



Memorandum

To: Honorable Mayor and City Council

Date: September 12, 2022

From: Hernan M. Organvidez, City Manager

Subject: **Weekly Council Update/ September 4 - September 10, 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:
 - WASD conveyance package submitted and partially approved.
 - Pending site hardscape completion to initiate request of WASD meter.
 - Colored concrete for sidewalk around the WASD water meter box will be completed on September 7th.
 - WASD package and request for meter to submitted on September 9th.
 - Second floor elevator vestibule roof overhang structure installation completed. Pending glass canopy.
 - Elevator final inspection scheduled for September 7th.
 - Rooftop terrace/ north egress/ rooftop bar caulking this week.
 - Lobby wood veneer installation continues this week.
 - Pending pivot doors installation.
 - Landscaping and tree transplant work to begin this week.
 - Planting of trees continues this week with the relocation of existing trees on Downtown Doral on September 7th.
 - City of Doral personnel removed the electrical outlets that were adjacent to the park trees to be removed.
 - New trees planted near the BOH and on the north and west portion of site.
 - Initial punch list walkthrough with B&A on August 23rd
 - B&A submitted the preliminary punch list on September 1st.
 - Stepped terrace (RCO 032):
 - Contractor was instructed to move ahead on time and materials.
 - Backfill removal has not commenced.
 - BOH drop off area.
 - BOH drop off driveway first asphalt lift completed on July 18th.
 - Main drop off area:
 - Colored concrete pours continue this week.
 - o TCO requirements meeting held on June 14th.
 - Items required:
 - Signed/sealed certification for structure and envelope.

- Complete ADA compliance.
 - Waterproofing, roofing, and windows/doors permit pending inspections.
 - Revision for roofing In Review needs to be closed.
 - Structural and weather protection inspections.
- Miami Dade Fire rescue meeting held on June 21st.
 - Fire Rescue personnel provided initial review comments. KVC addressing fire inspector comments with B&A.
 - MD Fire master permit number: 2021029188
 - B&A responding to initial MDRR review comments.
 - Second walkthrough with MDRR inspector on August 29th
- 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.
 - IT room door installed. Pending access control.
 - LPR camera pull box installed.
 - Access control system installation started on August 19th.
- PMT coordinating with B&A and KVC for Manolo Valdez sculpture probable location.
 - B&A provided design calculations, details, and location plan for sculpture slab on grade.
 - Permit for sculpture foundation:
 - BDRV-2206-0530 (8363 NW 53 ST Doral, FL) Manolo Valdez sculpture foundation only - approved.
 - Manolo Valdez sculpture foundation/footer being coordinated to pour and place sculpture.
 - Sculpture foundation to begin on September 16th.
 - PMT coordinated with sculpture shop manager for installation after September 21st. The shop is getting the head ready for installation.

Doral Central Park:

- Authorities having Jurisdiction (AHJ's)
 - Permits
 - Design Team working through review comments for Phase II/III and Phase IV.
 - West road dedication (92nd Ave.) approved, pending recording
 - Deed for Hotel Easement from City of Doral received, pending recording.
 - 87th 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
 - CMaR submitted GMP Turnover B to City and PMT on August 29th
- Construction Activities:
 - Civil Work (Phase I)
 - Water main installation complete.
 - On-going installation of sanitary sewer main line and laterals.
 - In sequence from highest manhole invert elevation to the lowest.
 - 350 feet of sanitary sewer main line to complete.
 - Backfill and compaction of sewer main line continues in conjunction with scheduled density tests.
 - On-going maintenance of relocated trees.
 - Skate Park / Amphitheater/Baseball Fields (Phase II/III)
 - Phase II/III GMP to be split into 2 packages.
 - 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.
- Art in Public Places
 - BA submitted Proposal to include artwork at skatepark and pump track, and playground and canopies.
 - KL to provide estimate of AiPP elements to complete Proposal for submission to City.
- FF&E
 - On-going coordination between CMaR, A/E, and PMT.
- IT
 - Phase 2/3 AV drawing revision submitted
 - Balance of Phase 4 to be delivered Sept. 8th

White Course Park:

- Construction activities:
 - Water meters installed, pending final conveyance with WASD.
 - Pending resolution to ponding issues at east retention area, gym equipment area, and NW corner kid's park
 - Low voltage Complete
 - Camera and WAP install Complete
- General activities:
 - 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.
 - TCO extended to September 3rd.

