



Memorandum

To: Honorable Mayor and City Council

Date: November 7, 2022

From: Hernan M. Organvidez, City Manager

Subject: **Weekly Council Update/ October 30 - November 05, 2022**

City Manager's Office

City Manager along with Deputy City Manager and City Attorney Figueredo held weekly Staff Meeting with Department Directors.

Capital Improvement Project Coordinator

Doral Cultural Arts Center:

- General Construction Activities:
 - o On-going activities:
 - Lobby wood veneer:
 - Pending pivot doors installation.
 - Electrical docking station training – Pending.
 - Elevator:
 - Oil detector boxes – B&A to provide direction to relocate boxes.
 - Sketch with dimensions provided by PMT.
 - Landscaping continues this week.
 - Landscaping trees and sod install complete (pending punch list)
 - Initial punch list walkthrough with B&A on August 23rd
 - B&A submitted the preliminary punch list on September 1st
 - Interior area punch list walkthrough – October 4th
 - B&A architectural and interior punch list submitted October 18th
 - Pending MEP and Civil punch list
 - All area punch lists have been established by design team and shared with contractor, with projected completion in 30 to 45 days.
 - Stepped terrace (RCO 032):
 - Sloped area sodded with Bermuda grass. Area not to be used for two weeks.
 - Elevator – pending low wall step installation to access machine room area.
 - o IT Department coordination is on-going.
 - Agreement to install cameras on existing Codina park light poles received.
 - LPR camera pull box installed. LPR camera ordered.

Doral Central Park:

- Authorities having Jurisdiction (AHJ's)
 - o Permits
 - Phase I Permits are Approved
 - Phase II/III Permits are Approved.
 - Phase IV (Foundation) Permits are Approved.
 - Phase IV (Vertical) Permits are in Progress – remaining MDC comments for Electrical, Plumbing, and Building.
 - West road dedication (92nd Ave.) recording with MDC to be updated
 - Deed for Hotel Easement from City of Doral received and recorded.
 - 87th Ave. MOT permit approved
 - Multi-Purpose Field Vehicle Access to be formally submitted.

- DOH Permit in progress.
 - GMP
 - NTP issued for GMP Phase II/III Turnover A
 - GMP Turnover B reviewed with City, PMT and Design Team, pending NTP
 - Bid-leveling process on-going for GMP Turnover C is ongoing and scheduling of Pre-Award meetings with subcontractors
 - Page turn review pending for Turnover C (GMP 3 of 4) approval and NTP.
- Construction Activities:
 - Civil Work (Phase I)
 - Water main installation complete
 - Installation of sanitary sewer main line complete
 - Sewer Main Tie-in excavation began at easement.
 - Central Civil finalized the installation of the benches and caps for the sanitary sewer.
 - Installation of Later #7 at Southwest corner and #14 at Northwest corner of jobsite Complete.
 - On-going maintenance of relocated trees
 - Skate Park / Amphitheater/Baseball Fields (Phase II/III)
 - Completed re-grading of the Amphitheater building pad
 - Keller completed installation of Augercast Test Piles and demobilized for 2-week curing
 - Keller mobilized back to the jobsite November 4th.
 - Load Testing on November 7th.
 - Recreation Center / Aquatics Facility (Phase IV)
 - Titan continued with the installation of the formwork and steel reinforcements for the footings at the Rec Center.
 - Concrete placement of Section C of the foundation of Rec Center October 28th
 - Formwork and waterproofing in progress for the Elevator Pits.
 - C. Davis Electric mobilized and setup their trailer onsite.
 - Phase IV Rec Center GMP to be split into 2 packages.
 - Phase IV Aquatics Facility GMP to be split into 2 packages.
- General Activities
 - Weekly Meetings
 - OAC meetings are being held weekly on Thursdays.
 - Parks Bond IT Meeting are being held weekly on Fridays.
 - Friday Bond Meeting Update to the City.
 - Bi-Weekly Thursday DCP update with City Manager and Mayor, Design Team, CMaR, and PMT.
 - IT Workshop meeting on Thursdays.
 - Art in Public Places
 - BA submitted Proposal to include artwork at skatepark and pump track, and playground and canopies.
 - Pending costs from KL to complete Proposal for submission to Planning and Zoning.
 - FF&E
 - On-going coordination between CMaR, Design Team, and PMT.
 - Turnover D (GMP 4 of 4) to include FFE scope.
 - IT
 - Coordination with CMaR, Design Team, and PMT.
 - MDF Room update.
 - Camera layout for CCTV approved by Parks on November 1st. To be incorporated into drawings.
 - Parks and IT review of WAP (Wireless Access Points) and ACS (Access Control System) locations on November 7th.
 - Telecom drawings to be revised prior to AV revision.
 - Phased solution for IT equipment functionality in progress.

