so modeling by BCC can begin once it's received from FEMA. BCC states it will take them 30 days to update the model. Also, FEMA has not responded to submission back in December, in which they have 90 days to do so. Following their response to this submission, corrective action being taken on their comments, and BCC completing the model, a final submission will be made to FEMA for the CLOMR around roughly mid-March 2022.
- On February 23rd, 2022, 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.
- WASD
 - Previous Updates: Phase I, II/III, & IV WASD and DERM approvals are complete.
 - On January 20th, 2022, once the subcontractor, Central Civil, acquires their sub permit from Public Works, which should be by the end of this week, then a Pre-construction can be scheduled with WASD in order to commence water and sewer main line, lateral, and supply install.
 - On February 23rd, 2022, Pre-con meeting was held with WASD, so water and sewer work is released to commence. To begin early March to prevent stoppage of work. This has no impact on critical path schedule.
- Construction Activities:
 - Civil Work (Phase I)
 - Previous Updates: All drainage work has been installed that is confirmed by design will not be revised. Water & sewer main material has been delivered to the site in anticipation of starting this work.
 - On January 20th, 2022, water, and sewer work to commence following Pre-construction meeting with WASD, which will take place following public works issuance of sub permit to subcontractor Central Civil by the end of this week.
 - On February 23rd, 2022, Water main lines to begin being installed beginning of March. Sewer materials have not been ordered due to changes by AHJ's being confirmed. Sewer materials will be order by subcontractor to have on site when they are ready to install.
 - Skate Park / Amphitheater (Phase II/III)
 - Work has not commenced, pending final design decision. Expected start roughly in April 2022.
 - On February 23rd, 2022, Phase II/III work is projected to commence roughly late June to early July following GMP execution for this work. Date pushed due to redesign following City Council Workshop on 2/15/22
 - Recreation Center / Aquatics Facility (Phase IV)
 - Work has not commenced, pending final design decision. Expected start roughly in July 2022.
 - On February 23rd, 2022, Phase IV work is projected to commence roughly late August to early September following GMP execution for this work. Date pushed due to redesign following City Council Workshop on 2/15/22.

- General Activities
 - Weekly Meetings
 - OAC meetings are being held weekly on Wednesdays.
 - Site coordination meetings with contractor, subcontractor, and design teams to commence the week before civil water and sewer work starts.
 - DCP design workshop is scheduled for every Thursday, with the next meeting being on January 27th to review ROMs on options prepared by BA on the Amphitheater, baseball fields, rec center, and aquatics facility.
 - On February 23rd, 2022, City Council Workshop held on 2/15/22 finalized scope and budget, memorialized in summary submitted to City on 2/23/22.
 - Art in Public Places
 - Pending final design completion
 - FF&E
 - Proposal from JC White received Dec 13th, 2021.
 - Pending final design completion.
 - IT
 - Access Control system plans for all phases is complete.
 - Owner Direct Purchase (ODP)
 - No update.
 - Council member banners:
 - Updated to reflect rotation update on November 10th, 2021.
 - ChargePoint EV charging stations
 - Received quote, including installation, and updated W-9 for vendor registration with the city.
 - Special Council Meeting held on February 15th to discuss the new budget.

Doral Boulevard Pedestrian Bridge: (No Updates)

- General Activities
 - RFP #2021-09:
 - City Engineer Alternative Technical Concepts (ATC's) review due August 13th.
 - Decisions on the different firms ATCs was sent on August 17th. Some of the ATCs were approved, others will require an addendum.
 - Minimum clearance from pavement – lateral offset; elevators considered optional for new addendum. PHD provided revised document for the RFP (September 14th).
 - FDOT objects to a 16' lateral offset clearance, as it would require a Design Variation. FDOT recommends a conference call with Karina Fuentes to discuss.
 - Addendum 11 released November 1st.
 - Technical proposals due – November 18th (Opt-Out deadline Nov 19th)
 - Technical Proposal Page Turn Meeting on December 15th.
 - Public Notice Technical Scores – February 8th.

