



# Memorandum

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**To:** Honorable Mayor and City Council

**Date:** January 28, 2022

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

**Subject: Weekly Council Update/ January 23 - January 29, 2022**

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## City Manager's Office

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

### **POLICE**

Calls for service increased 23% YTD.

Police responded to City Place regarding a fight among several men. When police arrived all parties involved advised they were not interested in pressing charges.

Police arrested a 35-year-old man who was involved in an intimate relationship with a minor (17-year-old) female.

Two Police employees are out with COVID-19.

### **HUMAN RESOURCES**

COVID-19 testing will take place at Doral Government Center on Tuesday.

### **ECONOMIC DEVELOPMENT**

Beacon Council meeting this week.

Meeting with the Director of the Aspen Institute.

Minister of Aruba visiting the City this week.

CBO grant notifications sent out this week.

### **FINANCE**

Working on Council payroll this week.

Audit is ongoing.

### **PLANNING & ZONING**

Agenda briefing with elected officials.

Zoning meeting on Wednesday.

Pre-Meeting with Codina Partners.

### **PUBLIC WORKS**

Stormwater improvements ongoing throughout the City.

### **PUBLIC AFFAIRS**

Working on promotional flyers for different upcoming events.

Internal discussion regarding video highlights for each department.

## **PARKS & RECREATION**

Final interviews for Administrative Assistant were conducted.

Several winter programs commence this week.

Movies at the Park event on Friday.

Installation of security cameras at Doral Central Park will commence this week.

## **CODE COMPLIANCE**

Animal Welfare Committee Meeting will take place this week.

Delivery of Body Worn Camera equipment scheduled for this week.

Body Worn Camera training for supervisors will take place on Wednesday.

## **PROCUREMENT**

Request for Proposal (RFP) for park cameras scheduled for this week.

Uniform Committee will be established this week.

## **BUILDING**

New Records Clerk begins work today.

Outdoor Dining Guidelines has been posted on this City's website.

Meeting with the developer of the Lemon property.

## **CITY MANAGER**

- Interim Deputy City Manager held weekly meeting with Procurement Manager, Ms. Tanya Donigan and Procurement Coordinator, Mr. Kevin Salazar.
- Interim City Manager held weekly meeting with Chief Information Officer, Ms. Gladys Gonzalez.
- Interim City Manager held weekly meeting with Chief Financial Officer, Ms. Matilde Menendez and Assistant Finance Director, Ms. Solangel Perez.
- Interim City Manager and Interim Deputy City Manager held individual Agenda Review Meetings with City Councilmembers for the Local Planning Agency and Council Zoning Meeting held on January 26, 2022.
- Interim Deputy City Manager held weekly meeting with Building Director, Ms. Jane Decker and Building Official, Mr. Vince Seijas.
- Interim City Manager held meeting with City Attorney Figueredo, Chief Financial Officer, Ms. Matilde Menendez and Assistant Finance Director, Ms. Solangel Perez to discuss American Rescue Plan Act (ARPA).
- Interim Deputy City Manager held weekly meeting with Economic Developer, Mr. Manny Pila.
- Interim City Manager and Interim Deputy City Manager attended Local Planning Agency and Council Zoning Meetings.
- Interim City Manager held weekly meeting with Interim Police Chief, Mr. Raul Ubieta and Interim Deputy Chief of Police, Mr. Daniel Borrego.
- Interim City Manager held weekly meeting with Interim Human Resources Director, Ms. Rita Garcia.

- Interim City Manager held weekly meeting with Public Affairs Communications Manager, Ms. Maggie Santos.
- Interim Deputy City Manager held weekly meeting with Code Compliance Director, Mr. Edgard K. Estrada and Assistant Code Compliance Director, Mr. Danny Del Toro.
- Interim City Manager and Interim 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, Assistant Parks and Recreation Director, Mr. Lazaro Quintero, Mr. Scott Bakos from Bermello Ajamil and Mr. Garret Southern from Kaufman Lynn.
- Interim City Manager along with City Attorney Figueredo and Interim Chief Financial Officer, Ms. Solangel Perez held Investment Committee Meeting with Bolton USA Investor, Mr. Aton Fryer to discuss Pension Plan Investment Policy.
- Interim City Manager and Interim Deputy City Manager held Bond Meeting Process with AECOM staff members regarding Construction Management.
- Interim Deputy City Manager held weekly meeting with Planning and Zoning Director, Mr. Javier Gonzalez and Assistant Planning and Zoning Director, Mr. Zafar Ahmed.
- Interim Deputy City Manager held weekly meeting with Public Works Director, Mr. Carlos Arroyo and Public Works Assistant Director, Ms. Rita Carbonell.

