



# Memorandum

**To:** Honorable Mayor and City Council

**Date:** November 18, 2022

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

**Subject:** **Weekly Council Update/ November 13 - November 19, 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:
    - 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>
      - B&A architectural and interior punch list submitted October 18<sup>th</sup>
      - All area punch lists have been established by design team and shared with contractor, with projected completion in 30 to 45 days from the beginning of November.
- 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.

### **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 Approved
    - West road dedication (92<sup>nd</sup> Ave.) recording with MDC to be updated
    - 87<sup>th</sup> Ave. MOT permit approved
    - Multi-Purpose Field Vehicle Access to be formally submitted.
    - DOH Permit in progress for Aquatics Facility
  - o 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
      - Turnover "C" (GMP 3 of 4) submitted to City Nov. 17<sup>th</sup> for review.
      - CMaR has Pre-Award Meetings scheduled next week for GMP Turnover "D".

- Construction Activities:
  - o Civil Work (Phase I)
    - Central Civil completed Water main installation
    - Installation of sanitary sewer main line complete
      - Sewer Main Tie-in at easement Completed.
    - Installation of Later #7 at Southwest corner and #14 at Northwest corner of jobsite continues next week.
    - On-going maintenance of relocated trees.
  - o Skate Park / Amphitheater/Baseball Fields (Phase II/III).
    - Completed re-grading of the Amphitheater building pad.
    - Keller continued with Test Piles at location of amphitheater.
      - Installation of Production Piles to commence Nov. 28<sup>th</sup>.
  - o Recreation Center / Aquatics Facility (Phase IV)
    - Titan continued with the installation of the formwork and steel reinforcements for the footings at the Rec Center
      - First concrete placement at Rec Center on Oct. 28<sup>th</sup>
      - Concrete placement Nov. 15<sup>th</sup>, and more than 210 CY of concrete has been placed at the Rec Center.
      - Waterproofing for the walls of the Elevator pits is being completed.
      - Installation of Masonry/Stem walls have begun.
    - C. Davis Electric continued doing Stub-Ups at Rec Center.
- General Activities
  - o 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.
  - o 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.
  - o FF&E
    - On-going coordination between CMaR, Design Team, and PMT.
    - Turnover D (GMP 4 of 4) to include FFE scope.
  - o IT
    - Coordination with CMaR, Design Team, and PMT
      - MDF Room update
      - Camera layout for CCTV approved by Parks on Nov. 1<sup>st</sup>. To be incorporated into drawings.
      - Parks and IT review of WAP (Wireless Access Points) and ACS (Access Control System) locations on Nov. 7<sup>th</sup>
      - Telecom drawings to be revised prior to AV revision.
      - Phased solution for IT equipment functionality resolved

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

- General Activities:
  - o Pending inspections: Final Electrical
    - Low voltage installation to commence for CCTV and WAPs.
      - CO executed for installation of grounding for IT, backing for IT equipment, and new conduit for fiber optics due to conduit installed being utilized by Crown Castle.

- On-site coordination for low voltage pull box revision on Nov. 18<sup>th</sup>.

### **White Course Park:**

- Construction activities:
  - o Installation of new drainage to address ponding issues.
  - o Restoration of site expected to be complete by Dec 2<sup>nd</sup>.
  - o Camera and WAP install Complete.
    - Integration to be completed – pending delivery of fiber switch.
- General activities:
  - o Close-out process
    - Close-out ponding issues.
    - 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:**

- FDOT returned comments regarding concurrence. City Attorney and Design-Build firm to discuss.

### **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 Fridays.

### **Planning and Zoning**

#### **Business Tax Receipt**

- 13 Business Tax Receipt applications for new licenses have been received this week.
- 7 Business Tax Receipt applications for new businesses have been received this week.
- 5 Business Tax Receipt renewals for FY 2020-2021 processed this week.
- 6 Business Tax Receipt renewals for FY 2021-2022 processed this week.
- 53 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 5,397 BTRs for FY 2022-2023.

