



# Memorandum

**To:** Honorable Mayor and City Council

**Date:** October 17, 2022

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

**Subject:** **Weekly Council Update/ October 9 - October 15, 2022**

## City Manager's Office

City Manager along with Deputy City Manager, City Clerk Diaz 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:
    - Gates to courtyard and terrace:
      - Locking hardware installation complete.
      - Gates and handrails were painted.
    - Lobby wood veneer:
      - Pending pivot doors installation.
    - Landscaping continues this week.
      - Pending landscaping of southwest portion and sculpture area.
      - Main entrance bench and trash receptacle installed.
      - The remaining six (6) Bismark palm trees planted on October 12<sup>th</sup>.
    - Initial punch list walkthrough with B&A on August 23<sup>rd</sup>
      - B&A submitted the preliminary punch list on September 1<sup>st</sup>
      - Interior area punch list walkthrough – October 4<sup>th</sup>
    - Stepped terrace (RCO 032):
      - Sloped area sodded with Bermuda grass. Area not to be used for two weeks.
      - Concrete sidewalk connecting the park to the steps completed.
    - Elevator – pending low wall step to machine room area.
- IT Department coordination is on-going.
  - o Agreement to install cameras on existing Codina park light poles received.
    - LPR camera pull box installed. LPR camera ordered.
- PMT coordinating with B&A and KVC for Manolo Valdez sculpture probable location.
  - Permit for sculpture foundation:
    - BDRV-2206-0530 (8363 NW 53 ST Doral, FL) Manolo Valdez sculpture.
    - Manolo Valdes sculpture installed – October 1<sup>st</sup>

### **Doral Central Park:**

- Authorities having Jurisdiction (AHJ's)
  - o Permits
    - Design Team working through review comments for Phase II/III and Phase IV.
    - West road dedication (92<sup>nd</sup> Ave.) recording with MDC to be updated
    - Deed for Hotel Easement from City of Doral received, pending recording.
    - 87<sup>th</sup> Ave. MOT permit application signed by City
    - Multi-Purpose Field Vehicle Access to be formally submitted.

- Aquatics grandstand bathrooms increased due to occupancy.
  - 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
      - Delivery 3<sup>rd</sup> week of October
- Construction Activities:
  - Civil Work (Phase I)
    - Water main installation complete
    - Installation of sanitary sewer main line complete
      - Final tie-in south of Amphitheater pending Hotel Easement recording
    - Second and final lift of sanitary sewer main line trench completed
    - Continued installation of Laterals on West and South portion of job site.
    - On-going maintenance of relocated trees
  - Skate Park / Amphitheater/Baseball Fields (Phase II/III)
    - Completed re-grading of the Amphitheater building pad.
    - Keller to mobilize on-site to start Auger cast Test Piles.
  - Recreation Center / Aquatics Facility (Phase IV)
    - 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, A/E, and PMT.
  - IT
    - Phase 2/3 AV drawing revision submitted
    - Phase 4 package submitted
      - Revisions delivered Oct 3<sup>rd</sup> and submitted to BA for review for submission to KL
  - 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, A/E, and PMT.
  - IT
    - Phase 2/3 AV drawing revision submitted
    - Phase 4 package submitted
      - Revisions delivered Oct 3<sup>rd</sup> and submitted to BA for review.

### **Trails and Tails Park (Lighting Improvements):**

- General Activities:
  - Pending inspections: Final Electrical

- Low voltage installation to commence for CCTV and WAPs.
  - Pending replacement of pull boxes and additional conduit into building

### **White Course Park:**

- Construction activities:
  - o Water meters installed, pending final conveyance with WASD.
  - o Pending resolution to ponding issues at east retention area, gym equipment area, and NW corner kid's park
  - o Low voltage Complete
  - o Camera and WAP install Complete
    - Integration to be completed in October
- 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 30<sup>th</sup>, 2022

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

- Contract has been issued to design build firm for execution.

### **Trail Network:**

- Project Completed.

### **Doral Meadow Park:**

- Project completed.

### **Morgan Levy Park:**

- Project completed.

