

Memorandum

To: Honorable Mayor and City Council Date: September 02, 2022

From: Hernan M. Organvidez, City Manager

Subject: Weekly Council Update/ August 28 - September 03, 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 August 31st
 - Second floor elevator vestibule roof overhang structure installation completed.
 Pending glass canopy.
 - Lobby wood veneer installation continues this week. Pivot doors to arrive later.
 - Elevator machine room stairs installed.
 - Landscaping and tree transplant work to begin this week.
 - > KVC started landscaping the sloped area in the Southeast with the planting of the Bismark palm trees.
 - HVAC test and balance continues this week
 - Smoke / Fire alarm test scheduled for this week.
 - Initial punch list walkthrough with B&A on August 23rd
 - B&A will provide punch list for KVC to pick up findings.
 - Pending list submittal from B&A
 - Stepped terrace (RCO 032):
 - Contractor was instructed to move ahead on time and materials.
 - Backfill removal to begin this week.
 - BOH drop off area.
 - ➤ BOH drop off driveway first asphalt lift completed on July 18th
 - Main drop off area:
 - Colored concrete pours continued this week.
 - Concrete curbs poured over the weekend.
 - MCI relocated pull box on driveway.
 - ➤ Colored concrete sidewalk and ADA ramps 75% completed.
- KVC was advised to start calling for building and Fire Department inspections.

- 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.
- o 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 MDFR review comments.
 - > Second walkthrough with MDFR inspector on August 29th
- IT Department coordination is on-going.
 - o Finalized location, elevation, and section of Interactive Display.
 - o 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.
 - o 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.

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 (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.
 - o GMP
 - NTP issued for GMP Phase II/III Turnover A
 - CMaR submitted GMP Turnover B to City and PMT on August 29th
- Construction Activities:
 - o Civil Work (Phase I)
 - Water main installation complete
 - On-going installation of sanitary sewer main line and laterals
 - o 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
 - o Skate Park / Amphitheater/Baseball Fields (Phase II/III)

- Phase II/III GMP to be split into 2 packages
- o 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
 - 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.
 - o 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.
 - o FF&E
 - On-going coordination between CMaR, A/E, and PMT.
 - o IT
 - Phase 2/3 AV drawing revision submitted
 - Balance of Phase 4 to be delivered Sept. 8th

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
- 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.
 - TCO extended to September 3rd.

Trails and Tails Park (Lighting Improvements):

- General Activities:
 - o 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:
 - o FDOT concurrence approved.
 - o CEI evaluation/selection interviews complete.
 - Selection to be recommended to City Council September 14th.
 - o NOA returned by Condotte. Contract discussions on-going.

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

- 12 Business Tax Receipt applications for new licenses have been received this week.
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- 18 Business Tax Receipt renewals for FY 2020-2021 processed this week.
- 46 Business Tax Receipt renewals for FY 2021-2022 processed this week.
- 155 Business Tax Receipt renewals for FY 2022-2023 processed this week.
- I Outdoor dining was issued this week.
- 3 Alcohol packages were signed this week.
- *As of this week the Licensing Division processed a total of 3,944 BTRs out of 6,744 renewal notices sent out for FY 2022-2023.

Planning and Zoning

- Address creations: 11
- Building permits reviewed: III
- Zoning inspections conducted: 59
- Site plans reviewed/approved: 4
- Zoning Verification Letters: I

Economic Development

- Participated in ribbon-cutting ceremonies at Albizu University and Get Lifted Auto Repair.
- Provided economic data to Colliers broker for high-end retailer seeking space in Doral.
- Coordinated on-camera awardee testimonials for Public Affairs video on grants programs.
- Provided FY21-22 grant awardees data for website page published by Public Affairs.
- Worked on Planning and Zoning Recap presentation in September Council meeting.
- Participated in Council Zoning meeting.
- Coordinated printing of Economic Report and other materials.
- Provided Doral visitor data for 2018-2021 to WCCD for ISO 37120.
- Assisted businesses with Spend Local registration.
- Promoted SBDC Business Navigator Resource Fair.
- Met with Sister Cities representatives re: joint Sister Cities activities 2022-23.
- Met with Public Affairs re: Consular Reception planning.
- Coordinated September ribbon-cuttings.
- Processed PTSA, Facade and CBO Grant reimbursements.
- Challenges

Code Compliance

Department posted vacant Code Compliance Officer position.