#### **Planning and Zoning**

- Building permits reviewed: 75
- Zoning inspections conducted: 33
- Site plans: 2
- Address creation: 5

#### **Economic Development**

- Attended “Doing Business with Panama” event at Intercontinental hosted by AmCham and the Miami-Dade International Trade Consortium (ITC).
- Hosted “How to Climb the Certification Wall” Seminar with Miami-Dade Internal Services Division, Prospera, Miami Bayside Foundation, IN2 (Management, Platinum Business Solutions.)
- Presented “Doing Business in the US” as featured speaker at Aruba Exprodesk 5-Year Anniversary event and expo for Aruban businesses (interested in exporting to US.)

- Participated in GEMS proclamation and ribbon-cutting event.
- Met with technology firm Origen and consultant Christine Johnson.
- Drafted PSA for FIU Economic Analysis update.
- Coordinated Ritmo Doral 2023 production kick-off meeting.
- Met with Sister Cities representatives re: coordinating Sister Cities activities.
- Coordinated with Licensing, Public Affairs and City Clerk re: new business certificates.
- Assisted businesses with Spend Local registration and grant information.
- Coordinated upcoming ribbon-cuttings, events, and meetings.

### **Building Department**

- ADMIN: Director attended staff meeting; Staff attended FFMA Continuing Education; Staff attended Thanksgiving Luncheon. Director hosted 2nd Floor Leadership Team meeting.
- ENERGOV Update: Debrief sessions with Plante Moran. Virtual Lab sessions available on 3rd floor.
- Velaro Update: Webmaster implemented chat bot script for website, and we are testing.
- HUMAN RESOURCES ACTIVITIES: Electrical Inspector interviews completed, and scores forwarded to HR for processing. New Permit Clerk, Ms. Yenly Abreu started.
- PROJECTS: Zoom Fitness, Code case w/ Ms. Leger

### **Code Compliance**

- Department requested for the posting of the vacant Code Compliance Officer position.
- The 7th and 8th sessions of the Mayor's Citizen Government Academy were held, where presentations were made by Human Resources Dept. & Doral PD on Tuesday followed by presentations by the City Manager & City Attorney on Thursday and culminated with a certificate ceremony for the students.
- Director attended the Military Affairs Advisory Board meeting.
- Director had Energov debrief meeting with a representative from Plante Moran.
- Director along with Building Director & Building Official met with Doral resident trying to resolve a pending work without permit violation.

### **Finance Department**

- Accounts Payable: Processed 153 invoices; 63 checks and 9 wire transfers for a total of \$642,695.53.
- Journalled the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- Journalled monthly revenue transactions from intergovernmental entities.
- Continue to work 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 is working on audit requests as part of the Planning phase of the FY 2022 financial audit.
- Processed the 401 contributions for the last pay period.

### **Procurement Division**

1. A total of 37 PO's were created for a total value of \$10,083,498.56
2. A total of 0 Purchase Order Maintenance Increase/ Other were processed at a value of \$0
3. A total of 0 Purchase Order Maintenance Decrease/ Close were processed at a value of \$0

## **Human Resources**

- This week one (1) conditional offer of employment was extended to a potential employee (1 full-time) position.
- This week the Human Resources Department conducted two (2) pre-employments for potential employees (2 full-time).
- This week two (2) full-time and four (4) part-time new hires were onboarded.
- This week two (2) resignations were processed for part-time positions.
- This week one (1) full-time promotion was processed.
- HR has finalized CBA implementation through Paycom.
- This week HR and Parks & Recreation will meet to discuss logistics for the upcoming on-site job fair for part time positions within the Parks Department.
- Lunch and Learn was coordinated for employees this week, in which 40 employees attended. Topic: Healthy Holidays
- This week the HR Department applied for the CDC Worksite Scorecard wellness award.
- The HR Department coordinated for "Eyes on the Job" to conduct onsite vision exams for employees.
- The HR Department presented for Citizen's Academy this week.
- 30 employees were picked at random for the annual Thanksgiving gift card raffle.
- Working with Finance to assist with the FY 21-22 audit.

## **Information Technology**

### Energov:

Plante Moran was on site this week to meet with departments to discuss EnerGov Phase 2 Project Debrief and Chris Blough will provide a summary report.