## **Capital Improvement Project Coordinator**

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

- General Construction Activities:
  - o Sloped landscaped area
    - Backfill material has been approved by B&A. Backfilling operations to resume this week.
    - KVC is repairing the irrigation system in the area.
  - o Parapet and concrete countertops.
    - Pending concrete steps for north egress path and access gate (opening) to elevator machine room.
  - o Ongoing activities:
    - Amphitheater step seating is pending. Final design set submitted on January 17<sup>th</sup>
    - Pending KVC review. Design will be discussed at the OAC meeting on January 26<sup>th</sup>.
    - KVC prepared a 10' x 10' mockup with the proposed roofing material (Elastophene) for the sloped roof area.
      - KVC submitted a change order for the sloped roof installation. The PMT and B&A believe this should not be additional work.
      - Conference call with KVC to discuss change order validity scheduled for Wednesday January 19<sup>th</sup>.
      - Pending KVC response to B&A requirements.
    - Interior partition walls construction continues in the administration area.
      - Door frames are also being installed.
    - Metal pan stairs delivered on December 8<sup>th</sup>, pending handrails installation.
    - HVAC ductwork installation is on-going.
    - Building paint primer released for application. Pending building paint color approval.

- Roof terrace tapered insulation released for installation.
  - KVC completed tree root pruning/tree protection in the park on August 6<sup>th</sup>.
    - Four (4) Live Oaks will be relocated from the Downtown Doral Park area into the project site.
    - Three (3) additional trees are scheduled to be relocated for the BOH drop off driveways (NE 53<sup>rd</sup> Terrace). Tree pruning on December 6<sup>th</sup>.
      - Sidewalk and curb demolition for BOH driveways is underway (NW 53<sup>rd</sup> Terrace).
      - BOH drop-off construction is underway. Contractor grading the area and demolishing sidewalks.
      - Contractor continues entrance drop area on NE 53<sup>rd</sup> Street.
      - Backflow preventer and water meter installation continues.
      - Fire water 8” double detector installation commenced.
- General Activities
  - IT Department coordination is on-going.
    - Finalized location, elevation, and section of Interactive Display.
    - Conduit layout and sizing confirmed and approved by City IT, Contractor, and Design Team.
    - Agreement to install cameras on existing Codina park light poles received.
  - AT&T pull box relocation on-going.
    - KVC will coordinate with AT&T to have the relocation of the box. AT&T confirmed they have the relocation scheduled and coordinated with KVC.
    - Relocation will occur after the area is cleared and graded.
  - Art in Public Places:
    - Pending date for presentation to Planning and Zoning Department.
    - B&A provided signed documents August 31st and submitted for City Manager’s signature. Task completed.
    - The updated DCAC AiPP Package was submitted electronically on September 3rd. Plan Number: PZAD-2109-0120
    - Pending Doral PZ fee payment. Paid on September 15th. Package was rejected - PMT will meet PZ.
  - Revision 19 & 20:
    - Submitted to Doral BD by B&A on August 11th
    - Doral BD revision completed – September 17th; B&A is addressing the comments (September 20th). In progress.
  - 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.
  - Downtown Doral Park
    - KVC updated the work schedule for Downtown Doral to Doral Parks Department.
    - Doral Parks personnel walked the proposed conduit routes with KVC on January 19<sup>th</sup>. Work will be scheduled not to interfere with planned events at the park.
    - Downtown Doral Park work started on the northwest corner on January 26<sup>th</sup>. Excavation equipment will be stored on site and fenced off when not in use.

**Morgan Levy Park:**

- Project completed.
  - Financial closeout.

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

### **White Course Park:**

- Permitting Process:
  - o Miami Dade WASD permit is on-going.
    - Pending Elan's Sketch and Legal and Opinion of Title.
- Submittals
  - o RFI's Submittals are on-going.
  - o AiPP Package submitted to Planning and Zoning.
- Construction activities:
  - o Monument sign construction is 95% complete.
    - Pending final coat of paint and letter.
  - o Parking Lot curb construction 80% complete.
  - o Restrooms Building is on-going.
    - MEP rough-in is 100% complete.
    - Restroom interior walls stucco is 100% complete.
    - Gypsum board 100% complete.
    - Plumbing fixture installation 100% complete.
    - Lighting fixtures housing installation 100% complete.
      - Lighting fixture installation ongoing.
    - Facade stone veneer and cast stone installation 100% complete.
    - HVAC rough 100% complete and passed inspection.
    - Rainwater harvesting tank installation complete.
    - Pump irrigation system 95% complete.
    - Restroom Building painting 90% complete.
    - Countertops 100% installed.
    - Resilient epoxy coating for Restroom floors 100% complete.
  - o Electrical power meter installed.
    - Final inspection passed.
    - Service activation complete.
  - o Roof final inspection passed.
    - Metal roofing permit to remain open until pavilion roofing has passed.
  - o Sewer lateral extension completed.
    - Palm tree and sod installation in the upcoming weeks.
    - Sod installation complete.
  - o Site Utilities:
    - Lighting pole installation nearly complete.
      - RFI#43 resolution issued, work to commence Friday.
    - Irrigation lines installation is 95% completed.
      - Inspection was completed and passed this week.
  - o Site flat work:
    - Northeast and Mideast formwork, reinforcement and concrete poured for sidewalks and pavilions is 95% complete.