Trail Network:

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

Trails and Tails Park (Lighting Improvements):

- Permitting:
 - 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.
 - 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

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

Planning and Zoning

- Addresses issued: 10
- Building permits reviewed: 96
- Zoning inspections conducted: 38
- Site plans reviewed/approved: 1
- Zoning verification letters:
- The Planning and Zoning Director participated in the weekly Director’s meeting.

- The Planning and Zoning Director participated in the Velaro virtual presentation.
- The Planning and Zoning Department participated in the Construction Management meeting regarding City Bond financed projects.
- The Planning and Zoning Department participated in a meeting to discuss the Doral Condo Hotel.
- The Planning and Zoning Director participated in a meeting with a Miami-Dade County representative and a financial institution representative regarding sidewalk improvements.
- The Planning and Zoning Director conducted the Planning and Zoning bi-weekly department meeting.
- 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 Department participated in a virtual meeting to discuss new office building at Doral Gateway.

Economic Development

- Met with Brian Kalish, US Southern Command Commander's Activities Coordinator, re: providing Doral maps and Spend Local cards for upcoming group of visitors.
- Participated in Beacon Council Economic Development Organization (EDO Partners meeting for Miami-Dade County).
- Promoted upcoming 'Grow with Google' webinar series scheduled for April, May, June, and July.
- Promoted 'Minority Business Tools for Financing' workshop with Florida State Minority Supplier Development Council, Miami Bayside Foundation and Prospera.
- Coordinated logistics for trade and diplomatic missions from Florida Foreign Trade Association and Fundación Líderes Globales.
- Coordinated logistics for eMerge Americas conference.
- Met with Golden Shovel re: website upgrade opportunities.
- Met with Professional Women's Council of South Florida re: how to participate in activities and programs in Doral.
- Coordinating meeting with Granicus, IT and Public Affairs re: website services.

- Updated Sister Cities Highlights document.
- Processed PTSA and Façade grant reimbursements.
- Coordinated interviews for Business Outreach Coordinator position.

Building Department

- Activities for Week ending 04/01/2022
- ADMIN: Director attended staff meeting; Director attended meeting with DCM & PZ Director regarding MDA processes; Director/BO attended weekly with IDCM; Team attended bond meeting;
- EnerGov Update: Link Permits task was causing an issue for some users on 3/28; Reviewed outstanding tickets with Darlene;
- HUMAN RESOURCES ACTIVITIES: 2 candidates scheduled for interview for Mechanical Inspector position; 10 team members continued the ICMA Supervisory Skills Webinars; 5 technical positions remain vacant
- PROJECTS: BO met with CC Homes management to discuss outstanding items on TCO'd homes

Permit Fee Utilization report Year 2022

Week 12 - Ending 4/01/22

- Customer Service Activity
- 129 Customers Assisted (Doral Q)
- 10 minutes Average Lobby Wait Time (Goal <10m)
- 15 minutes Average Service Time with Customer
- 3 Design Professional Meetings (311) Requested
- 3556 Online Chat Portal Visitors (Velaro)
- 9 Online/Chat Engagements
- 825 Phone calls (Received)
- 490 Phone calls answered
- 59% Call Success Rate (Goal >50%)
- Permitting Performance Activity
- 269 Applications Received
- 531 Permits & Plans Reviews (all depts)
- 131 Permits Approved / Issued
- \$21.7m Construction Value (\$ millions)
- \$77,375 Total Fees Collected
- Inspection Performance
- 530 Inspections Requested
- 497 Inspections Completed
- 94% Inspections Completed Rate (cancellations)
- Permit Completion / Occupancy Data
- 0 TCO/TCC's Issued
- 6 CO/CC's Issued
- Private Provider Activity
- 0 Inspections by a Private Provider Unknown

- 6 Plans Reviews by a Private Provider Unknown
- 1 Audits Performed on Inspections by a Private Provider Unknown
- N/A Other Permissible Activities not contemplate above

Code Compliance

- Department submitted request to interview seven qualified candidates to fill vacant Code Compliance Officer position.
- Director, Assistant Director, and Outreach Coordinator met with Doral PD Emergency Management Specialist to finalize Hurricane Fair vendor list and coordination.
- Special Magistrate Coordinator participated in the fourth annual procurement workshop/training.
- Code Compliance Officer patrolled Eggstravaganza Event to address any unauthorized solicitors.