Director and Assistant Director met with property manager of City Place to discuss noise ordinance complaints.

Field Supervisor and area Code Officer met with VP of Construction for "Lemon Lot" development to establish a working relationship and educate him on common code violations in construction sites.

Department began passing out outreach flyers for the upcoming implementation of the alcohol ordinance amendment.

Finance Department

- Accounts Payable: Processed 148 invoices; 100 checks for a total of \$1,671,381.
- Journaled the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- Journaled monthly revenue transactions from intergovernmental entities.
- Processed the 457 contributions for the last pay period.
- Prepared the FY 2023 Updated Proposed Budget reports for the First Budget Hearing.
- Prepared Finance items to Council for the September 2022 meeting.
- Prepared the July 2022 Finance monthly report to Council.
- Processed the Citywide payroll for the pay period ended August 28, 2022.
- Processed the Council payroll for the month of August 2022.

PROCUREMENT DIVISION

- I. A total of 35 PO's were created for a total value of \$888,338.78
- 2. A total of 20 Purchase Order Maintenance Increase were processed at a value of \$85,249.74
- 3. A total of 3 purchase order Maintenance Decrease/ Close were processed at a value of \$6,800.00

CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 09/1/2022

• 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, 2002.

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.

• 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

- This week the Human Resources Department conducted four (4) pre-employments 3 Full Time positions / I Contractor.
- This week two (2) Part Time new hires were onboarded.
- This week one (1) part time resignation was received.
- The Human Resources Department is working on the advertisement and scheduling for the Police Sergeant Exam.
- Working on final preparations for Open Enrollment sessions taking place next week.
- Working on implementation of the new CBA.
- Preparing for execution of the Annual Leave Payout.
- Human Resources is currently working to obtain quotes for this year's holiday event.

Information Technology

Organizational Efficiency:

Phase 2: EnerGov Stabilization Project

This week, worked on the schedule for next week IC/COD meetings:

Tuesday, September 6, 2022 from 8:30 a.m. – 4:30 p.m.

Prepare Solution: Support Ticket Review (8:30 a.m. – 10:00 a.m.)

IC will review Support tickets to verify if there are any they can assist with

Prepare Solution: Change Control Review and Testing (Planning & Zoning) (10:15 p.m.- 12:00 p.m.)

Configure new Processes: Garage Sale permit, Pop up installations, home-based businesses, extended hours alcohol license

Prepare Solution: Change Control Review and Testing (Building) (1:00 p.m.- 4:00 p.m.)

Discuss Automations affecting Professional License and Permits

Daily Debrief from 3:00 - 4:00

Wednesday, September 7, 2022 from 8:30 a.m. – 4:30 p.m.

Prepare Solution: Change Control Review and Testing (Building) (8:30 a.m. – 12:00 p.m.)

Review Change Control items with IC

Prepare Solution: Change Control Review and Testing (Planning & Zoning) (1:00 p.m.- 4:00 p.m.)

Configure new Processes: Garage Sale permit, Pop up installations, home-based businesses,

extended hours alcohol license

Daily Debrief from 3:00 - 4:00

Thursday, September 8, 2022 from 8:30 a.m. – 4:30 p.m.

Prepare Solution: Change Control Review and Testing (Planning & Zoning) (8:30 p.m. – 12:00 p.m.)

Assist with Change Control items.

Prepare Solution: Change Control Review and Testing (Planning & Zoning) (1:00 p.m.- 4:00 p.m.)