### Support Desk:

- Resolved 97 % 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 the department with the CCURE access to all the users.
- Support users with the MFA setting implementation on office365.
- New ID reader was installed on the first floor-IT Inventory Room.

### Network:

- Continue to work in the Doral Internal Wi-Fi changes to block the employees from connecting their personal devices.
- Continue to work in the deployment of the new Core switches at the NAP.
- Completed the WAP review for Doral Central Park.

### 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
- AV Team provided support for Mayor's Citizen Academy 2022.

### Dashboard

- Successfully completed the migration of the GIS database to a new repository SQL server.
- Assisted the Planning and Zoning Economic Developer to identify the business opened since the City was founded.
- Attended meeting with the "Archiving System" vendor, to go over the installation and configuration of the software which contains the data for the previous HR and payroll systems.

### Application Development

- Completed automation for business licenses with on-hold status.
- Provided support for PA with Monsido implementation.

- Set up Velaro chat in website.
- Reviewed GIS exempt records.

PD IT Team:

- Continue to deploy new laptops

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
- DCP Meeting to Review WAP Cameras - Parks and IT
- Participated in Miami Dade College Intelligent Automation Summit

**Smart City:**

- LPR Poles/Public Safety Project:

Resubmitted Site#30 updated plans and in the process of approval at our Building Department.

All plans of Site #27 were updated, waiting on PW ROW permissions after we obtain from FPL proper address. Engineer is performing minor change on site #30 to give this week to Structural Plans Examiner for review.

Project is 75 % completed.

- WCCD 37120- 2020 and 2021 Sustainable Smart City Certification Project. This week we continue obtaining most answers for Miami Dade WASD. WCCD will submit to first auditor review. We have been working with Miami Dade County staff for education, water and waste information, they informed it is much work so we ask them just to provide 2020-2021 info and should obtain final information this coming week. Continue coordinating team meeting with data custodian while meeting with them and thanking them for previous years of support. Project is 80% completed.

- Smart Park System Project

We are scheduled to receive hardware by next week.

Teams meeting set up for 11/29/22.

Project is 34% completed

- Asset Essential Post-Implementation System Project

Project is 100% completed

**Parks and Recreation**

- New part time staff started this week.
- Special Olympics basketball skills competition on 11/15.
- Park Supervisor Interviews were conducted on 11/15.
- Special Needs Friendsgiving on 11/15 at Doral Legacy Park.
- Turkey Trot for all participants of in-house programs at Doral Meadow Park on 11/16.
- Wellness Wednesday – Gratitude Yoga at the Cultural Arts center on 11/16.
- Silver Club Seminar: Find Coverage with 20 participants registered on 11/17.
- Art After Dark Workshop at the Cultural Arts Center on 11/17.
- Movies at the Park: Top Gun Maverick at Downtown Doral Park on 11/18.
- Eco-Adventure at Doral Glades Park on 11/19.

## **Police Department**

Arrests: 23

- Felonies: 10
- Misdemeanors: 6
- Traffic: 4
- Warrants: 2
- DUI: 1

Traffic Citations

- Hazardous Moving Violations: 284
- Non-Hazardous Moving Violations: 471
- Disabled Parking Violations: 6
- Written Warnings: 138

Civil Citations

- Civil Citations: 2
- Traffic Crashes: 51
- Hit and Runs: 9

Calls for Service: 518

Notable Arrests & Incidents

Grand Theft 3rd Degree

Doral Patrol Officers were alerted by the License Plate Reader of a stolen vehicle in the area of NW 114 Avenue and NW 74 Street. Officers began canvassing the area and located the stolen vehicle occupied by a male driver. Officers conducted a traffic stop and took the male subject into custody. The male subject was arrested and charged for the crime committed.

Burglary/Unoccupied Structure / Grand Theft/Cargo 50K / Criminal Mischief/\$1000 or More / Organized Scheme To Defraud

Doral Police Detectives were tasked with a current burglary investigation. Detectives learned about the organized group committing a burglary within the City of Doral. This investigation yielded the apprehension and arrest five male subjects that burglarized a warehouse. All five male subjects were charged for the crimes committed.

