



Memorandum

To: Honorable Mayor and City Council

Date: October 03, 2022

From: Hernan M. Organvidez, City Manager

Subject: **Weekly Council Update/ September 25 - October 01, 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.
 - WASD meter requested September 6th
 - Gates to courtyard and terrace installed.
 - Pending locking hardware installation.
 - Lobby wood veneer:
 - Pending pivot doors installation.
 - Landscaping continues this week.
 - Irrigation system installation continues.
 - Landscaping for Main Entrance area continues
 - Initial punch list walkthrough with B&A on August 23rd
 - B&A submitted the preliminary punch list on September 1st
 - KVC addressing comments.
 - 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
 - Elevator – pending low wall step to machine room area, item not required for TCO.
 - Main drop off area:
 - Detectable warning strip (pavers) installation continues.
 - 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
- 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.
 - Access control system installation completed and permitted.
- PMT coordinating with B&A and KVC for Manolo Valdez sculpture probable location.

- o Permit for sculpture foundation:
 - BDRV-2206-0530 (8363 NW 53 ST Doral, FL) Manolo Valdez sculpture.
 - PMT coordinated with Manolo Valdes shop to re-schedule the sculpture installation for September 29th
 - Sculpture shop manager visited site September 26th to coordinate sculpture pedestal details.

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.) recording with MDC to be updated
 - 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
 - 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 3rd week of October
- Construction Activities:
 - o Civil Work (Phase I)
 - Water main installation complet3
 - Preparations for Hurricane Ian
 - Installation of sanitary sewer main line complete
 - Final tie-in south of Amphitheater pending Hotel Easement recording
 - Second and final lift for backfill installation and compaction of sanitary sewer main line trench continued and in progress
 - Installation of Laterals scheduled to continue
 - 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 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, A/E, and PMT.
 - o IT
 - Phase 2/3 AV drawing revision submitted

- Phase 4 package submitted
 - Revisions delivered Sept. 30th

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

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 30th, 2022

Doral Boulevard Pedestrian Bridge:

- Contract review ongoing with Design Build Firm and City Attorney.

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

- 11 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.
- 7 Business Tax Receipt renewals for FY 2020-2021 processed this week.
- 13 Business Tax Receipt renewals for FY 2021-2022 processed this week.
- 164 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 4,713 BTRs out of 6,744 renewal notices sent out for FY 2022-2023.

Planning and Zoning

- Address creations: 13
- Building permits reviewed: 68
- Zoning inspections conducted: 53
- Site plans reviewed/approved: 4
- Planning and Zoning Department welcomed new Planner Stéphanie de la Rosa to the team on Monday, September 26, 2022.

Economic Development

- Partnered with the Brazilian American Chamber of Commerce to host a Business Attraction Seminar at City Hall.
- Visited la Margarita Wonderfood and met with the business owner re: Spend Local program, Economic Development resources/partnerships, and shared information on participation in City events.
- Scheduled a meeting with the new Director of Community Engagement and Growth at Miami Dade College's West Campus.
- Continued to coordinate and finalize event components of the Consular Reception.
- Processed PTSA and CBO Grant reimbursements.
- Assisted businesses with Spend Local registration.
- Coordinated upcoming ribbon-cuttings, events, and meetings.

Code Compliance

- Code Compliance staff worked during tropical storm watch to monitor right-of-way violations that may become projectiles and assist in final minute outreach for business and construction sites to secure equipment and furniture.
- Code Compliance Officers in conjunction with members of the Building Department performed damage assessment throughout the City at the conclusion of tropical storm conditions to accurately report to Miami Dade County.
- Director settled a lien for a case from June 2020 that is now in compliance.
- Department submitted candidate selection for the vacant Code Compliance Officer I position to Human Resources Department.

Finance Department

- Accounts Payable: Processed 225 invoices; 105 checks and 13 wire transfers for a total of \$1,170,944.
- 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 25, 2022.
- Processed the Council payroll for the month of October 2022.
- Working on month-end reconciliation of all cash accounts. Preparing monthly report to Council for the month of August 2022.
- Working on updating the final Adopted Budget document for posting on the City's website
- Working on Five – Year Budget projection to include in the final approved budget document.
- Working on close of the fiscal year preparations.

PROCUREMENT DIVISION

1. A total of 20 PO's were created for a total value of \$16,720,229.09
2. A total of 5 Purchase Order Maintenance Increase/ Other were processed at a value of \$23,464.25
3. A total of 1 Purchase Order Maintenance Decrease/ Close were processed at a value of \$7,455.80
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
09/29/2022

- 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.
- 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
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.

