



Memorandum

To: Honorable Mayor and City Council

Date: March 28, 2022

From: Hernan M. Organvidez, Acting City Manager

Subject: **Weekly Council Update/ March 20 - March 26, 2022**

City Manager's Office

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

POLICE

There was a 5.6% increase in calls for service as compared to the same week in 2021.
Police investigated a missing person (juvenile) whose whereabouts were unknown for a couple of days. The young lady eventually returned home.
Police responded to a Lewd and Lascivious call at Miami International Mall. The subject fled.
Police responded to a call at the Element Hotel where a pipe broke causing a considerable amount of flooding.

INFORMATION TECHNOLOGY

The clock at Legacy Park was repaired.
Plante-Moran directed Tyler to provide training options.
Time clocks for the Paycom system arrived this week.

FINANCE

The process on several Request for Proposal is underway.
The implementation of the Paycom system is underway.
The Budget Cycle calendar will be issued this week.

HUMAN RESOURCES

The third session of the ICMA training is scheduled for this week.
Met with the Nova Southeastern University professor regarding upcoming management training.

ECONOMIC DEVELOPMENT

Grow with Google events to be held in English and Spanish.
A trade Mission from the Dominican Republic will be held this week.

PLANNING & ZONING

Agenda briefing with all Council members.
Coordinating a visit to Cutler Bay reference the preserve park.

PUBLIC WORKS

New Facilities Manager starts next week.

The installation of the elevator at the Police Department has commenced and is scheduled to be completed in May.

PUBLIC AFFAIRS

Women's' Advisory Board meeting to be held this week.

Call to Artists has received 51 proposals.

PARKS and RECREATION

Spring Break camps open on Monday, March 21.

Splash Pad at Legacy Park opened to the public.

Movies at the Park on Friday.

The Trump Resort has agreed to host the annual 4th of July Fireworks Display.

CODE COMPLIANCE

Special Magistrate Hearing this week.

The Mayor's Government Citizens' Academy to commence in April.

BUILDING

The Building Official and other staff met with representatives from the three surgical centers that were closed down last week.

CITY MANAGER

- Acting Deputy City Manager held weekly meeting with Economic Developer, Mr. Manuel Pila.
- Acting City Manager held individual Agenda Review meetings with Councilmembers for the Council Zoning Meeting scheduled March 23, 2022.
- Acting City Manager held weekly meeting with Chief Information Officer, Ms. Gladys Gonzalez and Assistant IT Director, Ms. Eyllin Fernandez.
- Acting City Manager held weekly meeting with Interim Chief Financial Officer, Ms. Solangel Perez and Acting Assistant Finance Director, Ms. Michelle Guillen.
- Acting Deputy City Manager held weekly meeting with Building Director, Ms. Jane Decker and Building Official, Mr. Vince Seijas.
- Acting City Manager and Acting Deputy City Manager along with City Attorney Figueredo and City Clerk Diaz held Agenda Review meeting with Department Directors for the Council Meeting scheduled April 13, 2022.
- Acting City Manager held weekly meeting with Human Resources Director, Ms. Maria Jose and Assistant Human Resources Director, Ms. Rita Garcia.
- Acting City Manager held weekly meeting with Public Affairs Communications Director, Ms. Maggie Santos.
- Acting Deputy City Manager held weekly meeting with Code Compliance Director, Mr. Edgard K. Estrada and Assistant Code Compliance Director, Mr. Danny Del Toro.

- Acting City Manager and Acting Deputy City Manager held Bond Meeting Process with AECOM staff members regarding Construction Management.
- Acting City Manager and Acting Deputy City Manager held bi-weekly Doral Central Park Scope and Workshop with the Parks Bond Project Management Team, Parks and Recreation Director, Ms. Erin Sullivan, Assistant Parks and Recreation Director, Mr. Lazaro Quintero, Mr. Scott Bakos from Bermello Ajamil and Mr. Garret Southern from Kaufman Lynn.