- East side of the site final grading is 100% complete.
  - Rain garden grading is 100% complete.
  - Forming and pouring for concrete/paver center sidewalk 60% complete.
    - Concrete placement occurring in sections.
  - Perimeter fencing nearing completion.
- Off-leash dog areas:
  - Final lift 100% complete
    - Gate installation 100% complete.
  - Fence posts is 100% complete. Gate installation remaining.
  - Artificial turf onsite, installation has been completed.
  - Dog water fountains, dog waste stations and dog wash stations 100% complete.
  - Dog area shelter roofing installed.
- Putting green:
  - Final grading complete.
    - Artificial turf on site, installation has been completed
- Pavilions:
  - Soil compaction & Concrete slabs pour completed.
  - Shelter installation 75% complete.
  - Pavilion wooden roof installation complete, metal roofing installation preparation has begun.
  - Pavilion picnic table installation 100% complete.
- Playground area:
  - Shade cover pole footings concrete pour 100% complete.
  - Playground shade cover columns completed.
  - Safety foam installation has begun.
- Fitness area:
  - Concrete slab placement 100% complete.
  - Installation of fitness equipment pending RFI #44 (spacing and orientation of equipment).
  - RFI#43 resolution issued, work to commence Friday.
  - Fitness Area shade cover columns and shade installation 100% complete.
- Fitness Area shade cover columns and shade installation 100% complete.
- Park Furniture:
  - Installation of park benches, trash receptacles and picnic tables ongoing.
- General Landscaping:
  - Tree installation 85% complete.
  - Sod installation 50% complete.
  - Mulch placement has begun.
- General activities:
  - Art in Public Places.
    - Art in Public Places banners received September 14<sup>th</sup>.
    - Contractor has been provided the quote from Binca for park wayfinding signage and educational signage.
      - PMT assistance resulted in a savings of approximately \$1,000.
  - IT Department
    - IT Department received P.Os.
    - IT and Parks & Recreation provided information for Keying schedule for the restroom building.

- Orientation of light pole positions for cameras field verified with City IT and Contractor.
- Waterfront Paver installation coordination on-going.
- “DORAL” letters are in storage and are to be installed at WCP in a picturesque location for grand opening.

**Doral Meadow Park:**

- Project completed.

**Doral Central Park:**

- Authorities having Jurisdiction (AHJ’s)
  - Doral Building Department - Permits
    - Previous Updates: Phase I drawings have been permitted through the City of Doral and fees have been paid.
    - On January 20<sup>th</sup>, 2022, Phase II/III permit fees have been applied and are being processed through City of Doral. Phase IV permit fee is being processed and is expected to be paid soon so permit can be issued.
  - FEMA CLOMR
    - Previous Updates: BCC change order for revising model has been approved and executed, pending new model from FEMA to be sent to Public Works for BCC to work on. FEMA deadline of late December 2021 for CLOMR submission was missed due to the model not in the correct format for FEMA and design drawings still being refined. Stephanie Bortz with Public Works is coordinating the resubmission effort.
    - On January 20<sup>th</sup>, 2022, the model format from FEMA has not been received but is expected soon. The final design is not complete, but no changes are being made to grade /elevation on the site so modeling by BCC can begin once it’s received from FEMA. BCC states it will take them 30 days to update the model. Also, FEMA has not responded to submission back in December, in which they have 90 days to do so. Following their response to this submission, corrective action being taken on their comments, and BCC completing the model, a final submission will be made to FEMA for the CLOMR around roughly mid-March 2022.
  - WASD
    - Previous Updates: Phase I, II/III, & IV WASD and DERM approvals are complete.
    - On January 20<sup>th</sup>, 2022, once the subcontractor, Central Civil, acquires their sub permit from Public Works, which should be by the end of this week, then a Pre-construction can be scheduled with WASD in order to commence water and sewer main line, lateral, and supply install.
- Construction Activities:
  - Civil Work (Phase I)
    - Previous Updates: All drainage work has been installed that is confirmed by design will not be revised. Water & sewer main material has been delivered to the site in anticipation of starting this work.
    - On January 20<sup>th</sup>, 2022, water and sewer work to commence following Pre-construction meeting with WASD, which will take place following public works issuance of sub permit to subcontractor Central Civil by the end of this week.
  - Skate Park / Amphitheater (Phase II/III)
    - Work has not commenced, pending final design decision. Expected start roughly in April 2022.
  - Recreation Center / Aquatics Facility (Phase IV)

- Work has not commenced, pending final design decision. Expected start roughly in July 2022.
- General Activities
  - Weekly Meetings
    - OAC meetings are being held weekly on Wednesdays.
    - Site coordination meetings with contractor, subcontractor, and design teams to commence the week before civil water and sewer work starts.
    - DCP design workshop is scheduled for every Thursday, with the next meeting being on January 27<sup>th</sup> to review ROMs on options prepared by BA on the Amphitheater, baseball fields, rec center, and aquatics facility.
  - Art in Public Places
    - Pending final design completion
  - FF&E
    - Proposal from JC White received Dec 13<sup>th</sup>, 2021.
    - Pending final design completion.
  - IT
    - Access Control system plans for all phases is complete.
  - Owner Direct Purchase (ODP)
    - No update.
  - Council member banners:
    - Updated to reflect rotation update on November 10<sup>th</sup>, 2021.
  - ChargePoint EV charging stations
    - Received quote, including installation, and updated W-9 for vendor registration with the city.