- Academir Charter – School detail
- Agape church – Coordinating turkey distribution
- Alarm documentation registration (4)
- BridgePrep Academy. School check.
- Catering by Les – Business contact
- Christ Fellowship church - Coordinating turkey distribution
- Codina – Safecam/Trespass/Shield presentation
- DDCUS Soccer game.
- Dios con Nosotros. Ref. Turkeys.
- Divine Savior Academy – Assist Of. Guzman w/traffic. School detail
- Doral Academy Elementary. School check.
- Doral Academy High School. School check.
- Doral Park Center Club – HOA
- Downtown Doral Charter Upper School soccer game.
- Eugenia B. Thomas School – List for turkey drive
- Exxon gas – Business contact
- Guadalupe Church. Ref. Turkeys.

- JC Bermudez H.S. Ref Turkeys.
- John I. Smith School – List for turkey drive
- JWC church - Coordinating turkey distribution
- Kings Bowl – Liquor license permit assessment. Low light assessment check.
- La Francia Jewelry. We care signs.
- Legacy Park check.
- Life of Life. Ref. Turkeys.
- Life Presence church - Coordinating turkey distribution
- Master Paleta. Business contact.
- Metro Life church - Coordinating turkey distribution
- Midtown Doral – Ref building emergency access (fob was reactivated and functioning)
- Milan residential community – Crime Watch meeting
- Paletas – Business contact ref PP4K event participation
- Planet Distributor. Picture w/the pink car ref. donation.
- Renaissance Middle School DARE program graduation.
- Rhino. Business contact.
- Ronald Reagan HS – List for turkey drive
- Sanctuary Ref We Care signs.
- Shelton Academy. Ref. Laptop.
- Town Houses of Doral Oaks HOA meeting.
- The Way church - Coordinating turkey distribution

#### NOVEMBER MEETINGS

11/17 Doral Woods 7:00PM  
 11/28 Doral Oaks 7:00PM  
 11/30 Doral Meadow 7:00PM

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

#### Community Room:

- Mayor's Citizens Academy 11/15/22
- Air Patrol Academy/Cadet Squadron –11/17/22

#### Office of Emergency Management

- Attended FIU's webinar on addressing Florida's Property Insurance Crisis in the Post-Ian Environment.
- Attended FEMA's State Public Assistance Operations 3-day course.
- Created situation reports, and shared information on relevant news including Covid-19, and cybersecurity with Directors, DPD command, and satellite cities.

#### **Public Affairs**

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 70,290 (Increase of 124 followers!)

Instagram Reach increased by 9% (20k) from last week

TOP POST: Instagram post about Teensgiving Parks event – reached 14k, 333 engagers!

- Design/Web Projects –Certificates; webpage updates for depts; Holiday ads for local newspapers
- Onboarding call with Monsido (website management and accessibility platform)



- Event Coordination –  
 Swearing-in Ceremony 12/20

Videos:

- Published – Inside Doral – Waas Way
- In Production – PP4k/PD event
- 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**

- Received permit from Miami-Dade County to install the new holiday banners from December 20th, 2022, thru January 8th, 2023.
- Attended the BE305 training for Best Practices in Landscape Irrigation Systems.
- Attended the FDEP webinars “Emerging Tech. Circular Economy” and “Compost Success stories and Sustainable Food Choices”.

## **Transportation**

- Completed field visit for the School Traffic Operation at the Doral International Academy of Math and Science on 11/14/22
- Conducting field visit for the School Traffic Operations at the Renaissance Middle School on 11/17/22
- Attended the Freight Transportation Advisory Committee (FTAC)
- Met with the Department of Homeland Security - Transportation Security Administration (TSA) to discuss the results of the City’s BASE Reassessment of the City’s Transit System
- The Corradino Group submitted the Draft Section 8 Traffic Calming Study for staff’s review and comment.

## **Engineering**

- Traffic calming section 7 Interlocal Agreement submitted to MDC Division chief and County attorney’s Office to review.
- 2-Teams meeting for Doral Blvd Bus Shelter design.