Capital Improvement Project Manager

Doral Cultural Arts Center:

- General Construction Activities:
 - o Sloped landscaped area
 - Hauling activities continue in the sloped landscape area.
 - Currently grading the poorly graded fill material per contract documents.
 - 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.
 - o Rooftop terrace insulation and flooring.
 - Pending City of Doral BD inspection approval to continue area insulation.
 - Inspection/meeting held on February 16th
 - 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, they will isolate and will re-test the area once repaired.
 - o Ongoing activities:
 - Elastophene (Soprema) roofing system for the sloped roof area.
 - Pending permit approval. UL uploaded.
 - Interior partition walls construction resumed 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 22nd
 - 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).

- Building primer application began on February 22nd. Building exterior paint continues this week.
 - Coat of paint applied to steel trellis.
 - Southern façade metal panels support brackets and framing continues.
 - Metal panels installation to begin in the next two weeks.
 - Furniture delivery updated to arrive now in April 2022.
 - Storefronts shipped; set to arrive at the end of March.
 - 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. Passed inspection.
 - Grading operations continue in the BOH drop off area.
- On-going construction submittals/RFI's.
 - IT Department coordination is on-going.
 - Finalized location, elevation, and section of Interactive Display.
 - Agreement to install cameras on existing Codina park light poles received.
 - 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.
 - Pending sculpture footing design and calculations for permitting.
 - Temporary storage coordination completed. The sculpture will arrive on Monday, March 28th. 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 on 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.
 - o DERM Permit set forwarded to Waypoint for proposal update. Pending updated proposal.
 - o PMT will coordinate with Doral PW to issue Work Order to address grease trap compliance.

White Course Park:

- Permitting Process:
 - o Miami Dade WASD permit is nearing completion.
- Submittals
 - o RFI's Submittals are on-going.
 - o AiPP Package submitted to Planning and Zoning.
- Construction activities:
 - o Monument sign construction is 95% complete.
 - Pending letter installation only.
 - o Parking Lot curb construction 100% complete.
 - o Parking lot signage is 100% complete.
 - o Restrooms Building is complete.
 - Restroom Building painting 95% complete.
 - RFI#48 (grading and applying epoxy for floor at restroom entrance) 100% complete.
 - Fencing for the electrical room is 100% complete.
 - o Sewer lateral extension completed.
 - Palm tree in the upcoming weeks.
 - Sod installation complete.
 - o Site Utilities:
 - Lighting pole installation 100% complete.
 - 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.
 - Multiple phases have passed inspection, pending final inspection.
 - o Site flat work:
 - Northeast and Mideast formwork, reinforcement and concrete poured for sidewalks and pavilions is 100% complete.
 - East side of the site final grading is 100% complete.
 - Rain garden grading is 100% complete.
 - Directional and informational signage installed.
 - Concrete/paver center sidewalk – Concrete 100% complete, paver installation 100% complete.
 - Perimeter fencing 100% complete. Paint for fencing 100% complete.
 - o Playground area:
 - RFI#50 (playground/sidewalk gap) has been corrected.
 - o Fitness area:
 - Fitness equipment installation 100%.
 - Attenuated fitness area safety foam and artificial turf installation 100% complete.
 - o Park Furniture:

- Installation of park benches, trash receptacles and picnic tables 100% complete.
 - Bike racks installed, concrete complete.
 - General Landscaping:
 - Tree installation 100% complete.
 - Sod installation 100% complete.
 - Mulch placement 100% complete.
- General activities:
 - IT Department
 - IT Department received P.Os.
 - IT and Parks & Recreation provided information for Keying schedule for the restroom building.
 - Orientation of light pole positions for cameras field verified with City IT and Contractor.
 - IT room is ready for the IT Dept and their contractors.
 - Waterfront promenade construction by CCHomes continues (outside the park limits).
 - “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)
 - 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.
 - 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 II 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:
 - IT Department coordination is on-going.
 - IT room construction continues.
 - 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 on-going.
- 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

Licensing Division

- 2 Business Tax Receipt renewal for FY 2020-2021 processed this week.
- 8 Business Tax Receipt applications for new licenses have been received this week.
- 14 Business Tax Receipt applications for new businesses have been received this week.
- 5 Business Tax Receipt renewals for FY 2021-2022 processed this week.