Finance Department

- Accounts Payable: Processed 161 invoices; 108 checks for a total of \$2,428,760.
- 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 Self-Onboarding Training, PAF Training, and 2nd Data Pull from ADP/ Data Clean-Up.
- FY 2023 Proposed Budget progress: Distributed Five year Budget Worksheets to Departments.

PROCUREMENT

- A total of 30 PO's for a total value of \$75,997.

CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 03/31/2022

- 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: 3 Submittals received; Bids are being evaluated.

- 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: Phase II Evaluations Scheduled for 4/1/2022.

- 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

- Building Inspector, Building Department, Closes on 04/07/2022
- Chief Financial Officer, Finance Department, Closes on 04/30/2022
- Cultural Events Specialist, Parks & Recreation Department, Closes on 04/05/2022
- Help Desk Supervisor, IT Department, Closes on 04/19/2022
- Laborer I, Public Works Department, Closes on 04/04/2022
- Park Service Aide, Parks Department, Open Continuous
- Plans Examiner (Mechanical), Building Department, Closes on 04/07/2022
- Plans Examiner (Plumbing), Building Department, Closes on 04/07/2022
- 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 04/07/2022
- System Analyst, IT Department, Closes on 04/19/2022

PRE-EMPLOYMENTS

- Police Officer (2 Candidates), Police Department
- Assistant Communications Director, Public Affairs Department
- Recreation Service Aide (4 Candidates), 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 schedule 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.
- The Human Resources Department is commenced training within the Paycom system.

Information Technology

- 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 for Legacy Park.
- AV Team provided support for the Police Training and Community Center.

Help Desk Support:

- Resolved 94 % 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.
- Work in the integration of the access control system for the SW garage gate.
- Attended the HR Supervisory Training.
- Assisted in the installation of the third floor Paycom clock.
- Replaced monitors for the Mail Clerk.
- The IT Technician met with the Ricoh Tech to replace drum on Parks Ricoh printer.
- Continue to work on the deployment of the new Latitude 7420 Laptops to replace the Dell Desktops and Laptops from 2016 or older.
- Modified door schedule for night events.
- Continue to work on reconciliation of physical inventory of IT equipment.

Network Support:

- Modified conditions in the Endpoint Purge rules for the Guest Endpoint database refresh in Cisco ISE.
- Participated in the Doral White Course Park Substantial Completion Walkthrough.
- Attended meeting with the IT Assistant Director regarding the different Parks opening soon.
- Configured port for the third floor Paycom clock.
- Configured phone features for the Executive Assistant to the City Manager.
- Re-routed the Main PD feed (Crown Castle) through the Core Switches with the IT Consultant.
- Created Weekly Phone Calls Report for the Period of 3/21 - 3/25.

Sr System Analyst:

Accomplishments:

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

Weekly change management meeting.

Assisted the GIS Analyst to check the prerequisites to upgrade her system.

Weekly team meeting.

Assist GIS Analyst with chrome in her servers and task scheduler.

Deleted unused Virtual machines that were offline to save storage space.

Run Windows Update and restarted some pending servers.

Enable multifactor to users in office 365

Assisted the DBA to clean 10GB of logs in the C drive to save space.

Windows Update for server is complete for March 2022

Meeting with backup vendor to plan expansion and upgrade.

Re-run backups

Assisted the GIS Analyst to delete old logs from her server.

Assisted the security manager to clean logs in his servers.

Extended the disk in Laserfiche server

Extended the disk in the email archiving server

Extended the disk in file system archiving server.

Meeting with Dell to start the project to refresh the datacenter hardware. I am running live optics to analyze the cluster for 24 hours.

- Security Manager

This week, over 76 emails were reported and analyzed for malicious intent. Attended weekly Cybersecurity Update meeting with other municipalities and Counties. Attended Cyber meeting with DHS and FBI National Partners. Attended cybersecurity meeting with legal. Began testing multifactor authentication solution.