Configure new Processes: Garage Sale permit, Pop up installations, home-based businesses,

extended hours alcohol license

Daily Debrief from 3:00 - 4:00

Support Desk

• Resolved 99% support tickets for service and successfully addressed issues, problems, data/video

analysis needs, and service affecting events.

• Completed updating Apple devices (iPad, iPhone, and MAC computers) with the last sec

Network:

- Met with ADT technician for the installation of the Access Control at DCAC.
- Provided network support to AVI in the AV Integration at DCAC.

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
- Programmed final details of the AV system in Council Chambers.

Dashboards

• Working on a new project to calculate the Unique license plate for the LPR's.

Application Development

- Set up BTR-Quick Pay process in Energov to send license copy automation via email.
- Tested Permit Expiration date automation in Energov.
- Continue to work with Microsoft on website search settings.
- Set up Permit Expiration date automation in Energov.
- Provided support for DocuSign GO Live Aug 29, 2022.
- Provided support for Skedda GO Live Aug 29, 2022.

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.
- Energov Weekly Support Escalation meeting.
- Weekly OAC meeting for Cultural Arts Center.
- Microsoft Cloud Economic Assessment Meeting.
- DD Consulting Meeting.
- Crown Castle Meeting.
- Dell PD Rugged Laptops-Batteries
- PW/IT CH Garage Parking Implementation

Intersection LPR and Traffic monitoring cameras

• Worked with the Building Dept. and Design Engineer to finalize the LPR poles structural approval, Vendor will update the remaining permits for final approval.

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.

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

Currently working on education indicators.

Project is 11% completed.

• Smart Park System Project

This week, meeting IT provided the vendor the requested information of all cameras at location for POC including sidewalk diagram.

September 29th to start Proof of concept using our cameras for counting of people using our parks.

We have meeting to start project with vendor first week in September.

Project is 7% completed

• GIS Portal update for Smart City Project

We finalized the open spaces map required for FEMA audit.

We completed updates required for the ISO-Smart city.

We are meeting with PW to update tree maps.

Working with PW to obtain information for traffic signals.

Project is 75% completed

• 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 44% completed

NIST Smart Cities and Communities KPI System Project

IT staff met and reviewed the Technology level I data required as per NIST documentation of standards and started analyzing data requirements to comply with these standards.

Project is 7% complete

Parks and Recreation

- Parks Director attended the Florida Recreation & Park Association annual conference and spoke two sessions at the conference.
- Silver Club Seminar: How to take care of your skin & how to prevent skin cancer with 40 participants on 9/1.
- All facility rental fees changed throughout the parks.
- Parks Director attended weekly meeting with Deputy City Manager to discuss ongoing department items.

Police Department

Arrests: 50

• Felonies: 14

Misdemeanors: 15

Traffic: 12Warrants: 7

• DUI: 2

Traffic Citations

• Hazardous Moving Violations: 267

• Non-Hazardous Moving Violations: 338

• Disabled Parking Violations: 10

• Written Warnings: 120

Civil Citations

Civil Citations: 3Traffic Crashes: 57Hit and Runs: 9

Calls for Service: 558

Notable Arrests & Incidents

Aggravated Battery

Doral Patrol Officers responded to the area of NW 107th Avenue and NW 39 Street regarding a fight. Officers arrived and located a male victim on the ground with injuries to his face. The victim told officers that he works at the location as a security officer. The victim also told officers that while he was directing traffic, a male driving a van, refused to follow the traffic flow and began to argue with him. The male subject then accelerated his vehicle and struck the victim with his vehicle. Officers located the male subject and took him into custody. The male subject was arrested and charged for the crime committed.

Grand Theft 3rd Degree

Doral Patrol Officers were patrolling the area of NW 87th Avenue and NW 33rd Street and conducted a traffic stop of a Range Rover driven by a male subject. Officers conducted a query on the vehicle's vin which revealed it was stolen from Key Biscayne. The male driver was arrested for the crime committed.