Planning and Zoning

- Addresses issued: 9
- Building permits reviewed: 40
- Zoning inspections conducted: 40
- Site plans reviewed/approved: 1
- Zoning verification letters: 1

- The following zoning related items were approved on second reading during the Council Zoning Meeting on March 23, 2022:
 - Ord. No. 2021-36 Third Amendment to Downtown Doral DMU
 - Ord. No. 2021-37 First Amendment to Downtown Doral South DMU
 - Ord. No. 2021-38 Doral Decor District FLUM Amendment
 - Ord. No. 2021-39 Doral Decor District Comp Plan Text Amendment
 - Ord. No. 2021-40 Doral Decor District LDC Text Amendment
 - Ord. No. 2022-03 Amendment to City Zoning Map DDOD
 - Ord. No. 2022-04 Misc and Sup Regulations Alcohol Ordinance Revision
 - Ord. No. 2022-05 Home-Based Businesses
 - Ord. No. 2022-06 El Car Wash Land Use Amendment
 - Ord. No. 2022-07 Billboard Reduction Incentive Program

- The Planning and Zoning Director participated in the weekly Director’s meeting.

- The Planning and Zoning Department participated in the Construction Management meeting regarding City Bond financed projects.

- The Planning and Zoning Director participated in a virtual meeting to discuss Flightway Sixteen, LLC.
- The Planning and Zoning Director participated in the Councilman Cabrera Agenda review for the Local Planning Agency and the Zoning Meeting.
- The Planning and Zoning Director participated in the Councilwoman Mariaca Agenda review for the Local Planning Agency and the Zoning Meeting.
- The Planning and Zoning Director participated in a meeting with the City Attorney to discuss the sidewalk easement for the property located at 9100 NW 36 Street.
- The Planning and Zoning Department participated in a meeting to discuss the use of a non-commercial parking lot at 3500 NW 78 Ave.
- The Planning and Zoning Department participated in the Public Art Program Advisory Board Meeting.
- The Planning and Zoning Department presented a total of 51 applications to the Public Art Program Advisory Board for the Call to Artists: 2021-01 Acquisition of Works of Art. The Board also received the Evaluation Criteria “Phase I”. The next Call to Artists meeting to discuss the Evaluation Criteria is scheduled for Monday, April 18, 2022.
- The Planning and Zoning Director participated in a meeting with Public Works Director and representatives of XYGO to discuss right-of-way data collection and processing proposal.
- The Planning and Zoning Department submitted five (5) items for the City Council Meeting scheduled for April 13, 2022.
- The Planning and Zoning Director participated in a virtual meeting with the City of Doral Attorney and Town of Cutler Bay Manager regarding Old Lakes by the Bay.
- The Planning and Zoning Director participated in the Community Planning Technical Assistance Grant meeting.
- 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 virtual meeting to discuss a future commercial project for Doral Commons located at 7586 NW 104 AVE.
- The Planning and Zoning Director participated in the Security Awareness Training.

Economic Development

- Participated as panelist in “Unleash Your Potential: Aruba and Curacao Women Entrepreneurship Webinar” alongside prestigious panelists including the Prime Minister of Aruba and the Prime Minister of Curacao.