Trails and Tails Park (Lighting Improvements):

- General Activities:
 - Pending inspections: Final Electrical
 - Low voltage and Technology installation pending pull box work.

- Pull boxes to be replaced to accommodate City IT requirements.
- Additional conduit to be core drilled for Crown Castle.

White Course Park:

- Construction activities:
 - o Drainage improvements at east retention area, gym equipment area, and NW corner kid's park received.
 - o Work to address ponding issues scheduled to begin Monday November 7th and last roughly 4 weeks to complete.
 - o Camera and WAP install Complete
 - Integration to be completed November.
- General activities:
 - o Close-out process
 - Assembled all manuals, warranties, as built, and testing results. Waypoint has submitted this to PMT, to be turned over to Parks department.
 - Certificate of Occupancy Issued August 30th, 2022.

Doral Boulevard Pedestrian Bridge:

- Contract terms agreed to by Condotte. Awaiting review by FDOT for concurrence prior to final execution.

Trail Network:

- Project Completed.

Doral Meadow Park:

- Project completed.

Morgan Levy Park:

- Project completed.

Additional Items:

- PMT weekly Status of Projects held on Mondays.
- Doral Central Park OAC Meeting on Thursdays.
- Park Bond-IT Meeting on Fridays.
- Bond Meeting Process on Friday.

Planning and Zoning

Business Tax Receipt

- 11 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.
- 22 Business Tax Receipt renewals for FY 2020-2021 processed this week.
- 14 Business Tax Receipt renewals for FY 2021-2022 processed this week.
- 66 Business Tax Receipt renewals for FY 2022-2023 processed this week.
- 1 Alcohol packet was signed.
- 1 Outdoor Dining permit was issued.

*As of this week the Business Tax Receipt has processed a total of 5,286 BTRs for FY 2022-2023.

Planning and Zoning

- Address creations: 8
- Building permits reviewed: 64
- Zoning inspections conducted: 22
- Zoning determination/verification letters: 1

Economic Development

- Attended Beacon Council 'Team Miami-Dade' EDO Partners meeting at Miami Beach Convention Center.
- Met with US Century Bank VP re: 20th anniversary congratulatory certificate request for December 7th reception at Intercontinental Doral Hotel.
- Met with SBDC @ FIU re: scheduling 6 small business training workshops in January-March and Small Business Week event in May 2023.
- Met with Rhythm Foundation re: Ritmo Doral 2023 event production.
- Routed eMerge Americas 2023 exhibitor contract.

- Delivered letter of invitation for Sister Cities diplomatic visit from Guatemala.
- Met with Tesla representative re: opportunities for outreach.
- Met with new property owner re: zoning and land use options.
- Assisted businesses with Spend Local registration and grant information.
- Coordinated upcoming ribbon-cuttings, events, and meetings.

Building Department

- ADMIN: Director attended staff meeting, FCCMA Symposium on Ethics; CIP Liaison attended bond meeting. Staff attended South Florida Building Officials November luncheon. Project kickoff for 2023 Permit fee utilization report.
- ENERGOV Update: Final week with IC for Stabilization Phase 2 effort
- HUMAN RESOURCES ACTIVITIES: Discussion with HR about 2023 Retirement and process for onboarding.
- PROJECTS: Grand at Doral site visit, UHealth, Doral Annexation / Interlocal Agreement discussion with RER

Code Compliance

- Director & Assistant Director held final interviews to fill the vacant Code Compliance Officer positions.
- The 5th session of the Mayor's Citizen Government Academy was held, where presentations were made by Planning & Zoning and the IT Department.
- Director attended monthly Military Affairs Advisory Board meeting.