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

- General Activities
  - RFP #2021-09:
    - Deadline to Opt-out of Technical Proposals due October 29<sup>th</sup>.
    - Technical proposals due November 3<sup>rd</sup>.
    - Addendum No. 8 “Revised Schedule” published on September 29<sup>th</sup>.
    - FDOT objects to a 16’ lateral offset clearance, as it would require a Design Variation.
      - 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.
  - Technical proposals due on November 18<sup>th</sup>.
  - Technical Proposal Page Turn Meeting on November 30<sup>rd</sup>.
  - Addendum 10 has been released.
  - Addendum 11 issued on November 1<sup>st</sup>.
  - Technical proposals due – November 18<sup>th</sup> (Opt-Out deadline Nov 19<sup>th</sup>)
  - Technical Proposal Page All Firms presented on December 15<sup>th</sup>.
    - Halley at 9:00 am
    - Condotte America at 9:50 am
    - LEAD Engineering at 10:30 am
  - Price proposals due January 31<sup>st</sup> – To be pushed back one week to allow for Covid delays.



## **Trail Network:**

- General Activities
  - o Sharrows:
    - Interlocal Agreement submitted to MDC on-going.
  - o Bike lanes:
    - Revised work order has been signed.
    - **Kick-off meeting took place Monday January 24<sup>th</sup>, 2022.**
    - **MOT plan submitted.**
    - **27 preformed “bike” symbols have been installed.**

## **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 estimated to begin late January.
    - Conduit layout on the Parking Lot area is 40% complete.
      - Bollard installation is 25% complete.
    - Conduit layout on the Share path/trails is 90% complete.
    - Conduit layout on the park’s big dog area 12% complete.
    - Conduit layout on the park’s small dog area 100% complete.
    - Wiring in the park’s small dog area 100% complete.
  - Solar power bollards coordination with Park and Recreation Department concluded.
  - Light pole installation in the small dog area and share path 100% complete
  - Wiring for share path light poles is 100% complete.
  - Small dog park luminaire installation 100% complete.
  - Share path luminaire installation 100% complete.
  - Damaged sprinkler lines have been repaired.
  - Light pole storage area confirmed with Parks Dept.
  - Small Dog Park light poles installed (62 poles).

## **Additional Items:**

- PMT weekly Status of Projects held every Wednesday.

## **Planning and Zoning**

### **Occupational Licensing**

- 2-Business Tax Receipt renewals for FY 2020-2021 processed this week.
- 9-Business Tax Receipt applications for new businesses have been received this week.
- 29-Business Tax Receipt renewals for FY 2021-2022 processed this week.
- 1-Alcohol Packets have been signed.
- 4-Business Tax Receipt applications for new licenses have been received this week

### **Planning and Zoning**

- Addresses issued: 0
- Building Permits reviewed: 114
- Zoning Inspections conducted: 32

- Site plans reviewed/approved: 4
- Zoning verification letters: 3
  - The Planning and Zoning Director participated in the mandatory Pre-bid meeting for RFQ #2022-01, General Planning and Zoning Consulting Services.
- The Planning and Zoning Director participated in the weekly staff meeting.
- The Planning and Zoning Director participated in the Bond Meeting Process regarding Construction Management.
- The Planning and Zoning Director participated in a meeting to discuss Revo Soccer Miami increase in occupant load with CM, CA, Building and Code departments.
- The Planning and Zoning Director and Assistant Director participated in the second round of job interviews with the final candidates for the Planner position.
- The Planning and Zoning Director submitted to the Human Resources department the candidate selection for the Planner position.
- The Planning and Zoning Director participated in agenda review meetings.
- The Planning and Zoning Director participated in the Local Planning Agency Meeting.
- The Planning and Zoning Director participated in the Council Zoning Meeting.
- The Planning and Zoning Department participated in a pre-application meeting regarding Doral Ambulatory Care Center.

### **Economic Development**

- Met with USDOT Office of Small Business and Public Affairs re: site visit and logistics for Bipartisan Infrastructure Law briefing in February.
- Attended Aspen Institute City Learning and Action Lab program cohort meeting at Beacon Council.
- Hosted Alejandro Manzanares, Senior Program Manager, Latino Business & Entrepreneurship Initiative, Aspen Latinos and Society, for visit to Doral and discussion on next steps for City Learning and Action Lab.
- Met with Aruban Minister Plenipotentiary Jocelyn Croes and Consul General of the Netherlands re: participation in Aruban economic conference.
- Met with Papiamento Rum owners re: culinary event in Doral.
- Met with representatives from World of Beer, House of Mac, Gelateria Made in Italy, Juanchi's Burgers, Love Fries, and Design at Doral re: ribbon-cutting ceremonies.
- Collaborated with IT department to gather data for World Council on City Data ISO 37123 certification.

- Attended ribbon cutting at Naturissimo bakery.
- Coordinated with Public Affairs and partners to release flyers for Business Forum.
- Attended Council Zoning meeting.
- Processed grant applications and reimbursements for PTSA Grants, CBO Grants and Façade Grants.