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 four of Effective Supervisory Practices Training
- Conducted team meeting for inventory of equipment for upcoming projects
- Attended Microsoft Services review meeting
- Assisted department director on close out review evaluation for Help Desk Supervisor
- Attended Bond projects weekly meeting
- Attended Paycom IT weekly meeting

- Energov Systems Analyst - This week:

- Assisted users with clearing cookies and cache in browser in order to get certain Energov pages loading again.
- Worked with Tyler in making progress towards getting pages to load properly without using Edge.
- Assisted customers with logging into CSS.

- Data Integration Engineer:

- Coordinated new time clock installation and configuration on the 3rd floor, time clock is ping and ready to authenticate to the new system.
- Performed tests on the rest of the time clocks to make sure are functioning properly.
- Attended a meeting with the IT Staff to coordinate the installation of the new time clocks in PD and Parks.

- Application Development - This week:

- Updated, tested IO and IAA for BD.
- Updated HR workflow.
- Worked on website.
- Created script for Munis service startup.
- Assisted PD upgrading Alarm system.
- Assisted FN with Munis.

- Smart City projects are underway:

- FPL 2 LPR Poles/Public Safety Project:

We are waiting for vendor's engineer to finish modifications on documentation, although we obtained Doral electrical permit approval, but structural review must be modified due to changes in building codes. Vendor has sent permits to engineer to address comments since Feb. Waiting on Miami Dade for sites 27 and 30 as this week plans will be resubmitted after addressing comments received. Vendor did submit to the city of Doral MOT permit requirements. Project is 71 % completed.

- Paycom Project

Project plan tasks were completed this week with testing all timeclocks installations and instructions provided. Only one clock requires replacement, and we should be receiving replacement by next week ready for enrollment:

Cable company perform cabling on third floor for new timeclock in lunchroom.2- We have completed many tasks of project plan and steps required to ensure we have timeclocks ready for enrollment:

1-We created table of each Timeclock with serial number and assigned location.

2-We completed full physical installation and communication testing of new timeclock on 3rd floor

3-We need to ask HR and addressed how can we perform enrollment for Parks, we will plan with HR (after we install the new Timeclock and test it) when will they start enrollment of employees in Parks.

4-We are planning to substitute one Kronos time clock in lunch area of PD next week with a Paycom clock to start enrollment at PD after testing it and ensuring the new timeclock is ready for HR to assist police team there.

5- It helpdesk will assign new Ip addresses for the new Timeclocks and if possible, we will have both old and new timeclocks connected in Parks for go alive day, providing easy/fast turn over to Paycom system.

6-Paycom will inform when we can do testing with Timeclocks to ensure data is being properly transmitting.

Project is 34% completed.

- WCCD 37123- Sustainable Smart City Certification Project

We are waiting certification approval of the Iso37123 review.

Project is 89% completed.

- Smartsheet support - This week:• Create new user and updates to other users and acquiring new licenses

- WCCD 37120- Yearly Smart City Certification Project this week:

We finalized updates ensuring corrections and now waiting certification

Project is 99 % completed.

- Mystery Shopper Project

We received documentation of vendor to become a vendor of the City of Doral and implementation plan waiting on Procurement approvals.

Project is 14% completed

Parks and Recreation

- Parks Director attended weekly meeting with Deputy City Manager to discuss ongoing department items.

- Parks Director and Assistant Director attended a meeting about Doral Central Park canopies and current playground structures on 3/30.
- Department staff had a meeting for upcoming Easter event - EGGstravaganza on 3/30.
- Parks Director and Assistant Director attended Bond Meeting Process for Construction Management on 3/31.
- Department Staff attended a Phase I Evaluation Committee Meeting for Recreational Programming on 4/1.
- Parks Director attended Parks and Police 4 Kids Meeting on 3/28.
- Youth Basketball League continues at Morgan Levy Park.
- Girl Scouts hosted a meeting at Doral Legacy Park on 3/30.
- Adult Basketball League games continue at Doral Legacy Park.
- Silver Club Bingo Night at Morgan Levy Parks on 4/1.
- The splash pad at Doral Legacy Park finally opened again and had approximately 438 visitors for the first week.