- Prepared Sister Cities Discussion Item for April City Council meeting.
- Hosted CBO Grant 2022 Evaluation Committee meeting and prepared item for Council.
- Sent Façade Grant FY2022 notification to the City Clerk.
- Coordinated promotions with Public Affairs department for upcoming economic development events with Florida State Minority Supplier Development Council, Miami Bayside Foundation, Prospera, CAMACOL Doral and Google.
- Coordinated logistics for trade and diplomatic missions from Florida Foreign Trade Association and Fundación Lideres Globales.
- Coordinated booth amenities and logistics for eMerge Americas conference.
- Met with Project Equity re: Business Valuations Program support.
- Met with Benny Benitez, Aeroclaims Aviation Consultant Group re: aviation sector outreach activities.
- Met with Granicus re: website services for economic development.
- Met with Public Affairs re: Florida Trend special section advertising opportunity.
- Processed PTSA and Façade grant reimbursements.
- Coordinated scheduling of interviews for Business Outreach Coordinator position.

Building Department

- Activities for Week ending 03/25/2022
- ADMIN: Director attended staff meeting; Director/BO attended weekly with IDCM; BO/Director attended MDC Building Officials Mtg; Director completed first round of scoring for Public Art Call to Artists; Team attended bond meeting; Velaro Customer Service portal demo.

- EnerGov Update: Reviewed outstanding tickets with Darlene; Patch completed the evening of 3/17/22 and as of Monday, a few lingering issues remain - some work arounds discovered by Hani: using Edge, and clearing browser history.
- HUMAN RESOURCES ACTIVITIES: 1 candidate scheduled for interview for Mechanical Inspector position; 10 team members continued the ICMA Supervisory Skills Webinars; 6 technical positions remain vacant
- PROJECTS: Americas' Gateway demising wall project meeting; Flood test at DCAC

Permit Fee Utilization report Year 2022

Week 11 - Ending 3/18/22

- Customer Service Activity
- 177 Customers Assisted (DoralQ)
- 11 minutes Average Lobby Wait Time (Goal <10m)
- 18 minutes Average Service Time with Customer
- 5 Design Professional Meetings (311) Requested
- 3412 Online Chat Portal Visitors (Velaro)
- 1 Online/Chat Engagements
- 714 Phone calls (Received)
- 365 Phone calls answered
- 51% Call Success Rate (Goal >50%)
- Permitting Performance Activity
- 297 Applications Received
- 696 Permits & Plans Reviews (all depts)
- 187 Permits Approved / Issued
- \$11.3m Construction Value (\$ millions)
- \$203,579 Total Fees Collected
- Inspection Performance
- 544 Inspections Requested
- 511 Inspections Completed
- 94% Inspections Completed Rate (cancellations)
- Permit Completion / Occupancy Data
- 4 TCO/TCC's Issued
- 1 CO/CC's Issued
- Private Provider Activity
- 1 Inspections by a Private Provider Unknown
- 40 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

- Director met with Planning & Zoning Dept. and owner of vacant lot to discuss possible uses on the property.
- Director met with IT Dept., Public Works, Planning & Zoning and private technology company to discuss right-of-way data collection and processing proposal.
- Administrative staff met to update and improve internal Special Magistrate process by utilizing all the tools from Energov.
- Administrative Assistant participated in the fourth annual procurement workshop/training.

- Code Compliance Officer worked week 2 of Spring Break Detail with Doral PD to assist with any code related issues that may arise.
- Director met with website chat vendor to discuss new features and possible implementation for the Code Compliance Dept.
- Department held monthly Special Magistrate hearing for the month of March, where 21 cases were successfully presented.

Finance Department

- Accounts Payable: Processed 133 invoices; 54 checks for a total of \$115,250.
- Journalized the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- The department continues to work with the City's external auditors Caballero, Fierman, Llerena & Garcia, LLP on the 2021 fiscal year-end financial audit.
- Implementation of Paycom HR and Payroll software:
Participated in the Payroll Consultation Call, and the Time and Attendance Set-Up call (continued).
- Kicked off the FY 2023 Budget Season by opening the Munis Budget Projection for departments to enter their budget requests.

