



Memorandum

To: Honorable Mayor and City Council

Date: September 16, 2022

From: Hernan M. Organvidez, City Manager

Subject: **Weekly Council Update/ September 11 - September 17, 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.
 - Request of WASD meter on September 6th.
 - Contractor addressing initial WASD comments.
 - WASD inspection scheduled for September 13th.
 - Second floor elevator vestibule roof overhang structure installation completed. Pending glass canopy.
 - Gates to courtyard and terrace installed.
 - Pending locking hardware.
 - Miami Dade County elevator inspection on September 7th and the contractor is addressing comments.
 - Fire alarm inspection scheduled for Wednesday.
 - Lobby wood veneer:
 - Pending pivot doors installation.
 - Contractor finishing gypsum board around veneer installation (lobby, multipurpose, & art space).
 - Landscaping and tree transplant work to begin this week.
 - Planting of trees continues this week with the relocation of existing trees on Downtown Doral.
 - Contractor coordinating with City of Doral for repairs to electrical conduits under trees.
 - 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 commenced on September 8th.
 - BOH drop off area.
 - BOH drop off driveway first asphalt lift completed on July 18th
 - Main drop off area:
 - Colored concrete pour on September 12th and 14th.
- 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.
 - 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 MDR review comments.
 - Second walkthrough with MDRF 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.
 - LPR camera pull box installed. LPR camera ordered.
 - Access control system installation completed. Pending permit closure.
 - Interactive display installed.
 - IT room specialized deep cleaning scheduled for September 15th.
- 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 15th.
 - PMT coordinated with Manolo Valdes shop to schedule the sculpture installation for September 21st

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
 - Integration to be completed in October.
- 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.
 - Certificate of Occupancy Issued on August 29th.

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.) recording with MDC confirmed on Sept. 9th.
 - 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

- GMP Turnover B reviewed with City, PMT and Design Team, pending NTP
- CMAr bid leveling process for GMP Turnover C is ongoing and scheduling of Pre-Award meetings with subcontractors.
- Construction Activities:
 - o Civil Work (Phase I)
 - Water main installation complete
 - Installation of sanitary sewer main line complete.
 - o Final tie-in south of Amphitheater pending Hotel Easement recording.
 - First lift for backfill and compaction of the sanitary sewer main line trench completed to Manhole #10, second lift in progress.
 - Installation of Laterals continued
 - o Completed #8 on Sept 9th, and at northwest portion – #15 and #16 on Sept. 14th.
 - 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.
 - IT Workshop meeting started Sept. 8th, and to be recurring every Thursday.
 - 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, A/E, and PMT.
 - o IT
 - Phase 2/3 AV drawing revision submitted
 - Phase 4 package submitted
 - o Revisions to be delivered Sept. 20th.

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 the building.

Doral Boulevard Pedestrian Bridge:

- RFP #2022-09:
 - o CEI approved September 14th by City Council.
 - o Contract discussions took place September 15th with Design Build Firm. Execution of contract anticipated coming weeks.

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

- 32 Business Tax Receipt applications for new licenses have been received this week.
- 5 Business Tax Receipt applications for new businesses have been received this week.
- 15 Business Tax Receipt renewals for FY 2020-2021 processed this week.
- 49 Business Tax Receipt renewals for FY 2021-2022 processed this week.
- 240 Business Tax Receipt renewals for FY 2022-2023 processed this week.

*As of this week the Licensing Division has processed a total of 4,310 BTRs out of 6,744 renewal notices sent out for FY 2022-2023.

Planning and Zoning

- Address creations: 11
- Building permits reviewed: 39
- Zoning inspections conducted: 25
- Site plans reviewed/approved: 1
- Zoning Verification Letters: 0

Economic Development

- Attended the CAMACOL Hemispheric Congress at the Miami Beach Convention Center. Participated in “The Impact of Smart Cities on Innovative Sectors Including Educational Methodologies” panel during the second day of the conference.
- Worked with CAMACOL to host “The City of Doral Honors the 43rd Hemispheric Congress” reception at City Hall.
- Attended the 2022 Prospera Success Stories event at the Miracle Theater in Coral Gables.
- Attended ribbon-cutting ceremony for Win Fitness Wear at City Place.
- Distributed the invitation for the Consular Reception.
- Attended September Council Meeting and presented the Economic Development Annual Recap.
- Met with Cigal Consulting.
- Assisted businesses with Spend Local registration.
- Coordinated upcoming ribbon-cuttings and events.
- Processed PTSA Grant reimbursements.

Code Compliance

- Department held monthly Special Magistrate hearing for the month of September where 27 cases were successfully presented.
- Department entered into two stipulation agreements with property owners, where they will be paying \$3,000 and \$9,484 respectively.
- Vacant Code Compliance Officer position closed on 9/13/2022 and we are reviewing applications to schedule interviews next week.
- Department awarded the Keep Doral Beautiful award to S.L. Rama International at the September morning council meeting.