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.

Doral Boulevard Pedestrian Bridge:

- RFP #2022-09:
 - FDOT concurrence approved.
 - CEI evaluation/selection interviews complete. Selection to be recommended to City Council September 14th.
 - Contract discussions on-going. Meeting to take place next week between DB Firm and City.

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.
- Cultural Arts Center OAC Meeting on Wednesdays.
- Doral Central Park OAC Meeting on Thursdays.
- Park Bond-IT Meeting on Fridays.
- Bond Meeting Process on Friday.

Planning and Zoning

Business Tax Receipt

- 9 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.
- 13 Business Tax Receipt renewals for FY 2020-2021 processed this week.
- 29 Business Tax Receipt renewals for FY 2021-2022 processed this week.
- 110 Business Tax Receipt renewals for FY 2022-2023 processed this week.

*As of this week the Business Tax Receipt section processed a total of 4,067 BTRs out of 6,744 renewal notices sent out for FY 2022-2023.

Planning and Zoning

- Address creations: 5
- Building permits reviewed: 38
- Zoning inspections conducted: 19
- Site plans reviewed/approved: 0
- Zoning Verification Letters: 0

Economic Development

- Attended 17th Anniversary celebration and ribbon-cutting ceremony for Eastern Engineering
- Participated in EnerGov Stabilization Project meetings
- Participated in Aspen Institute Latino Miami Lab Committee Meeting
- Published Quarterly Economic Report Q1-Q2 2022 on website and distributed on social media.
- Distributed the invitation for the Consular Reception
- Coordinated on-camera awardee testimonial with Everlasting Dance Foundation for Public Affairs video on grants programs.
- Worked on Planning and Zoning Recap presentation in September Council meeting.
- Attended Special Council Meeting - 1st Budget Hearing FY 22-23
- Met with Wynwood Buggies re: Public Art and Murals
- Met with Civic Serve re: Economic Development Tech Platform
- Assisted businesses with Spend Local registration
- Coordinated upcoming ribbon-cuttings and events
- Processed PTSA, Facade and CBO Grant reimbursements

Building Department

• ADMIN: Director attended staff meeting; Director & CIP attended weekly DCP meeting; WASD Impact Fee Audit follow-up meeting; Director attended special council meeting, 1st budget hearing; Director & Staff attended in-person meeting and training with South Florida Building Officials Associate; Department hosted the City of Miami Gardens Building Department, sister EnerGov City; Staff attended open enrollment sessions; Director attended bond meeting; Directed hosted monthly staff meeting.

• ENERGOV Update: "On-site" week with implementation consultant;

• HUMAN RESOURCES ACTIVITIES: Candidate selections for permit clerk

• PROJECTS: Fed Reserve, White Course Park, UHealth

Finance Department

- Accounts Payable: Processed 95 invoices; 90 checks for a total of \$445,565.
- Journalled the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- Journalled monthly revenue transactions from intergovernmental entities.

- Processed the 401 contributions for the last pay period.
- Prepared the FY 2023 Updated Proposed Budget reports for the Second Budget Hearing, including the Budget Ordinance and Millage Resolution to Council, as well as the Truth in Millage (TRIM) Budget Ad.