## **Building Department**

### Volume:

- APPLICATIONS: 101 (dn) Permit Applications Received (all departments)
- PERMIT & PLANS REVIEWS: 733 (up) Plan Reviews (all departments)
- PERMITS ISSUED: 100 (up) Permits Issued (all departments) with a construction value of \$5.7 million (up) and \$95,022 permit fees collected (up)
- INSPECTIONS: 85 (dn) Total Inspections Completed (all departments)

### Active files in Review Coordinator as of 1/28/2022:

- Review Coordinator - New: 37; Approved: 4, Failed: 1

### Reports:

- Permit Status (FEES DUE): 468 (Dn) permits with payments pending\* (May include issue permits with reinspection fees, or payments not acknowledged yet; all trades and modules)
- Permit Status (SUBMITTED – ONLINE): 31 applications (up) [may include reworks or 2nd round submittals]; (Backlog July (3), August (12), September (12), November (3), January (1) -

\*Backlog files may include items already touched, Reworks, or workflow has been abandoned; working on status change updates.

- Item Review Status (BLUEBEAM QUEUED): 327 (dn) items pending review by a trade or Discipline.
- ADMIN: Director attended staff meeting; Director/BO attended weekly with IDCM; FUSUS Meeting w/ PD for records documents distribution; setup workshop with code officers for best practices and understanding the building code; Team attended bond meeting; Uniform policy guidelines committee meeting with procurement; Building Official attended BO Meeting with local stakeholders, conducted FFMA GI 94.4 Class via Webinar and attended National Policy Briefing for FEMA.
- EnerGov Update: System outage from Tuesday to Wednesday (28+ hours) with inability to work; external CSS submittal issues persisted through Friday afternoon; Attended CSS Webinar hosted by Tyler
- HUMAN RESOURCES ACTIVITIES: 5 technical positions remain posted; records clerk Genesis Valdivia started Monday 1/24; interviews for Electrical Inspector took place 1/28.

- **PROJECTS:** Doral Hall Vertical Construction; Midtown phasing; Concept meeting with UHealth Ambulatory Care Center; Initial meeting with Lemon Property development group
- **BEST WISHES:** The Building Department wishes Mati many blessings in her retirement! \*No more Mondays!

### **Code Compliance**

- Code Compliance Supervisory team met with Deputy City Manager and Body-Worn Camera Administrator to do an audit process training for the BWCs.
- Director & Assistant Director visited two local businesses to present possible solutions to their outdoor dining violations.
- Director attended monthly Animal Welfare Committee meeting.
- Administrative Staff met to discuss changes to the internal Special Magistrate process.

### **Finance Department**

- Accounts Payable: Processed 310 invoices; 104 checks for a total of \$425,608.
- Journalized the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- Processed the City wide payroll for the pay period ended 1/16/2022.
- The department continues to work with the City's external auditors Caballero, Fierman, Llerena & Garcia, LLP on the 2021 fiscal year-end financial audit.

### **PROCUREMENT**

- A total of 33 PO's for a total value of \$301,979.

#### **CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 01/28/2022**

- Solicitation No. and Title: RFP No. 2021-09 – Construction of Pedestrian Bridge - FDOT  
Dept: Public Works  
Broadcast Date: 04/01/2021  
Due Date / Bid Opening Date: 05/05/2021  
Status: 3 Technical Proposal received; Price Proposal due 01/31/21.
- Solicitation No. and Title: RFQ No. 2021-17 – Transportation Master Plan Update  
Dept: Public Works  
Broadcast Date: 10/01/2021  
Due Date / Bid Opening Date: 11/12/2021  
Status: Award Recommendation Made.
- Solicitation No. and Title: ITB No. 2021-20 – LPR Infrastructure Construction  
Dept: Information Technology  
Broadcast Date: 12/08/2021  
Due Date / Bid Opening Date: 01/11/2022  
Status: 1 Submittal; bid is being evaluated.

- Solicitation No. and Title: RFP No. 2021-24 – Camps and Specialty Camps  
Dept: Parks & Recreation  
Broadcast Date: 12/07/2021  
Due Date / Bid Opening Date: 01/06/2022  
Status: Award Recommendation in progress.

- Solicitation No. and Title: RFQ No. 2022-01 – General Planning and Zoning Consulting Services  
Dept: Planning & Zoning  
Broadcast Date: 01/11/2022  
Due Date / Bid Opening Date: 02/11/2022  
Status: 5 Firms attended the Pre-Bid Meeting.

## **Human Resources**

### **CURRENT JOB POSTINGS**

- Building Inspector, Building Department, Closes on 02/08/2022
- Electrical Inspector, Building Department, Closes on 02/08/2022
- Park Service Aide, Parks Department, Open Continuous
- Plans Examiner (Mechanical), Building Department, Closes on 02/08/2022
- Plumbing Inspector, Building Inspector, Closes on 02/08/2022
- Police Officer, Police Department, Open Continuous
- Police Service Aide, Police Department, Closes on 02/11/2022
- Receptionist/Recreation Service Aide, Parks Department, Open Continuous
- Records Management Specialist, Police Department, Closes on 02/01/2022
- Recreation Marketing & Sponsorship Coordinator, Parks & Recreation Department, Closes on 02/08/2022
- Recreation Service Aide, Parks Department, Open Continuous
- Structural Plans Examiner, Building Department, Closes on 01/31/2022

### **SPECIAL PROJECTS**

- The HR Department is Continues to coordinate/facilitate Weekly COVID testing for employees.
- Currently working on wellness challenges for the month of February.