Finance Department

- Accounts Payable: Processed 139 invoices; 70 checks and 1 wire transfer for a total of \$505,059.
- Journalled the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- Journalled monthly revenue transactions from intergovernmental entities.
- Working on month-end reconciliation of all cash accounts. Preparing monthly report to Council for the month of October 2022.
- The Department continues testing the Tyler Munis system in the upgraded platform.
- The Department kicked-off is working on preliminary audit requests for the FY 2022 financial audit.
- Processed the 401 contributions for the last pay period.
- Department Director participated in the Phase II Evaluation Committee Meeting for RFP No. 2022-10 Red Light Cameras.

Procurement Division

1. A total of 36 PO's were created for a total value of \$592,674.87
2. A total of 0 Purchase Order Maintenance Increase/ Other were processed at a value of \$0.00
3. A total of 4 Purchase Order Maintenance Decrease/ Close were processed at a value of \$84,891.88

CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 11/04/2022

• Solicitation No. and Title: RFP No. 2022-10 – Red Light Cameras Enforcement System

Dept: Police

Broadcast Date: 05/10/2022

Due Date / Bid Opening Date: 08/10/2022

Status: 5 Firms attended the Pre-Bid Meeting. 5 Submittals received on 8/10/2022. Phase I – October 6th, 2022. Committee decided to go into a Phase II, Phase II scheduled for 11/3/2022. Preparing Award Recommendation.

- Solicitation No. and Title: RFP No. 2022-18 – Services for Trolley Circulator System
Dept: Public Works
Broadcast Date: 08/17/2022
Due Date / Bid Opening Date: 09/28/2022 10/13/2022 11/2/2022
Status: Pre-bid meeting scheduled for August 31st, 2022. 7 Firms attended Pre-Bid. Bid Opening 11/2/2022.
3 Submittals received.

- Solicitation No. and Title: ITB No. 2022-25 Floating Debris Removal Services
Dept: Public Works
Broadcast Date: 08/29/2022
Due Date / Bid Opening Date: 09/30/2022
Status: Pre-Bid Meeting Scheduled for 9/13/2022 at 10:00 a.m. 3 Submittals received. Award Recommendation made.

Human Resources

- This week seven (7) conditional offers of employment were extended to potential employees (3 full-time / 4 part-time) positions.
- This week the Human Resources Department conducted six (6) pre-employments for potential employees (3 full-time / 3 part-time).
- This week one (1) full-time and two (2) part-time new hires were onboarded.
- This week one (2) full-time resignations were processed.
- HR continues to work with Paycom for CBA implementation.
- This week the HR Department applied for the American Heart Association Workplace Recognition.
- HR continues to work with Paycom for CBA implementation.
- Working with the Parks & Recreation Department to coordinate a job fair to recruit for part time positions.

Information Technology

Phase 2: EnerGov Stabilization Project
Last week of this project working with the Tyler IC:

- Title Created Status Submitter Level of Effort
Phase 2 (Test) Pressure Vessel Renewal Case-Complete
Phase 2 07-26 PW Energov Change Request Form-Adding communication service provider-Complete
Phase 2 07-28 PW Energov Change Request Form-Adding Private Haulers 08/08/2022 10:30:27-Complete
Phase 2 EnerGov Change Request Form COD- Status Update for Business that have an on hold status but issued licenses-0 Complete
Phase 2 EnerGov Change Request Form COD- Preliminary Zoning Verification Review process- Configured - Ready to Test
Phase 2 PZ Energov Process Reviews- Farmer's Market and Signature Language=Approved - Ready to Implement

Support Desk

- Resolved 99% support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Assisting the Network Architect with the deployment of the new internal wireless network.
- Activating location services of the city owned Apple devices and sync with AirWatch.
- Updating access by department with the CCURE access all the users.
- Support users with the MFA setting implementation on office365.