PROCUREMENT DIVISION

1. A total of 29 PO's were created for a total value of \$248,327.38
2. A total of 10 Purchase Order Maintenance Increase were processed at a value of \$26,821.29
3. A total of 3 purchase order Maintenance Decrease/ Close were processed at a value of \$3,500.00

CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 09/09/2022

- Solicitation No. and Title: RFP No. 2022-02 – Towing and Wrecker Services
Dept: Police
Broadcast Date: 04/18/2022
Due Date / Bid Opening Date: 06/16/2022
Status: 7 Submittals received; Phase I Evaluation was hosted on 6/30/2022 and Site Visits and Phase II Presentations and Evaluation was hosted on August 11th, 2022. Award Recommendation has been provided to PD. Item has been added to September Council Agenda.
- Solicitation No. and Title: RFQ No. 2022-09 – (CEI) and (PM) Services for Pedestrian Bridge Construction Project
Dept: Public Works
Broadcast Date: 05/12/2022
Due Date / Bid Opening Date: 06/21/2022
Status: 16 Firms attended the Pre-Bid Meeting; Bid Opening held on 6/21/22 - 7 Submittals received. Phase I was held on July 6th, 2022.
Phase II scheduled for July 14th, 2022. Top 4 firms moving into Phase II. Item pulled from August agenda due to bid protest. Item has been added to September Council Agenda.
- 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 scheduled for 8/24/2022 9/7/2022. 9/15/2022
- Solicitation No. and Title: ITB No. 2022-15 – Media Monitoring Services
Dept: Public Affairs
Broadcast Date: 05/02/2022
Due Date / Bid Opening Date: 06/17/2022
Status: 3 Firms attended the Pre-Bid Meeting; Bid Opening held on 6/17/2022 - 2 Submittals received; Phase I held on 6/28 and committee recommended Phase II. Award Recommendation provided to PA. Item has been added to September Council Agenda.
- Solicitation No. and Title: ITB No. 2022-17 – Purchase of Citywide Uniform
Dept: Procurement
Broadcast Date: 05/09/2022
Due Date / Bid Opening Date: 06/23/2022
Status: 6 Firms attended the Pre-Bid Meeting. Bid Opening held on 6/23/2022 - 5 Submittals received. Item has been added to September Council Agenda sponsored by Procurement.

- 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

Status: Pre-bid meeting scheduled for August 31st, 2022. 7 Firms attended Pre-Bid.

- Solicitation No. and Title: RFQ No. 2022-19 – Transportation Master Plan Update

Dept: Public Works

Broadcast Date: 05/09/2022

Due Date / Bid Opening Date: 06/27/2022

Status: 8 Firms attended the Pre-Bid Meeting; Bid Opening held on 6/27/2022 – 2 submittals received.

Award Recommendation provided to PW. Item has been added to September Council Agenda.

- Solicitation No. and Title: ITB No. 2022-22 – NW 58th Street Outfall

Dept: Public Works

Broadcast Date: 06/21/2022

Due Date / Bid Opening Date: 07/21/2022

Status: 8 Firms attended the Pre-Bid Meeting. 2 Submittals received. Award Recommendation provided to PW.

Item has been added to September Council Agenda.

- Solicitation No. and Title: ITB No. 2022-23 Stormwater Improvements Sub Basin NW 33 St. W

Dept: Public Works

Broadcast Date: 07/08/2022

Due Date / Bid Opening Date: 08/09/2022

Status: 12 firms attended Pre-bid. 5 Submittals received. Award Recommendation provided to PW. Item has been added to September Council Agenda.

- 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.

Human Resources

- The Human Resources Department sent out one offer letter this week for a full-time position.
- This week the Human Resources Department conducted four (5) pre-employments (3 full-time positions / 2 Contractors).
- This week three (2) part-time new hires were onboarded.
- This week there was one (1) full-time promotion.
- The Human Resources Department advertised the Police Sergeant position and is working with the Police Department for the preparation of the Police Sergeant Exam.
- Open Enrollment sessions have commenced this week.
- Working on implementation of the new CBA.
- The Human Resources Department has executed this year's Annual Leave Payout. Hours were provided to the Finance Department so that Payout to employees can be initiated for the upcoming payroll.
- Human Resources continues to work with vendors to obtain quotes for this years' holiday event.
- The HR Department is currently working on the Pay Plan and Job Descriptions for the upcoming FY's (22-23) 2nd Budget Hearing.
- The HR Department is currently working on Breast Cancer awareness for the month of October.
- The Department is currently working with Walmart to provide onsite vaccine options to employees.