Police Department

- Arrests: 25
- Felonies: 5
- Misdemeanors: 10
- Traffic: 2
- Warrants: 8
- DUI: 0
- Crashes: 60
- Hit and Runs: 7

Traffic Citations

- Hazardous Moving Violations: 244
- Non-Hazardous Moving Violations: 239
- Disabled Parking Violations: 6
- Written Warnings: 119

Civil Citations

- Civil Citations: 6

Calls for Service: 554

Notable Arrests & Incidents

Battery

Doral Patrol Units were summoned in emergency mode to the area of 10505 NW 36 Street regarding a fight between a male and a female. Upon arrival, officers met with the victim who told them that she was involved in a verbal argument with her partner. Victim further stated that the verbal argument became physical when the male subject slapped the victim causing injuries to her face and nose. The male subject was arrested and transported to TGK.

Petit Theft

Doral Police Officers were dispatched to the area of 1405 NW 107th avenue regarding a theft. Upon arrival, officers met with the victim who stated that a female subject had entered the location and had walked out of the location with multiple unpaid items. Victim told officers that representatives from the location stopped the victim once she exited the location and summoned the police. Officers met with the female subject and confirmed that the female subject had committed the crime reported by the victim. The female subject was arrested and transported to TGK.

Public Information Office (PIO)

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

Neighborhood Resource Unit

March 25, 2022 – March 31, 2022

- 6700 NW 104 AVE., Academy of Math & Science – School Detail
- 11300 NW 41 ST. Academir Charter School – School Detail
- 7905 NW 53 ST., Downtown Upper School – School Detail
- Emailed supervisors and Galapagos property manager, regarding parking violations problem at Galapagos
- Coordinated with Guadalupe Church for a food drive
- Emailed supervisors regarding upcoming food drive with Guadalupe church currently scheduled for April 11th, 2022
- 8401 NW 53 Ter. Park and Police 4 Kids meeting
- 1455 NW 107 Ave. International Mall – Crime Prevention Shield
- Galleria Farms– Shield / Active Shooter Presentation set for April 5th AT 2:00 PM
- Canarias– Meeting with property manager (Mr. Richard Langel) Ref homeless in the area
- 9300 NW 41st St. Miami Dade Fire Rescue – Autism Bike Event
- 4291 NW 107 Ave. Made in Italy – Coffee with a Cop Event
- 7300 NW 114th Ave. Juvenile Follow Up – Case #220303-004061

- 11100 NW 27th St. Doral Academy – School Detail
- 4055 NW 40th Rd. Shelton Academy – DARE
- 8355 NW 12th St. Prologis – Trespass Affidavit & Signs
- 8614 NW 112th Pl. Case #220321-005364 – Juvenile Follow Up
- 10801, 10815 & 10855 NW 50 ST., Case #220328-005860 – Juvenile Follow Up
- 1910 NW 97th Ave. Warner Media– Security Assessment Coordination
- 6055 NW 105th Ave. Landmark South – Crime Watch Meeting coordination

Upcoming H.O.A.s and Meetings None this week

Training Unit

Training Section Highlights: Week of March 24, 2022, thru March 31, 2022

1. Training Unit:

- Annual Training (3-30 Firearms & DT, 3-29 Use of Force/Vehicle Pursuit & Taser, & 3-31-CPR & First Aid).
- Criminal Law Training-Retired Judge Israel Reyes, Wednesday April 6, 2022 (8AM-12PM & 1-5PM) GIU & IA.
- New PPO Orientation.

2. Community Room:

- MDPD Specialized Training-Internal Affairs Investigations (3-28-2022 to 4-1-2022).

3. MDPD Police Academy Class #134:

During their last week, the recruits took their exam for Critical Incidents and passed. They then also took their practice state exam which they also passed. This week, they will continue studying and will prepare for the state exam. They are taking the state exam on March 31, 2022. PT Continues.