PROCUREMENT

- A total of 21 PO's for a total value of \$728,160.

CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 03/23/2022

- 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: 7 Submittals received; Phase II Evaluation Scheduled for 4/12/2022.

- 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: 10 Firms Attended the Pre-Bid Meeting.
- 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: 8 Firms Attended the Pre-Bid Meeting.
- 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: Pre-Bid Scheduled for 3/31/2022.

Human Resources

CURRENT JOB POSTINGS

- Building Inspector, Building Department, Closes on 04/07/2022
- Chief Financial Officer, Finance Department, Closes on 04/30/2022
- Code Compliance Officer I, Code Compliance Department, Closes on 03/28/2022
- Cultural Events Specialist, Parks & Recreation Department, Closes on 04/05/2022
- 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

PRE-EMPLOYMENTS

- Police Officer (2 Candidates), Police Department
- Police Service Aide (1 Candidates), Police Department
- Assistant Communications Director, Public Affairs Department
- Recreation Service Aide (5 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 scheduled to commence the first week of May.
- The Human Resources Department continues to facilitate ICMA Supervisory Training.

Information Technology

Help Desk Support:

- Resolved 91 % support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Setup accounts for the new Auto Maintenance Helper for the Public Works Department and the new Receptionist for Parks and Recreation.
- Provided loaner Laptops for the HR Supervisory Training.
- Attended the HR Supervisory Training.
- Provided support for the Council Meetings.
- Relocated desk for the Building Official.
- 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:

- Continue to work in the configuration of the Antaira switches for the Morgan Levy poles.
- Resolved the incident presented in the Network of the Police Training Center.
- Installed the two Core Switches at PD with the IT Consultant.
- Changed extension names for users at the City Hall.
- Disabled the international calls option in the Forti Voice phone system.
- Created Weekly Phone Calls Report for the Period of 3/14 - 3/18.

• Security Manager

This week, over 80 emails were reported and analyzed for malicious intent. Attended weekly Cybersecurity Update meeting with other municipalities and Counties. Completed City-wide security awareness training. Assisted the Intersection Technology System Analyst in troubleshooting and remediating live feed issues. Attended CISA webinar as well as the CISO statement webinar from Okta. Assisted the HR department in creating an email account for new hire veterans.

• 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).
- Completed the installation of the new UPSs' and 48vdc power supply for all exterior pole mounted surveillance
at Morgan Levy Park,
- Assisted the PW technician with the installation and integration of the new SW garage door gate motor at City Hall parking lot.
- 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 LPA.
- AV Team provided support for the Training Center.

• Energov Systems Analyst - This week:

- SQL Report for Current User Roles and Permissions.
- Discovered using Edge can work as a temporary solution to certain Energov pages not loading on Chrome.

• Data Integration Engineer:

- Attended a follow-up meeting with the cloud vendor to discuss the disk space expansion plan.
- Continue working on a Source Data Dictionary showing the tasks and procedures involved to bring the data to the SQL databases tables, and the scripts used to populate the metrics and graphs on the Internal and External dashboards.
- Attended a meeting with the HR Assistant Director to go over the requirements for the new payroll system migration project.
- Created a report for the Employees who "Punch In and Out" for the new payroll system migration project.
- Attended meeting with the new payroll system migration group to coordinate the installation of the new clocks.
- Coordinated with vendor installation for a new wire to install the Clock on the 3rd floor for the new payroll system.

This week the PD IT Team:

- Prepped 3 laptops for new hires.
- Imported city contacts into its IA Platform
- Updated False Alarms Program
- Updated IA Platform
- Received new AVL trackers and deployment has begun
- PD Gate reader has been fixed
- Fixed a connection issue to FDLE links
- Assisted PD with Job descriptions link
- E-scraped retired desktops

• GIS Administration- This week:

- Continue to conduct systems and communicate with vendor and internal Information Tech team.
- Information Tech Staff meeting.
- As per planning and zoning dept's request, created and provided future land use designation map.
- Study tutorial/ lesson videos about GIS product.
- As per IT dept's request, calculated and analyze ecology for the smart city.
- As per IT dept's request, created and provided hospitals with generator map for the smart city.
- Completed SOP and policy.
- Outreach to GIS vendor to discuss and prepare upgrade.
- GIS meeting with vendor.
- Communicated users support.
- Continue to rebuild and test systems.
- Weekly GIS maintenance.