Information Technology

Phase 2: EnerGov Stabilization Project

Next week, departments will have meetings with Plante Moran:

Tuesday, September 13, 2022

Start End Start End

8:00 AM 8:15 AM Arrive/Review Agenda

8:15 AM 8:45 AM IT

9:00 AM 9:30 AM Planning

9:30 AM 10:00 AM BTR

10:00 AM 10:30 AM Code

10:45 AM 11:30 AM BD

12:15 PM 1:00 PM Lunch

1:00 PM 1:45 PM PW/BTR

2:00 PM 2:30 PM CM

2:45 PM 3:15 PM FN

3:30 PM 4:30 PM Council Presentation Review with Project Team

Support Desk

- Resolved 95% support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Reviewing performance in the all-desktop machines at the parks.

Network:

- Met with ADT technician for the installation of the Access Control at DCAC.
- Provided list of WAPS per location to the Technology Project Manager for smart cities KPI.

Security:

- Over 115 emails were reported and analyzed for malicious intent.
- Continue deployment of O365 MFA.

AV Team

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

Dashboards

- Working on a new project to calculate the Unique license plate for the LPR's.
- Attended Cost Optimization Microsoft Meeting.

Application Development

- Recreated Technology Budget Request in SharePoint.
- Customized form in Power Apps.
- Creating workflows for approvals of Technology Budget Request Forms.
- Continue to work with Microsoft on website search settings.

Meetings/Trainings

CIO and Assistant IT Director attended following meetings:

- Weekly IT Staff Meeting.
- Weekly IT Change Control Meeting.
- Weekly City Manager Meeting.
- Bond Meeting Process RE: Construction Management.
- Weekly OAC meeting for Cultural Arts Center.
- Microsoft Cost Optimization.
- PW/IT Freebee Garage Doors
- DCP - IT Workshop Meeting
- HR/IT/CM New employees access to Network and Door Access
- Energov Daily Recap meeting.

Intersection LPR and Traffic monitoring cameras

- Vendor delivered Site #27 plans and proper documentation with Original signed by Engineer.

- Engineer is performing minor change on site #30 to give this week to Structural Plans Examiner for review.

Smart City:

- WCCD 37120- year 2020 & 2021 Sustainable Smart City Certification Project
WCCD and IT continue to request answers with each data custodian while meeting with them and thanking them for previous years of support.
Calls with each data custodian is being coordinated for retrieval of data.
Currently working on education indicators.
Project is 27% completed.
- Smart Park System Project
Next week, kickoff meeting will be held to start a Proof of Concept.
- Asset Essential Post-Implementation System Project
We are coordinating training in Spanish and English for September after post-implementation updates are performed.
Vendor agreed to provide 16 hours of free support.
Project is 54% completed
- NIST Smart Cities and Communities KPI System Project
IT staff met and reviewed the Technology level 1 data required as per NIST documentation of standards and started analyzing data requirements to comply with these standards.
Project is 11% complete

Parks and Recreation

- New part time staff started this week.
- Archery Fall A started at Doral Glades Park on 9/7.
- Toddler Time started at Doral glades park on 9/8.
- Silver Club Grandparents Day Brunch at Doral Legacy Park Event Hall on 6/15.
- Parks Director attended weekly meeting with Deputy City Manager to discuss ongoing department items.

Police Department

Arrests: 28

- Felonies: 13
- Misdemeanors: 7
- Traffic: 2
- Warrants: 6
- DUI: 0

Traffic Citations

- Hazardous Moving Violations: 272
- Non-Hazardous Moving Violations: 374
- Disabled Parking Violations: 6
- Written Warnings: 119

Civil Citations

- Civil Citations: 7
- Traffic Crashes: 60
- Hit and Runs: 10

Calls for Service: 572

Notable Arrests & Incidents

Burglary/Occupied Structure Grand Theft 3rd Degree

Doral Police Detectives were tasked to investigate a commercial burglary in the area of NW 95th Avenue and NW 15 Street. Doral Police Detectives met with the victim and gathered all the evidence including video were depicted the male subject committing the crime. Detectives were able to identify the male subject as being an ex-employee and took him into custody. The male subject confessed of the crime and was arrested for the crime committed.