- Director and Assistant Director attended local interagency meeting.

Finance Department

- Accounts Payable: Processed 150 invoices; 73 checks for a total of \$379,025.
- Journalled the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- Journalled monthly revenue transactions from intergovernmental entities.
- Processed the Citywide payroll for the pay period ended September 11, 2022.
- Processed the 457 contributions for the last pay period.
- Working on month-end reconciliation of all cash accounts. Preparing monthly report to Council.

PROCUREMENT DIVISION

1. A total of 38 PO's were created for a total value of \$276,755.86
2. A total of 11 Purchase Order Maintenance Increase were processed at a value of \$49,631.65
3. A total of 6 purchase order Maintenance Decrease/ Close were processed at a value of \$7,500.00

PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 09/15/2022

- 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 scheduled for 8/24/2022 9/7/2022. 9/15/2022 9/21/2022.
- 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: 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 three (3) pre-employments for full-time positions.
- This week one (1) part-time new hire and one (1) Executive Intern were onboarded.
- This week the Human Resources Department received two (2) resignations (1 full-time / 1 part-time).
- Open Enrollment was successfully completed by all employees.
- The Human Resources Department continues to work on implementation of the new CBA.
- Human Resources finalized the Holiday Event venue for this year.
- The HR Department is currently working on Breast Cancer awareness for the month of October.
- This week the HR Department coordinated to have flu shots and shingles vaccine available on site for employees.

Information Technology

- Network Support: - This week:
- Created Weekly Phone Calls Report for the Period of 9/6 - 9/9.
- Changed name for IP phones at CH and PD.
- Met with ADT technician regarding the access control for DCAC.

- Continue to work in the Doral Internal Wi-Fi changes to block the employees from connecting their personal devices.
- Work with the team the cleaning of the paused devices in PRTG.
- Configured new Cisco CBS350-48FP-4X 48-Port Gigabit PoE for the IT Expansion Room.
- Disabled call forwarding for IP Phone in the Building Department. The calls were going to the wrong cell phone.
- Configured needed ports for the Access Control in the Stack Switches at Doral Cultural Art Center.
- Configured policy in the PA-CH Firewall to allow the communication between the Access Control Vlan at DCAC and the nap-ccure9000 server.

Organizational Efficiency:

Phase 2: EnerGov Stabilization Project

This week, Plante Moran met with departments onsite and provided Mayor and Council an EnerGov Stabilization Project Update at the Sept 14th Council Meeting.

Stabilization Areas

System Optimization: Completed upgrade to latest supported version

Service Enhancements: Evaluated 39 change proposals to enhance service

Elevated Staff Capacity: Standardized staff roles and training regimen

Integrated Service Delivery: Instituted change management processes

Service Level Measurement: Identification of internal/external measures

Performance Measures: March-Sept 2022

Business Tax Receipts

5,000 BTR renewals completed

4,000+ credit card online payments (87%)

Code Enforcement

4,074 code cases opened

1,453 lien search requests fulfilled

\$123,505 revenues receipted

Planning and Zoning

1,658 building permits zoning reviews

80 zoning-only permits

67 zoning verification letters

19 site plans reviews

Building

5,086 applications received

9,089 phone calls received

3,447 permits approved

14,789 inspections completed

\$4.1 million fees collected

Support Desk

- Resolved 96% support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.

- Support users with the MFA setting implementation on office365.

Network:

- Met with ADT technician for the installation of the Access Control at DCAC.

- Configured needed ports for the Access Control in the Stack Switches at Doral Cultural Art Center.

- Configured policy in the PA-CH Firewall to allow the communication between the Access Control Vlan at DCAC.

Security:

- Over 119 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.
- Assisted the Public Works Permit Clerk with a comparison report for the Permits issued before and after the live of the new Permits System.

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 Enterprise Agreement.
- IT/Energov Change Control Meeting with Departments.
- Council Meeting September 14, 2022.
- IT/NIST Smart City 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 31% completed.

- Smart Park System Project

Meeting with vendor was held and IT will provide additional information to start the 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 I 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 Parks & Recreation part time employees started this week
- Parks Director, Assistant Director, and some staff attended a training with Jack Kardys on 9/13.
- Silver Club Seminar: Strengthen muscles, rejuvenate joints, and maintain physical agility presented by Bolivar Foundation on 9/14 with 8 participants.
- Opening Night of the Hispanic Heritage Art Exhibit on Friday, 9/16 in the lobby of the Government Center.
- Staff attended multiple open houses this week to promote ongoing programs in our department. The schools attended this week were Dr. Toni Bilbao Academy, Eugenia B. Thomas K-8 Center, Andrea Castillo Preparatory Academy, John I. Smith K-8 Center, & Downtown Doral Charter Elementary.
- Special Olympics Florida State Bowling Competition on Saturday, 9/17, in Orlando, FL.