Network:

- Provided support in the installation of the Toshiba Printers for Building, Code, and Human Resources.

- Configured switchport and provided IP addresses for the new Toshiba Printers (Building, Code, Human Resources, and PD).
- Continue to work in the deployment of the new Core switches at the NAP.

Security:

- Over 119 emails were reported and analyzed for malicious intent.
- Renewed the City's security certificates.
- Addressed resource issue with security application. Identified and began remediation of file transfer issue with Sr. Network Architect and PD IT Manager.

AV Team

- AV Team provided support for city wide and Police events and seminars.
- AV Team provided support for Parks Bond Projects-DCAC and DCP

Dashboards

- Refreshed the Internal and External Dashboards as usual at the beginning of each month, running the manual processes that together with the automated tasks populate the graphs.
- Attended the GIS Enterprise Upgrade Meeting.
- Attended Meeting with the Public Works Director to go over the Building Maintenance metrics on the Internal Dashboard.

Application Development

- Updated Fees Charge Codes in Energov.
- Reviewed Azure storage tiers and backup system.
- Factory Restore all Kronos InTouch Clock to delete City data.
- Kronos Clocks were picked up by the Village of Pinecrest

PD IT Team:

- Continued to deploy new laptops.
- Performed EOC inspection.
- Updated all EOC desktops with Dell and Microsoft updates.

Meetings/Trainings:

CIO and Assistant IT Director attended following meetings:

- Weekly IT Staff Meeting.
- Weekly IT Change Control Meeting.
- Weekly Energov/Munis Change Control Meeting.
- Weekly City Manager Directors Meeting.
- Weekly City Manager Department Meeting.
- Weekly Bond Meeting Process RE: Construction Management.
- DCP - OAC Weekly Meetings
- DCP - IT Workshop Meeting
- Energov Weekly Support meeting
- Daily EnerGov Stabilization Project Meeting
- Mayor's Citizen Government Academy Presentation
- Toshiba Multipurpose Machines Deployment Meeting
- DCP Meeting to Review CCTV Cameras-Parks and IT

Smart City:

- LPR Poles/Public Safety Project:
Doral Building Dept approved Site #27 plans and proper documentation with original signed by engineer. Vendor's Engineer is performing minor change on Site #30 for Structural Plans Examiner to review. Project is 75 % completed.

- WCCD 37120- 2020 & 2021 Sustainable Smart City Certification Project:
WCCD has submitted information to auditor for review.
We have been working with MDC teams for education, water and waste information.
Continue coordinating team meeting with data custodian while meeting with them and thanking them for previous years of support.
Project is 80% completed.

- WCCD/United Nations Pilot on City Resilience:
WCCD has selected the City of Doral to join a small group of cities worldwide in a WCCD/United Nations Pilot on City Resilience.
Participating cities will also be welcomed into UNDRR's global network of cities participating in their recently launched Making Cities Resilient 2030 (MCR2030).

- Smart Park System Project POC:
POC Kickoff, 1st week of Dec
Project is 75% completed

- Asset Essential Post-Implementation System Project:
Training took place this week for PW Manager on the process to enter requests.
Nov 10 we have training for management to use the reporting features.
Continue fixing issues of post-implementation updates
Project is 91% completed

- NIST Smart Cities and Communities KPI System Project:
NIST Director will showcase the City of Doral in the next GVTV conference in Washington, DC.

Parks and Recreation

- New part time staff started this week.
- Silver Club trip to The Berry Farm on 11/1 with 25 participants.
- Interviews were conducted for the Assistant Park Supervisor Maintenance position and for the Events Specialist position as well.
- Latin Dance Class - Salsa Edition at the Cultural Arts Center on 11/3.
- Silver Club Bingo Night at Doral Legacy Park on 11/4 with 50 participants.
- PP4K Community Bike Safety Event on 11/5 at Downtown Doral Park.
- Paint & Play Sensory Class on 11/5 at the Cultural Arts Center.