### **Additional Items:**

- PMT weekly Status of Projects held every Monday.
- Cultural Art Center Process Update 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**

- 22 Business Tax Receipt applications for new licenses have been received this week.
- 8 Business Tax Receipt applications for new businesses have been received this week.
- 12 Business Tax Receipt renewals for FY 2020-2021 processed this week.
- 17 Business Tax Receipt renewals for FY 2021-2022 processed this week.
- 99 Business Tax Receipt renewals for FY 2022-2023 processed this week.
- 1 Alcohol packet was signed.

\*As of this week Business Tax Receipt has processed a total of 5,082 BTRs for FY 2022-2023.

### **Planning and Zoning**

- Address creations: 1
- Building permits reviewed: 27
- Zoning inspections conducted: 11
- Zoning determination/verification letters: 1

### **Economic Development**

- Met with Miami Dade College West Campus' new Director of Community Engagement.
- Attended ribbon-cutting event at Global Reach Health Clinic.
- Attended Miami International Mall Hispanic Heritage Festival opening event.
- Business outreach for Hurricane Ian relief collection drive at GEM Warehouse.
- Participated in Doral Cultural Center grand opening.
- Gave a presentation to entrepreneurs during Prospera trade mission lunch in Doral.
- Promoted, coordinated, and hosted Consular Reception event at City Hall.

- Coordinated Sister Cities activities at Vallenato Festival and Miami International Mall.
- Met with potential new international manufacturing business and introduced owners to Beacon Council.
- Processed PTSA and CBO Grant reimbursements.
- Assisted businesses with Spend Local registration.
- Coordinated upcoming ribbon-cuttings, events, and meetings.

### **Building Department**

- ADMIN: Director attended staff meeting; Director & CIP attended bond meeting.
- ENERGOV Update: Testing of implemented changes
- HUMAN RESOURCES ACTIVITIES: Permit clerk candidate selection in process
- PROJECTS: 40 YR Recertifications, Misc projects

### **Code Compliance**

- Code Compliance Officer worked in Columbus Day holiday, proactively patrolling the city and addressing common holiday violations.
- Director and Assistant Director met with Deputy City Manager and the Planning & Zoning Department to discuss redesign of the business tax receipt.
- Department coordinated week 2 of Mayor's Citizens Government Academy with a presentation by the Code Compliance Department.

### **Finance**

- Accounts Payable: Processed 265 invoices; 140 checks for a total of \$1,052,592.
- Processed the Citywide payroll for the pay period ended October 09, 2022.
- 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 September 2022.
- The Department continues working on close of the fiscal year 2022.
- Submitted the yearly Local Government Financial Reporting Form for FY 2022 to the State of Florida.
- Processed sales tax for the month of September 2022.
- Processed the 457 contributions for the current pay period.

### **PROCUREMENT DIVISION**

1. A total of 98 PO's were created for a total value of \$144,211,641.10
2. A total of 6 Purchase Order Maintenance Increase/ Other were processed at a value of \$4,657.61
3. A total of 3 Purchase Order Maintenance Decrease/ Close were processed at a value of \$5,447.36
4. We continue to close purchase orders and enter capital assets in preparation for fiscal year 2022 closing.

### **CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 10/14/2022**

- 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, currently being scheduled.
- 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

- 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 two (2) conditional offers of employment were extended for full-time positions.
- This week the Human Resources Department conducted two (2) pre-employments for full-time positions and one (1) pre-employment for a part-time position.
- This week one (1) full-time and two (2) part-time new hires were onboarded.
- This week the Human Resources Department processed two (2) full-time resignations.
- The Human Resources Department continues to work with department directors to streamline the evaluation process.

## **Information Technology**

Phase 2: EnerGov Stabilization Project

This week, Plante Moran presented the CM with a monthly update:

### **COMPLETED ACTIVITIES AND MILESTONES PAST 30 DAYS**

Assess, Manage, and Plan for EnerGov Reconfiguration:

- EnerGov integrated change management process status
- 41 change requests / proposals received to date
- 9 change controls approved and in-process
- 32 change controls completed to date
- 10/03-10/06: Completed five training sessions
- Prepared training schedule for week of 10/17-10/22 and 10/31-11/04
- Prioritized remaining change controls for IC assistance

Tyler IC Supported Activities

- Expedite the resolution of open Tyler CRM incidents
- Initiate City staff EnerGov training program for all current and new users (onboarding) as a condition for system access
- Prioritize remaining EnerGov system enhancements, stabilization actions, and training for remainder of Tyler's implementation advisory schedule: Oct 17-20 and Oct 31-Nov 3

Support Desk

- Resolved 97% support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Settings to doors access with new daily schedule and specifics user's access for DCAC.
- Assist with the installation and setting of DCAC Paycom device.
- Updating access by department with the Door Access system for all the users.
- Support users with the MFA setting implementation on Office365.