### **PRE-EMPLOYMENTS**

- Police Officer, Police Department
- Recreation Service Aide (3 Candidates), Parks & Recreation Department
- Receptionist/Recreation Service Aide, Parks & Recreation
- Park Service Aide, Parks & Recreation Department
- Building Budget Coordinator, Building Department
- Clerical Aide, Police Department
- Licensing Clerk, Planning & Zoning Department
- System Analyst, It Department

## **Information Technology**

- Support Desk: Resolved 91 % support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Created a shared folder for the Vice Mayor, Legislative Analyst and Intern to the Vice Mayor.
- Setup account for the new Building Records Clerk.
- Provided support for the Council Meetings.
- Resolved Credit Card Printer issue at Doral Legacy Park.

- Continue to work on the deployment of the new Latitude 7420 Laptops to replace the Dell Desktops and Laptops from 2016 or older.
- Continue to work on the installation of the latest Adobe Acrobat Pro software and the deployment of a new license.
- Modified door schedule for night events.
- Continue to work on reconciliation of physical inventory of IT equipment.
- Public Safety Support - This week, the PD IT added 2 more local business to the RTOC platform. IT assisted in the onboarding of a new employee. IT assisted in a training held at the Doral Police Training Center. A crash report bug was fixed. The upgraded County CAD keeps being pushed out to users. The TAS alert services in Dispatch were updated to the latest sites. The fueling system is now reporting the last 30 days transactions. 10 school plans have been added to our RTOC platform.
- Sr System Analyst:
  - Review and Keep the backups if they are 100% operational.
  - Updated and restarted some servers that didn't do automatically
  - Deleted some Virtual machines that were no longer in use to clean space in Police Department cluster.
  - Meeting with consultant to discuss about the File system archiving support.
  - Restarted the archiving system services to fix retrieving file issues.
  - Assisted the Developer to clean space in the server that was alerting low disk space.
  - Completed January Server Windows Updates.
  - Worked with Network architect to add all Enterprise vault services in PRTG.
  - Assisted the GIS analyst to clean space in the portal server.
  - Worked with the Security Manager to clean 29GB of logs in the Police archiving server.
  - Assisted the DBA to download the Visual Studio and license from Microsoft site.
  - Assisted the Helpdesk Supervisor with Laserfiche admin installation.
- Security Manager
  - This week, over 115 emails were reported and analyzed for malicious intent. Completed monthly security awareness training. Attended Zero Trust for Enterprise Private Cloud workshop.
  - Attended SLED Security training. Assisted PD IT in recovering a hard drive.
- Sr. Network Architect:
  - Collaborated with different vendors for renewing business network services.
  - Researched and began the initial phase of the configuration of new technologies for the City's Data Centers.
  - Supported the IT Technician from the Police Department during provisioning of IP Phones for new users.
  - Continued with the upgrade of Network Links between Independent and Main Distribution Frames at City Hall.
  - Elaborated custom phone reports and presented them to management.
  - Updated the "On Hold" Recording on the City Voice System.
  - Supported the City Hall Help Desk during resolution to daily users' issues.
  - Continued to monitor the Network and performed actions based on incidents.
- AV Team provided AV support for Finance, PW, PD, PA, CM, and HR Department
- Maintenance on Council Chambers AV system
- AV Team is working with vendor to upgrade Council Chambers
- AV Team provided setup and support for Local Planning and Zoning Workshops / Council Meetings.
- AV Team provided setup and support for Evaluation Committee meetings.

- Application Development- This week:
- Supported FN with Munis workflow.
- Supported FN with Munis permissions.
- Reviewed Energov fee setup.
- Added user to Cashiering app.
- Investigated portal upgrade.
- Worked with Tyler tickets.
- Worked with Microsoft on storage issue.
  
- GIS Administration- This week:
- Continue to conduct systems and communicate with vendor and internal Information Tech team.
- Information Tech Staff meeting.
- As per planning/zoning dept's request, completed and published art in public places web map app.
- As per public works dept's request, troubleshoot GIS software issue.
- Quick meeting with finance staff about communication tax service state revenue.
- As per information tech dept's request, analyzed and calculated population from basic services map for smart city.
- Troubleshoot and resolved issue with GIS enterprise staging environment.
- Communicated users support.
- Continue to rebuild and test systems.
- Weekly GIS maintenance.
  
- Data Integration Engineer:
- Reviewed and performed updates on the IT Policies and Procedures.
- Attended the Paycom kickoff zoom meeting.
- Assisted a Tyler support representative in troubleshooting issues with the "cashiering" SQL database to close batch due to pending invoices.
- Completed a new job to automate the restore process for the Energov database from the backup received on daily basis from Tyler.
  