Police Department

Arrests: 36

- Felonies: 10
- Misdemeanors: 14
- Traffic: 3
- Warrants: 9
- DUI: 0

Traffic Citations

- Hazardous Moving Violations: 261
- Non-Hazardous Moving Violations: 288
- Disabled Parking Violations: 0
- Written Warnings: 118

Civil Citations

- Civil Citations: 1
- Traffic Crashes: 56
- Hit and Runs: 12

Calls for Service: 545

Notable Arrests & Incidents

Burglary/Unoccupied Conveyance / Burglary Tools/Possession / Criminal Mischief/\$1,000 or More

Doral Patrol Officers were patrolling the area of NW 82 Avenue and NW 56 Street when they heard loud sawing noises. Officers began to saturate the area and apprehended a male subject that was underneath a vehicle attempting to remove the catalytic converter. The male subject was arrested and charged for the crime committed.

Resisting Officer Without Violence to his Person / Concealed Weapon/Carrying / Police Officer/Firefighter/Failure to Obey

Doral Patrol Officers were patrolling the area of NW 87th Avenue and NW 27 Street and conducted a traffic stop. Officers contacted the male driver who became irate and refused the officers' commands. The male subject was detained by officers and a weapon was found inside the vehicle. The male subject was arrested and charged for the crime committed.

Neighborhood Resource Unit

- Doral West – Property manager meeting regarding high visibility patrol request, and future community watch meeting
- Special needs visit, including the delivery of program stickers, to 12 Doral addresses
- Delivery of alarm letters to 10 Doral businesses

- Loyola Academy – Area check
- Doral Academy High School – Area check
- International Academy of Math & Science – Area check
- Valencia residential community – Gate code
- Camden residential community – Gate code
- Costa Linda residential community – Gate code
- Doral West residential community – Gate code
- Downtown Doral Elementary School – DARE books
- Landmark – Property manager meeting. Presenting Special Needs program
- Dr. Toni Balboa School – Special Needs Registry Program
- Doral Isles – Watch order/High visibility drive through
- Enclave residential community – Gate code
- BridgePrep Academy – School traffic detail
- Doral Academy of Math & Science – School detail
- Juvenile follow up – Case xxxxxx-xxx7065
- Juvenile follow up – Case xxxxx-xxx6992
- The Gates residential community – HOA meeting
- Doral Academy Elementary – School detail
- BridgePrep Academy – School detail

SEPTEMBER HOA MEETINGS

9/8 Doral Green 7pm
 9/14 Doral Place- TH Doral Place. 7pm
 9/15 Doral House 3 7pm
 9/21 Palmera 7pm

Training Unit

First Line Supervision Training: September 12th - 16th, 2022.
 Civilian First Aid and CPR Training: September 12th, 13th, 14th, and 16th, 2022.
 Driving Enhancement Course with MDPD: September 13th – 15th, 2022.

I. Community Room:

Miami-Dade Police Department Fraud Investigations: September 12th - 16th, 2022.

Public Affairs

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 68,852 (Increase of 56 followers)

Facebook reach increased by 32% (5.7k) from prior week, Instagram reach increased by 19.7% from prior week.

TOP POST: Event Flyer Howl-o-ween event had most reach of the week– reached 12.8k, 415 likes!

- Design/Web Projects –Certificates; “Welcome” Light Pole Banner Design; Update to GIS page on website

- Media Inquiry – Miami Today Interview Re: Cultural Arts Center; Mayor’s Interview with Invest Miami

• Event Coordination:

- Codina/UHealth Press Conference 9/23
- PP4k/FIU Check Presentation 9/28

- Doral Hearts Brazil 9/30
- Doral Cultural Arts Center Sneak Peek Reception 10/4
- Co-designation Ceremony – Waas - TBD

Videos:

Published – Best of Best Aug Winner – Kings Bowling

Published – 9/11 Commemoration Recap

In Production – PD & Marlins Safe From Home Tips #1 ENG

In Production – PD & Marlins Safe From Home Tips #1 SPA

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

In Production – PD & Marlins Safe From Home Tips #1 ENG

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

Public Works

- Held the Mandatory Pre-Bid Meeting for ITB # 2022-25 Floating Debris Removal Services

Transportation

- Held the Kick-Off Meeting with Marlin Engineering for School Traffic Operation Plan (TOP) Phase II
- Attended the Miami-Dade Transportation Planning Organization (TPO) Freight Transportation Advisory Committee (FTAC) Meeting
- Held a Trolley Drivers Meeting with Limousines of South Florida (LSF)