Police Department

Arrests: 27

- Felonies: 7
- Misdemeanors: 8
- Traffic: 6
- Warrants: 5
- DUI: 1

Traffic Citations

- Hazardous Moving Violations: 358
- Non-Hazardous Moving Violations: 334
- Disabled Parking Violations: 4
- Written Warnings: 124

Civil Citations

- Civil Citations: 2

- Traffic Crashes: 70
- Hit and Runs: 14
- Calls for Service: 507

Notable Arrests & Incidents

Grand Theft 3rd Degree
 Battery/Aggravated/With a Deadly Weapon
 Communications Device/Unlawful Use

Doral Police Detectives were tasked to investigate a theft case. Detectives met with the victim who told them that she had met with a female and male buyer that wanted to buy the phone she had for sale. The victim told Detectives that the male and female were sitting in their car, and she gave the phone to the female to be examined. The victim said as the female subject had the phone in her hand, the male driver sped away and dragged the victim for approximately ten to fifteen feet. Detectives were able to locate the male subject and charged him for the crime committed. The female subject is still at large.

Grand Theft 3rd Degree

Doral Police Detectives were tasked to investigate a theft case. Detectives met with the victim who told them that an acquaintance had stolen a \$15,000 Rolex watch from him. Detectives gathered all the information provided by the victim and began searching for the male subject. Detectives were able to locate the subject and took him into custody. The subject was arrested and charged for the crime committed.

NOVEMBER MEETINGS

11/10 TH Doral Oaks 7:00 PM

11/16 Doral Sands 7:00 PM

11/28 Doral Oaks 7:00 PM

(ALL HOA MEETINGS WILL BE HELD AT DORAL COUNTRY CLUB 5001 NW 104th AVE.).

Community Room:

- MDPD Auto Theft: Oct. 18
- MDPD Risk Protection Order: October 19-21
- Police Citizen Academy – Oct. 19

Office of Emergency Management

- Conducted presentation for DPD new recruits on Emergency Management functions and proctored exam for IS-200 course: Basic Incident Command System for Initial Response.
- Conducted monthly Doral Divisional Emergency Operations Center inspection.
- Attended FEMA's Updated FY23 Proposed Risk Methodology Enhancements webinar.
- With I.T., continued review of FEMA's draft on Planning Considerations for Cyber Incidents.
- Created situation reports, and shared information on Hurricane Ian aftermath, Covid 19, cybersecurity, immigration and other relevant news with Directors, DPD command, and satellite cities.

Public Affairs

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 70,057 (Increase of 136 followers!!)

Facebook Reach is up 24% (7k) from last week; Instagram Reach is up 25% (20k) from last week

TOP POST: Instagram video for Doral Central Park Construction Update – reached 12k, 438 engagers!

- Design/Web Projects –Certificates; webpage updates for depts; Proclamations; Updates to Parks Bond Webpage; Bond Email blast
- Meeting with Miami Dade College West for potential partnerships
- Meeting with Economic Development to coordinate Biz Legacy event for 20th anniversary
- Event Coordination/Execution:
- Key to the City Presentation for SOUTHCOM General 11/4
- Co-designation Ceremony – Waas – 11/4

Videos:

Published – Next Parks Bond DCP Update

Published – PD & Marlins Safe From Home Tips #3 SPA

Published – PD & Marlins Safe From Home Tips #3 ENG

Published – Love my City Testimonial #9

In Production – Spend Local – Win Fitness

In Production – Love my City Testimonial #10

In Production – Holiday Event promo

In Production – PD & Marlins Safe From Home Tips #4 SPA

In Production – PD & Marlins Safe From Home Tips #4 ENG

Public Works

- Held a Plat Committee meeting
- Held an introductory meeting with Rivian to discuss their electric vehicles

Transportation

- Met with a resident of Costa Bella to discuss concerns and develop corrective actions for NW 109th Avenue speeding
- Held the Bid Opening for RFP #2022-18 "Services for Doral Trolley Circulator System"
- Met with Moral Doral to discuss traffic calming concerns
- Attended the Miami-Dade Department of Transportation and Public Works Countywide Transportation Master Plan Visioning Workshop