- Smart City projects are underway:

- FPL 2 LPR Poles/Public Safety Project:

We scheduled to do the directional boring at 107th and 25th after having the locates for 107th and 25th. Vendor was going to GPR the area this week. We are waiting for 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 in order 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

We received the Timeclocks and reviewed instructions provided with timeclocks and we are waiting for add-on from Paycom required to connect them as current Kronos clocks do not have power connected only ethernet. We review project plan and steps required to ensure we have timeclocks ready for enrollment:

We coordinated with cable company to quote cabling on third floor for new timeclock in lunchroom.

We addressed how can we perform enrollment for City Hall, PD and parks, we will plan with Rita (after we install the new Timeclock and test it) when she can start enrollment of employees in City Hall and Parks.

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

Project is 27% completed.

- WCCD 37123- Sustainable Smart City Certification Project

We completed first revision and now updating additional requirements and updating maps for these requirements. We are waiting all requirements from resources for Florida State indicators. We will resubmit the workbook this week for next Iso37123 review.

Project is 87% 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 on Auditor comments received for 40 indicators, meeting, calls , emails and ensuring data calculations was corrected and now waiting certification

Project is 99 % completed.

- Mystery Shopper Project

We received for contract from Vendor to start project. We are waiting documentation of vendor to become a vendor of the City of Doral and implementation plan.

Project is 9% completed

Parks and Recreation

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

- Parks Staff participated in the Phase I Evaluation Committee Meeting for Instructional Tennis Programming at Doral Legacy Park on 3/21.

- Department staff had interviews for Receptionist and Recreational Service Aids on 3/23.

- Parks department staff attended Procurement Annual Workshop on 3/4.
- Parks Director and Assistant Director had a walkthrough for Doral White Course Park - Substantial Completion on 3/24.
- Department staff attended a bid opening for Recreational Programming on 3/25.
- Youth Basketball League Spring started their first week of practice on 3/21.
- Parks Assistant Director had a facility walk-through for Doral Glades Park, Doral Legacy Park, Downtown Doral Park, MAU Park, and Veterans Park on 3/25.
- Events team hosted Movies at the Park on 3/25 at Downtown Doral Park.
- Parks Director attended meeting with Acting Deputy City Manager, Mayor, Councilman Puig-Corve and Florida International University to discuss a future partnership.
- Silver Club had a Seminar with Mount Sinai to talk about bladder problems on 3/22 at Doral Legacy Park with 30 participants.
- Silver Club had a trip to Adrienne Arsht Center to watch Anastasia on 3/23 with 20 participants.
- Silver Club had a Seminar with a physical therapist to learn how to correct posture on 3/24 at Doral Legacy Park with 32 participants.

Police Department

Arrests: 26

- Felonies: 10
- Misdemeanors: 1
- Traffic: 10
- Warrants: 5
- DUI: 0
- Crashes: 49
- Hit and Runs: 12

Traffic Citations

- Hazardous Moving Violations: 271
- Non-Hazardous Moving Violations: 405
- Disabled Parking Violations: 9
- Written Warnings: 144

Civil Citations

- Civil Citations: 16

Calls for Service: 585

Notable Arrests & Incidents

Driving Under the Influence

DUI/Damage to Property or Person

Possession of Suspect Marijuana (Under 20 Grams)

Possession of Drug Paraphernalia

Doral Patrol Units were summoned in emergency mode to the area of 10603 NW 12 Street regarding a vehicle which crashed into a barricade. Upon Officers arrival, they observed the Defendant standing outside of his vehicle talking to a witness. The Defendant had red blood shot watery eyes, slurred speech and a strong odor of an unknown alcoholic beverage emitting from his person. Field Sobriety Exercises (SFSTS) were conducted, and the Defendant did not perform to standards. The Defendant was placed into custody and search incident to Arrest led to the discovery of Narcotics and Narcotics Paraphernalia in his possession. No one was injured and the Defendant was arrested and transported to TGK without further incident.