- Smart City projects are underway:
- FPL 2 LPR Poles/Public Safety Project:  
Vendor submitted Doral permits with addresses, waiting completion to send to MDC.  
Coordinating with another Vendor to add the camera and box installation, area is being restored.  
Waiting on Miami Dade for sites 27 and 30 as this week will be resubmitted after addressing comments received. Vendor will submit to the city of Doral MOT permit requirements.  
Project is 71 % completed.
  - Asset Essentials System  
We should start in February testing the interface between Tyler311 and Asset Essentials implementation and performing post-implementation of new Assets Essential system. We have analyzed results and ensure proper reporting this week and fine-tuning system.  
Project is 98% completed
  - WCCD 37120- Yearly Smart City Certification Project  
We are finalizing service/utility map to comply with requirements. Continue obtaining answers from MDC to fix comments from Auditor for waste, energy, and transportation information, we are redoing answers and calculations then re-submit for Auditor verification. Expecting soon certification of the City of Doral. We are waiting additional answers from MDC waste and environmental departments.  
Project is 99% completed

- WCCD 37123- Sustainable Smart City Certification Project

We have requested all requirements from resources and completed the governance answers while meeting with departments for all inquiries explanations since this is a new certification and continue to send out inquiries to many companies while obtaining answers. Working with Finance and P/Z on requirements.

Project is 25% completed

- Intersection Technology System Support:

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

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

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

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

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

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

- Started with the preliminary design for the implementation of the new UPS systems at Legacy and Glades Park.

- Assisted IT Help Desk supervisor and ADT rep. with the walk through of access door installation at new IT expansion room and the replacement of card readers at Legacy Park IT rooms.

## **Parks and Recreation**

- Parks Director held second interviews for Administrative Assistant position.

- Parks Director and Marketing & Sponsorship Coordinator met with Baptist Health to discuss sponsorship opportunity.

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

- The Silver Club hosted a trip to Lincoln Road Mall with 20 participants on Tuesday, January 25th.

- Events staff held Movies at the Park Event in Downtown Doral Park on Friday 1/28 showing Shang Chi and the Legend of the Ten Rings.

- The Silver Club hosted a seminar on Healthy Sleep at Doral Legacy Park on Thursday, January 27th.

## **Police Department**

Arrests

- Felonies: 3

- Misdemeanors: 7

- Traffic: 5

- Warrants: 7

- DUI: 0



#### Traffic Citations

- Hazardous Moving Violations: 299
- Non-Hazardous Moving Violations: 352
- Disabled Parking Violations: 8

#### Civil Citations

- Civil Citations: 2

#### Notable Arrests & Incidents

Disorderly Conduct/Breach of The Peace

Drug Paraphernalia/Possession W/Intent to Use

Resisting Officer Without Violence to His Person

Doral Patrol units were summoned to a business located at 1212 NW 82 Avenue regarding a male screaming and banging on doors. Upon arrival, officers met with management who told them that the male subject was observed banging on windows and breaching the peace at the aforementioned location. Officers met with the male subject who provided a false name to officers and drug paraphernalia was discovered inside the male subject's bag. The male subject was arrested and transported to TGK.

Firearm/Weapon/Ammunition/Possession/Convicted Felon/Delinquent

Concealed Weapon/Carrying

Resisting Officers Without Violence to His Person

Doral Patrol units were patrolling the area of 79 Avenue and 36 Street when they observed a vehicle with illegal window tints. Officers conducted a traffic stop and smelled a strong odor of marijuana coming from the inside of the vehicle. Officers asked the male driver to step out of the vehicle to conduct a narcotics investigation. Officers located a black firearm underneath the driver's seat. As officers attempted to take the male subject into custody, he fled on foot. Officers were able to apprehend the male subject. The male subject was arrested and transported to TGK.

#### Public Information Office (PIO)

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

#### Neighborhood Resource Unit

01/21/22 to 01/27/2022

- 6055 NW 105 AVE., Landmark South – Security Survey final orientation
- 8050 NW 58 ST., APlus Collision – SafeCam follow up
- 8960 NW 97 AVE., ST. Maarten – Parking vehicle outside community ref sealing community streets
- 3500 NW 89 CT., Bridgeprep – School Detail
- 9755 NW 41 ST., Publix – Business Contact
- 8181 NW 36 ST., Popular Bank building owner – Business Contact

- 8401 NW 53 Terr., City Hall & surrounding area – Area Check
- 1212 NW 82 AVE., Days Inn – Crime Prevention meeting
- 1375 NW 97 AVE., La Pradera – SafeCam follow up
- 1501 NW 79 AVE., Citizen Crime Watch – Crime Prevention meeting
- 5831 NW 97 AVE., Oleo – Business Contact
- 5950 NW 97 AVE., Doral Academy – School Detail
- 8631 NW 13 TERR., Beacon Auto Care – Safecam
- 6055 NW 105 AVE., Landmark South – Trespass form
- 10701 NW 58 ST., Techno Station – Crime Prevention Follow UP on Case 220122-001415
- 6055 NW 105 AVE., Landmark South – Security Survey Final
- 9690 NW 41 ST., Einstein Bagels – Upcoming event
- 10680 NW 25 ST., PBA – Upcoming event
- 7550 NW 104 AVE., Commons shopping area – Business check
- 1455 NW 107 AVE., International Mall – Area check
- 10651 NW 19 ST., Renaissance Elementary – School Detail
- 7570 WN 107 AVE., Publix shopping complex – Business area check
- 10705 NW 58 ST., Sedano's Supermarket – Trespass agreement
- 4291 NW 107 Ave., Made in Italy – Follow up on SafeCam program
- 10520 NW 78 ST #102., Parent - Juvenile follow up
- 10530 NW 78 ST #107., Parent - Juvenile follow up
- 8614 NW 112 PL., Parent - Juvenile follow up
- 8140 NW 114 PSGE., Parent - Juvenile follow up
- 3500 NW 98 CT., Bridgeprep Academy – School Detail
- 3719 NW 97 AVE., Florida Shield– Crime Watch meeting
- 10284 NW 32 TERR., Milan – HOA meeting