Department Challenges:

- Hiring and Retention
- Recent Increase in Auto Theft Incidents

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
- Publix NW 74th Ave. Store manager meeting
- Doral Park Country Club Safecam agreement signed, pending date for a Civilian Response to an Active Shooter presentation and our Shield program.
- Juvenile follow up Case xxxx-xxxxx5783
- Doral Estates Special Needs Registry stickers
- Doral International Academy of Math & Science School detail
- Academir Charter School School check
- BridgePrep Academy School detail
- Divine Savior Academy School check
- Doral Academy School check
- Doral International Academy of Math & Science School check
- AMLI residential complex Shield meeting with property manager
- Juvenile Follow up Case xxxx-xxxxx4719
- Doral Park Country Club Meeting with Property Manager to pick up Safecam form
- Doral Academy of Math and Science School detail and two Anti-bully presentations
- Shelton Academy School traffic

- Landmark Contact with staff
- BridgePrep DARE books
- Renaissance Elementary DARE books
- Downtown Doral Elementary DARE books
- Doral International Math & Science DARE books
- Doral Park Country Club HOA schedule
- Grand Bay Residential Area check
- Palmera Residential Area check
- Shelton Academy School traffic (dismissal)

Training Unit

Driving Enhancement Course with MDPD cancelled for this week.

I. Community Room:

Financial Wellness Thursday 09-01-2022 from 1000-1500

2. MDPD Police Academy Class # 137:

Week of August 22nd, 2022, through August 26th, 2022

This week recruit Catala took her test on Chapter 9 (Crime Scene Follow-Up and Investigations) and passed with an 88%. Recruit Catala also concluded Chapter 10 (Traffic Incident) and had a Directing Traffic Practicum.

Next week, Tuesday, she will test for Chapter 10 (Traffic Incidents) and start instruction on Chapter 11 (Traffic Stops). DT and Physical Training continues daily.

Office of Emergency Management:

- Continued Review of Notice of Funding Opportunities (NOFO) for FY2022 FEMA's Flood Mitigation Assistance (FMA) grant programs.
- Attended FEMA Application Pitfalls Webinar for FMA and BRIC Grants.
- Attended FEMA/State Training on Section 422 new \$1 Million Dollar Threshold for Small Projects under Public Assistance Program for Recovery.
- With County OEM, inspected County Divisional EOC laptops connectivity.
- Attended informational meetings with Miami-Dade and Monroe Counties on FMA program.
- Shared information on social media on hurricane preparedness, and National Hurricane Center forecast.
- 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), Miami-Dade County Covid-19 tests positivity rate, and number of fatalities.

Public Affairs

• Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 68,751 (Increase of 75 followers)

Instagram reach increased by 15% (18k) from prior week, Twitter Mentions increased by 8% from prior week.

TOP POST: Instagram video for Love My City testimonial #5 had most engagement of the week-reached 3672, 109 likes!

- Design/Web Projects –Certificates; Energov update design, designs to announce Best of the Best winner
- Meeting with Codina Partners and UHealth to coordinate details for press conference
- Meeting with PD to discuss Simulation Training feature
- Event Coordination:
 - Codina/UHealth Press Conference
 - Doral Cultural Arts Center Sneak Peek Reception
 - Doral Hearts Brazil

Videos:

Published - CAMACOL promo

Published – Love My City testimonial #5

Published - PD Recruiting Video

In Production – Inside Doral – grants

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

Public Works

- Stormwater Improvement Project at NW 89th Place and NW 24th Terrace is complete with Final Inspection scheduled for next week
- Held a Platting Committee Meeting for the approval of the District 79 Final Plat

Transportation

- Attended US Department of Transportation (USDOT) Reconnecting Communities Benefit Cost Analysis Webinar
- Held the Pre-Bid Meeting for RFP #2022-18 "Services for Doral Trolley Circulator System"
- Attended the University of South Florida Strategies to Alleviate Traffic Congestion Transit