Network:

- Met with the Door Access PM regarding the quote for the installation of the new card reader in the employee's elevator.
- Troubleshoot the Code Blue phone line at Downtown Park with the Intersection Technology Systems Analyst.
- Provided network support in the installation of the equipment in the new Parking Authority Office.

Security:

- Over 98 emails were reported and analyzed for malicious intent.
- Completed disabling of legacy authentication City-wide.

- Began configuration of security application.
- Attended vendor meeting to validate vendor software.

#### AV Team

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

#### Dashboards

- Worked with HR to program the Employee Time Clock for the Doral Cultural and Art Center.
- Worked on the Economic Development Internal Dashboard, the data for the Grants Budgeted Metric 2022 has been uploaded.
- Worked on the Planning and Zoning - Licensing Internal Dashboard, update the script which calculate the new BTR's issued within 30 days..

#### Application Development

- Fleet Dept: Graco Pulse Pro System
- Received documentation and links for review of software IT requirements and Security needs.
- Review demo software for understanding functionality

#### Meetings/Trainings

CIO and Assistant IT Director attended following meetings:

- Weekly IT Staff Meeting.
- Weekly IT Change Control Meeting.
- Weekly City Manager Meeting.
- Weekly Bond Meeting Process RE: Construction Management.
- POC Kick Off for Parks Smart Solution
- DCP - OAC Weekly Meetings
- Energov Week Support meeting
- Meeting with Nick Lopez CEO from Proposal Re: RFP Software
- MDCLC 10th Annual Best Practices Conference

#### **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:

Continue coordinating team meeting with data custodian while meeting with them and thanking them for previous years of support.

Many calls with each data custodian are being coordinated for retrieval of data.

Currently working on missing answer for indicators.

Project is 77% 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:

We had meeting with vendor to start the POC using AI to count people at the Morgan Levy tennis courts. POC will begin week of Oct 24, 2022.

Meeting with vendor is scheduled for next week.

Project is 30% completed

- Asset Essential Post-Implementation System Project:  
Due to hurricane preparedness we moved training for technician and management to use reporting features and we are fixing issues of post-implementation updates to Oct 20-21.  
Project is 74% 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**

- Cultural Arts Center Grand Opening on 10/13.
- New part time staff started this week.
- Silver Club Bingo Halloween Edition on 10/14 at Morgan Levy Park.
- Hispanic Heritage dance classes on 10/14 at Doral Glades Park.
- Doral Opera on 10/14 at Doral Legacy Park.
- Howl-O-Ween event at Trails & Tails Park on 10/15.

### **Police Department**

Arrests: 19

- Felonies: 3
- Misdemeanors: 7
- Traffic: 4
- Warrants: 4
- DUI: 1

Traffic Citations

- Hazardous Moving Violations: 239
- Non-Hazardous Moving Violations: 429
- Disabled Parking Violations: 6
- Written Warnings: 151

Civil Citations

- Civil Citations: 2
- Traffic Crashes: 60
- Hit and Runs: 12

Calls for Service: 558

Notable Arrests & Incidents

Battery/Police Officer/Correction/Firefighter  
Resisting Officer with Violence to His Person  
Disorderly Intoxication

Doral Patrol Officers were dispatched to the area of NW 83 Avenue and NW 36 Street regarding a disturbance. Upon their arrival, officers met with the caller who told them of an intoxicated male subject that was causing a disturbance. Officers located the male subject inside the location and asked him to leave. The male subject became upset and battered several officers on scene. The male subject was arrested and charged for the crime committed.

Grand Theft 3Rd Degree

Identification/Personal/Fraudulent Use/Possession

Doral Police Detectives were tasked to investigate a fraud case where the victim's identity was used without her authorization. Detectives met with the victim who told them that an apartment had been rented using her personal identification information. Detectives began gathering all the information provided by the victim and were able to locate the subject using the victim's information. The female subject was arrested and charged for the crime committed.