#### Training Unit

- Annual Training Lesson Plans Revisions and preparation.
- Use of Force & Taser Training for instructors (Annual Training)- 1-24-2022 @ 9AM.
- Police & Advisory Board Simulator Room-1-24-2022 @ 1PM.
- Firearms and Defensive Tactics Training (Annual Training) for Instructors-1-26-2022 @ 7AM.
- Simulator Training for Southern Command Security Force-1-27-2022 @ 11AM.
- New Sergeants Orientation Training Preparation.
- Quotes for Glock 17 Gen/3 and 4.
- Quotes for Glock 17 Gen 5 Optics Ready.

#### 1. MPD Police Academy PAC# 138:

Week 32 (January 17, thru January 23, 2022)

During last week recruits took their Chapter 12 exam (Traffic Crash Investigations). They continue preparation for the State Exam. They are taking the State Exam this week. We will provide an update as soon as they get their results.

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

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

During last week the recruits returned to the MDPD Academy. They worked-on Chapter 11 (Traffic Stop) and completed scenario-based training as well as Defensive Tactics Training. PT Continues daily.

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

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

During last week the recruits returned to the MDPD Academy. They continued Chapter 3 (Legal) exam preparation. This week DT has begun as well. PT continues daily.

#### Office of Emergency Management:

- With P.W. and P.A., continued review of City's Comprehensive Emergency Management Plan (CEMP) for four-year update, including updated version of Flood Warning and Response Plan, PW Emergency Operations Plan, stormwater, sewer and water mains data, and new graphics for plan.
- Provided support for training unit regarding NIMS requirements for ICS-300 and ICS-400 courses.
- Finalized research for emergency food kits to be utilized during hurricane season.
- Posted weather information from the NWS Miami on social media platforms.
- Created situation reports, and shared COVID-19 and other relevant news with Directors, DPD command, and satellite cities. Information also included weekly Covid reports provided by the Florida Department of Health (FDOH), County daily Covid-19 dashboard, etc.

#### **Public Affairs**

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 65,061 (Increase of 82 followers)

- SOCIAL MEDIA HIGHLIGHT: Instagram reach up by 16.7% (19k); Instagram Engagement is up by 26.6% (1.6k)

TOP POST: Instagram post promoting new Tesla Charges at Wawa most reach of the week! (11.8k reach and 523 likes)!

- Promoted multiple city events/initiatives including but not limited to: New Tesla Station, Park events, February Council Meeting

- Design/Web Projects –website updates, work on the Spring 2022 Doral Life Magazine, Economic Development Flyers,

- Film Permits Executed:

- o Dayanara Music Video at Doral Legacy Park
- o Univision Branding Campaign at Jackson West

- Press Releases:

- o Mayor Bermudez Joins Nation's Mayors in Washington, DC for U.S. Conference of Mayors Winter Meeting
- o El Alcalde Bermúdez se Une a los Alcaldes de la Nación en Washington, DC
- o Vote in Doral's Best of the Best 2022 People's Poll
- o Vote en la Encuesta para Destacar el "Best of the Best 2022" en Doral

- Meetings and demos with (2) website accessibility vendors

- Meeting with depts to discuss City uniforms policy

- Meeting/Site visit with USDOT for upcoming event

- Staffing Mayor at Roundtable event (Colombian Community Leaders)
- Doral TV Coverage
- DARE Graduation
- PD Explorers Meeting
- PD school dismissal traffic management

- Videos:
- Published – Resident Spotlight (Doral Shines) Boy Scouts
- Published – Hiring promo
- In Production – Adventures of Alex the Egret
- In Production – Best of the Best 2022 promo
- In Production – Community Policing

### **Public Works**

- ITB 2020-31 “Sub Basin H-8 Phase II Stormwater Improvements”: Notice to proceed has been executed and dated April 26, 2021. The awarded Contractor, Maggoc Inc., completed the installation of drainage throughout this project and is currently in the Restoration Phase. Project is 95% complete and is expected to be completed by January 31, 2021.
- Held a Plat Review Committee Meeting.
- Citywide Sidewalk Improvements - Phase 2 - Met with FDOT and Design Staff regarding pending items for review.
- NW 114 Ave/NW 82 Street Traffic Signal - Contractor to start directional bores. EOR working on releasing mast arms for production still debating soil bores with contractor.
- Bus Shelter Cleaning - Next cleaning is scheduled for 1/31/22.
- The Fleet Division completed 38 Work Orders last week
- The Public Works Department had a total of 2 visitors last week.
- The Public Works Department completed a total of 37 facilities Work Orders.
- Police Facility Elevator (Waypoint) - Anticipating Construction to start on 2/23/22; shop drawings for 1 each elevator is being reviewed.
- Public Affairs Area - Design - APCTE provided 30% drawings and they were distributed to Public Affairs for review; comments were made, and suggestions were relayed back to APCTE accordingly.