Aggravated Assault/Deadly Weapon/Attempt

Doral Patrol Officers were dispatched to the area of NW 107th Avenue and NW 14 Street reference a male subject armed with a crowbar. The victim told officers that the male subject swung the crowbar and threaten him. The victim also told officers that the male subject's brother had been detained by security for shoplifting. Officers located the male subject and arrested him for the crime committed.

Neighborhood Resource Unit

- Doral West – Property manager meeting regarding high visibility patrol request, and future community watch meeting
- Enclave – Property manager meeting regarding stolen vehicle and bikes. They would like random police presence
- Landmark South – Area check
- Landmark – Civilian Response to an Active Shooter presentation, suspicious package, bomb threat
- International Academy of Math & Science – School detail
- Shelton Academy – School traffic detail
- Juvenile follow up – Case xxxx-xxx6422
- Juvenile follow up – Case xxxx-xxx6469
- Doral Academy Elementary – School detail
- Emailed Doral Isles property manager regarding requested residential community meeting.
- KLA Academy – Contact and area check
- Special Needs Registry decals delivered
- Juvenile follow up – Case xxxx-xxx6602
- Trophy World – Event coordination
- Citizen's Crime Watch – Monthly meeting
- Alarm Notifications
- Krell Electronics – Safecam/Trespass presentation
- Shelton Academy – School Traffic
- Juvenile follow up – Case #xxxx-xxxx6808
- Juvenile follow up – Case #xxxx-xxx6602
- Doral Isles – HOA meeting (Zoom)
- Miami-Dade College coordination of a presentation on Civilian Response to an Active Shooter.

Training Unit

Advance Report Writing September 6, 7, 8 and 9, 2022 from 0700-1600

Driving Enhancement Course with MDPD September 6, 7 and 8, 2022 from 1400-2200

I. Community Room:

Surveillance Detection Course September 7, 8 and 9, 2022

Advance Report Writing September 6, 7, 8 and 9, 2022 from 0700-1600

2. MDPD Police Academy Class # 137:

Week of August 29th, 2022, through September 2nd, 2022

This week DPD recruit Catala took her test on Chapter 10 (Traffic Incidents) and passed with a 94%. She then continued and concluded instruction on Chapter 11 (Traffic Stops). Recruit Catala then started instruction on Chapter 12 (Traffic Crash Investigations).

Next week (Monday) they will test for Chapter 11 (Traffic Stops), continue instruction on Chapter 12 (Traffic Crash Investigations). DT and PT continues daily.

Public Affairs

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 68,796 (Increase of 45 followers)

Facebook reach increased by 9% (4.3k) from prior week, Twitter Mentions increased by 8% from prior week.

TOP POST: Event Flyer for Doral Hearts Brazil event had most engagement of the week– reached 8k, 229 likes!

- Design/Web Projects –Certificates; Energov update design, designs to announce Best of the Best September category
- Meeting with Univision for food collection event at Doral Glades Park
- Meeting/demo with citizen engagement and survey platform
- Meeting with Estylo Magazine for future opportunities
- Media inquiries - NYPOST & Telemundo Re: Trump project
- Event Coverage – Video & Photo – PD's 9/11 ceremony
- Event Coordination:

- Codina/UHealth Press Conference 9/23
- PP4k/FIU Check Presentation
- Doral Hearts Brazil 9/30
- Doral Cultural Arts Center Sneak Peek Reception 10/4

Videos:

Published – Inside Doral – Community Grants

In Production – PD & Marlins Safe From Home Tips

In Production – Best of Best Aug Winner – Kings Bowling

In Production – Doral Central Park Update – Phase 2/3 Details

Public Works

- Stormwater project for Sub Basin D-3-1 (located on NW 79 Avenue between NW 25 Street and NW 29 Street and along NW 29 Street between NW 82 Avenue and NW 79 Avenue) survey is scheduled to take place and contractor has been in communication with the City to obtain a MOT Permit to begin the work.

Transportation

- Met with Miami-Dade Public School officials at Andrea Castillo Preparatory Academy to discuss a proposed traffic safety improvement.