4. MDPD Police Academy Class# 135:

During their last week, the recruits continued their review of Chapter 9, Crime Scene Follow-up, and Investigations. This week, they will take their exam. They will also begin Chapter 10, Defensive Tactics and Firearms. PT daily.

5. MDPD Police Academy Class # 136:

During her last week of training, recruit Rao completed Chapter one of her training and took her exam which she passed. She also completed Chapter 2, Communications, which she also passed. Toward the end of the week, they also started Chapter 3 which they will continue instruction on through the course of this week. PT continues daily.

6. EOC

- Whole Community Engagement Quarterly Meeting, March 31, 2022, at 10:00 AM.
- Cybersecurity Update -Miami-Dade County, March 30, 2022, at 2:00 PM.

Office of Emergency Management:

Emergency Management Highlights for the week of March 24 to 30, 2022

- Attended the semi-annual International Association of Emergency Managers (IAEM) virtual conference. Topics included the Surfside building collapse, public-private partnerships, cybersecurity and emergency management, the fragility of electrical grids, etc.
- Attended WebEOC training on new municipal flash report document.
- Attended Cybersecurity Update conference call with DHS.
- 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, followed up on Hurricane Fair vendor invites.
- On social media, continued Hurricane Season preparation campaign including information on flood insurance and 20% Community Rating System (CRS) discount for Doral properties in high-risk areas.
- 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 daily Covid-19 dashboard, etc.

Public Affairs

• Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 66,103 (Increase of 298 followers)

• SOCIAL MEDIA HIGHLIGHT: Instagram reach up by 20.9% (22k); Instagram engagement up by 8.7% (1920k)

TOP POST: Instagram post raising awareness about dog virus (11.3k reach and 252 likes)!

• Promoted multiple city events/initiatives including but not limited to: Best of the Best March category, Put it Down FDOT, Mother Day call for vendors, Mayors Citizens Academy

• Design/Web Projects –website streamlining revisions and page updates, Florida Trend Ad, Bus Bench design for “Best of the Best”

• Director attending the Government Social Media Conference. GSMCON is the largest social media conference in the United States for government agencies. Informative sessions include:

- Meta’s Latest Updates for Gov’t Agencies
- Keynotes from Twitter and LinkedIn
- Conquering Instagram to Tell Your Brand’s Story
- Building Public Trust Through social media
- Building Support for Analytics to Guide Decisions
- How to Give Bad News on Social & Keep Your Composure, Agency’s Reputation & Internal Relationships
- Networking and exposition hall

Videos:

- In Production– Spend Local – Rzone Fitness
- In Production– Your City at Work (PW)
- In Production– Making MISO short documentary

Public Works

- Attended the Miami-Dade Transportation Planning Organization (TPO) Transportation Planning Council (TPC) Meeting.
- Participated in the interview panel for the Building Department’s Mechanical Inspector position.
- Held a Interlocal Agreement progress meeting the Miami Parking Authority (MPA).
- Met with the Federal Reserve Bank and Miami Dade County regarding the NW 36 Street sidewalk easement.
- Participated in the Miami-Dade Transportation Planning Organization (TPO) Transportation Improvement Program (TIP) Development Committee Meeting.
- Held the Dream in Green WE-LAB workshop on Saturday, March 26th, 2022, at the Government Center.
- Coordinated the last round of the 2022 Arbor Day event for Friday, April 1st, 2022, at the remaining five elementary schools.

The Public Works Department had 3 visitors last week.

The Fleet Maintenance division processed 27 Work orders last week.

Transportation:

- Submitted the NW 107 Ave from NW 86 St to NW 88 St - Pedestrian Safety and Mobility Evaluation Tech Memo to Miami-Dade County Traffic Engineering Division for review.
- Attended the Miami-Dade Transportation Planning Organization (TPO) Transportation Planning Council (TPC) Meeting.
- Participated in the Miami-Dade Transportation Planning Organization (TPO) Transportation Improvement Program (TIP) Development Committee Meeting.
- Held a Interlocal Agreement progress meeting the Miami Parking Authority (MPA).