Possession of Marijuana (Over 20 Grams)

Cannabis Possession with Intent to Sell

Driving with a License Suspended (Knowingly)

A Doral Patrol Unit conducted a routine Traffic Stop at 5781 NW 79 Avenue reference a non-moving violation. Records check of the Driver's license revealed it to be Suspended. The Patrol Unit detected a strong odor of Marijuana in the vehicle and a vehicle search was conducted revealing individualized packed heat – sealed bags of Marijuana consistent with Marijuana sales/distribution. The Defendant was taken into custody without incident 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 18, 2022 – March 24, 2022

- 10311 NW 58 ST. Divine Savior Academy - School detail
- 10311 NW 58 ST. Divine Savior Academy – Fire drill/evacuation
- 3101 NW 107 AVE., Construction site – Representative Carlos Rodriguez would like a Trespass Affidavit.
- Property manager for Milan residential community would like a copy of the security survey. The survey previously emailed for approval and emailed again this morning.
- 9675 NW 41 ST., Walgreens – Business check/high visibility
- 9590 NW 25 ST., Iglesias Church – Meeting ref security survey
- 2450 NW 97 AVE., Doral Academy – School detail
- 2450 NW 97 AVE., Doral Academy Charter Elementary – School Detail
- Updated gate code for Biarritz #1500, email to communications
- Citywide – Juvenile Curfew detail
- 7500 Blk NW 105 Ave. commons shopping area– High Visibility Walk Through
- 4100 Blk NW 97 Ave. Publix Shopping Complex– High Visibility Walk Through
- 1455 NW 107 Ave. International Mall– High Visibility Walk Through
- 8200 NW 114 Ave. Legacy Park– High Visibility Patrol
- 11555 NW 58 St. Doral Meadow Park– High Visibility Patrol
- 2900 NW 109 Ave. Loyola – Kapow

- 1476 NW 107 Ave. Holiday Inn– Hotel Check
- 10205 NW 19 St., Hilton Inn– Hotel Check
- 8855 NW 27 St., Senedo– Hotel Check
- 8730 NW 27 St. La Quinta– Hotel Check
- 2601 NW 104 Ave. Galleria Farms– Shield, Safe Cam, Trespass & Survey Orientation

Upcoming H.O.A.s and Meetings

None this week

Training Unit

Training Section Highlights: Week of March 18, 2022, thru March 24, 2022

The Training Section coordinated the following activities:

1. Training Unit:

Training Section Highlights: Week of March 21 thru March 25, 2022

The Training Section coordinated the following activities:

2. Training Unit:

- Annual Training (3-22 Firearms & DT, 3-23 Use of Force/Vehicle Pursuit & Taser, & 3-24-CPR & First Aid).
- Criminal Law Training-Retired Judge Israel Reyes 3-23-2022 (8AM-12PM & 1-5PM) Room 132. Community Room.
- PPSA Orientation.
- Police Advisory Board Simulator Presentation, March 21, 2022, at 1pm
- eSkydio Drones, March 23, 2022, at 10 am (Doral training Center)

3. MDPD Police Academy Class #134:

Week 27 (March 14th through March 18th, 2022)

During their last week, the recruits continued their Critical incidents training and will be taking their exam March 21st, 2022. This week, the recruits will begin studying and preparing for their state exam. PT continues daily.