## Neighborhood Resource Unit

- Academir Academy School Check
- Academir School traffic arrival
- BridgePrep Academy. DARE observation/School check
- BridgePrep Pink Car
- Divine Savior Academy School check
- Doral Academy Elementary School check
- Doral Academy High School check
- Doral Int'l Math and Science School check
- Doral International Math and Science School Pink car/School check
- Doral Police Training Center Gun Safety Seminar
- Downtown Doral Charter Elementary school check
- Downtown Doral Charter Upper School check
- Dr. Rolando Espinosa K-8 School check
- Dr. Toni Bilbao Preparatory Academy School check
- Enclave Condominium Pink car
- Grand Bay Estates. Special Needs Program
- International Mall. Business check
- Legacy Park. DDCUS Volleyball game
- Morgan Levy Park check
- Palmeras, Special Needs Program
- Palmetto Ford Ref Vehicle recall
- Pepito's Plaza Pink Car
- Renaissance Elementary Charter School check
- Renaissance Middle School check
- Ronald Reagan High School back up with School Board ref Swatting Call
- Sanctuary at Doral We Care Program
- Sanctuary at Doral: Safe Cam We Care Program
- Sedano's Business check
- Shelton Academy School check
- Special Needs Program calls to new signups
- Winn Dixie Plaza Business contact

## OCTOBER MEETINGS

10/13 Doral Oaks 7:00 PM

10/20 Doral House 3 7:00 PM

10/20 Doral Green 7:00 PM

10/25 Doral Cove 5:00 PM

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

## Training Unit

Pat Down and Custodial Search: GIU/Traffic Section October 11th, at 0900, 1100, 1500 and 1700

Phase 2 Academy: for Officer Roque

CPR – City Hall – October 11th, 2022 – Room 132

### I. Community Room:

MDPD Administration and Leadership Academy: October 10th through 12th, 2022, from 0800-1700 hours

Civil Air Patrol Doral Cadet Squadron: October 13th, from 1900-2130 hours

## Office of Emergency Management

- Began review of new FEMA Emergency Operations Center (EOC) reference guide for State, Local Tribal and Territorial (SLTT) EOCs.
- Continued review of Hazard Mitigation Assistance Program and Policy Guide Draft.



- Prepared Power Point presentation for upcoming Citizens Police Academy on Emergency Management functions with emphasis on emergency preparedness and mitigation.
- Shared information on social media on flash flood warning.
- Created situation reports, and shared severe weather notifications, Hurricane Ian aftermath, cybersecurity, 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 69,577 (Increase of 200 followers)

Tweets up by 39% (114) from prior week, Tweet Mentions by 2% (173) from prior week.

TOP POST: Manolo Valdes sculpture being installed– reached 6.2k, 175 likes!

- Design/Web Projects –Certificates; webpage updates for depts; flyer for ED event (Prospera)

- Press Releases:

- Doral Cultural Arts Center Grand Opening Post
- Doral inaugura nuevo Centro Cultural de las Artes Post

- Event Coordination/Execution:

- Doral Cultural Arts Center Sneak Peek Reception 10/11
- Consular Reception 10/13
- State of the City – 10/20
- FIU/PP4K Presentation 10/26
- Co-designation Ceremony – Waas - TBD

Videos:

Completed – Cultural Arts Center Loop Video for event

Published – Inside Doral – Cultural Arts Grand Opening

In Production – Hispanic Heritage Recap

In Production – PD & Marlins Safe From Home Tips #2 SPA

In Production – PD & Marlins Safe From Home Tips #2 ENG

In Production – State of the City event into video

## **Public Works**

### **Transportation:**

- Executed contract extension letter with Freebee for a one (1) year term to include a greater coverage area serviced by Tesla Model X vehicles
- Negotiated the scope, fee, and schedule with Gannett Fleming in order to issue the Processional Service Agreement for the awarded RFQ No. 2022-19 Transportation Master Plan Update
- Provided the Miami-Dade Transportation Planning Organization (TPO) the Transportation Master Plan Update scope, fee, and schedule as required for the 2022 Municipal Grant Award
- Attended the Miami-Dade Transportation Planning Organization (TPO) Freight Transportation Advisory Committee (FTAC) Meeting