4. MDPD Police Academy Class# 135:

Week 18 (March 14th through March 18th, 2022)

During their past week, the recruits completed Chapter 7 & 8, Crimes Against Persons & Crimes Involving Property and Society. They also took their exams and passed. This week, the recruits will begin Chapter Crime Scene Follow-up and Investigations. They are still doing Defensive Tactics and PT continues daily.

5. MDPD Police Academy Class # 136:

Week 2 (March 14th through March 18th, 2022)

During their past week, the recruits continued Chapter One, the FDLE Basic Recruit Curriculum, which will continue through this week at which time Recruit Rao, will be taking her first exam. She will then begin Chapter 2. Recruit Catala was disqualified last week from the Academy for failure to pass her PT exam. PT will continue daily for recruit Rao.

6. EOC

- Miami-Dade County EM- Cybersecurity Update, March 23, 2022, at 2pm
- IAEM Mid-Year Virtual Conference, March 24, and 25, 2022, at 8am

Office of Emergency Management:

Emergency Management Highlights for the week of March 17 to 23, 2022

- Finalized Comprehensive Emergency Management Plan (CEMP) review for Council adoption.
- Attended Cyber Security Awareness Training.
- Attended FEMA's Mitigation Nature-Based Solutions webinar.
- With Code Enforcement, took part in Hurricane Fair preliminary meeting.
- With P.A., developed promotional materials for Hurricane Fair.
- Attended Miami-Dade County webinar on Emergency and Evacuation Assistance Program.
- Attended Cybersecurity Update meeting with County, municipalities, and other stakeholders across Miami-Dade.
- Continued follow-up with Department Directors on EOC Policy review.
- On social media, began Hurricane Season preparation campaign including information on flood insurance and 20% Community Rating System (CRS) discount for Doral properties in high-risk areas.
- On social media, shared cybersecurity tips with residents and business owners provided by the Federal Cybersecurity and Infrastructure Security Agency (CISA) under DHS.
- 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 65,955 (Increase of 150 followers)
- SOCIAL MEDIA HIGHLIGHT: Twitter Impressions up by 27% (33k); Instagram engagement up by 28.4% (1.7k)

TOP POST: Instagram post announcing that the Splash Pad at Doral Legacy Park is open for the season! (14k reach and 547 likes)!

- Promoted multiple city events/initiatives including but not limited to: Best of the Best March category, Put it Down FDOT, Minority Business event, Splash Pad reopening, EGGstravaganza bunn photo sales
- Design/Web Projects –website streamlining revisions and page updates, Minority Business event flyer, Hurricane Fair flyer
- All Public Affairs staff attended the mandatory IT Security webinar
- Meeting with PBS's Health Channel to explore mutually beneficial partnership for content.
- Participated in Commission on the Status of Women Advisory Board as liaison

- Meetings with Florida Trend for advertising opportunities
- Press Releases:
 - Vice Mayor Digna Cabral Appointed to Serve on Multiple National League of Cities' Committees
 - Vicealcalde Digna Cabral Designada Para Servir en Múltiples Comités de la Liga Nacional de Ciudades

Videos:

- Published– Spend Local – Jersey mikes
- Published – Minority Business Event promo
- In Production– Your City at Work (PW)
- In Production– Making MISO short documentary
- In Production– Spend Local – Rzone Fitness

Public Works

- Held meeting with XYGO regarding a Pilot Program for the Right-of-Way Data Collection
- Ehjaz Versi, Auto Maintenance Helper, commenced with the Department
- Bus Shelter Cleaning - COVID-19 - Next cleaning is scheduled for 4/5/22.
- The Public Works Department had 3 visitors last week.

Transportation:

- Met with Gannet Fleming to request a proposal to conduct the Onboard Trolley Survey
- Attended the Procurement Fourth Annual Workshop - Session I
- Held a Drivers Meeting with the Doral Trolley drivers
- Attended the Procurement Fourth Annual Workshop - Solicitation/ Contracting Session