Information Technology

Phase 2: EnerGov Stabilization Project

Next week, COD and Tyler IC schedule:

Monday, October 3, 2022 from 8:30 a.m. – 4:30 p.m.

- Configuration Training: Workflow Basics and Configuration (8:30 a.m. – 10:30 a.m.)
- Configuration Training: System Settings (1:00 p.m.- 4:00 p.m.)
- Daily Debrief from 3:00 – 4:00

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

- Prepare Solution: User Roles (8:30 a.m. – 10:30 a.m.)
- Prepare Solution: Fee Assistance with Public Works (10:45 p.m.- 12:00 p.m.)
- Prepare Solution: Change Control Review and Testing (Planning & Zoning) (1:00 p.m.- 4:00 p.m.)
- Daily Debrief from 3:00 – 4:00

Wednesday, October 5, 2022 from 8:30 a.m. – 4:30 p.m.

- Fundamentals Training: eReviews (Building) (8:30 a.m. – 12:00 p.m.)
- Configuration Training: eReviews Admin (1:00 p.m.- 4:00 p.m.)
- Daily Debrief from 3:00 – 4:00

Thursday, October 6, 2022 from 8:30 a.m. – 4:30 p.m.

- Prepare Solution: Change Control Review and Testing (Public Works) (8:30 p.m. – 12:00 p.m.)
- Prepare Solution: Change Control Review and Testing (Planning & Zoning) (1:00 p.m.- 4:00 p.m.)
- Daily Debrief from 3:00 – 4:00

Munis Upgrade 2021

- Ready Forms are in production.
- Finance users testing Munis upgrade.

Support Desk

- Resolved 97% 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.
- Provide loaner devices (iPads, laptops, and loaner laptops) in order to have city staff work from home due hurricane Ian.

Network:

- Configured HR Hotline message in the Phone system for the hurricane lan.
- Configured Closed Message for the CH Main Number for the hurricane lan.
- Provided network support to AVI regarding the DCAC project.
- Provided network support in the installation of the VxRail at the NAP.
- Configured network ports for the Toshiba printer and Paycom clock at DCAC.
- Setup 2 new IP Phones for DCAC.

Security:

- Over 113 emails were reported and analyzed for malicious intent.
- Continue deployment of O365 MFA.
- Assisted several users with network access during Hurricane lan.
- Completed disabling of legacy authentication City-wide.

AV Team

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

Dashboards

- Published on Production the new Internal Dashboard for Unique license plates for the LPR's.
- Data Integration Engineer attended the "Simplified Multi-Platform Database Management for Managed Service Providers (MSPs)" webinar.

Application Development

- Upgrade of Energov CSS test environment to 2022 has been completed.
- Department Directors and SMEs to begin testing.

PD IT Team:

- Deployed all EOC Laptops.
- Updated all EOC Laptops and Desktops with windows updates.
- Prepped EOC for Hurricane lan.
- Fixed login issue with MDCF EOC Laptop.
- Updating TAS Library for LPR Alerts.

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.
- Weekly OAC meeting for Doral Central Park.

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 67% completed.

- 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. However, vendor required additional camera locations information and sidewalk diagram. Information was sent to the vendor. Meeting with vendor is scheduled for next week. Project is 17% completed

- Asset Essential Post-Implementation System Project:

We coordinated training for PW technicians and management to use reporting features. Continue on fixing issues on the post-implementation list. Project is 74% completed

- NIST Smart Cities and Communities KPI System Project:

We had a visit from NIST Director and he was very impressed at City's Smart Environment. We are reviewing data required for NIST standards. We have scheduled a meeting for next week with NIST management to clear out some inquiries. Project is 24% completed

Parks and Recreation

- Teacher Planning Day Camp at Doral Legacy Park, Morgan Levy Park, & Doral Glades Park on 9/26.
- New part time staff started this week.
- Silver Club Bingo Night on 9/29 at Doral Glades Park with 50 participants.
- Hispanic Heritage Dance Class – Salsa Edition at Morgan Levy Park on 9/29.
- Doral 5K on Saturday, 10/1.

Police Department

Arrests: 34

- Felonies: 11
- Misdemeanors: 13
- Traffic: 4
- Warrants: 5
- DUI: 1

Traffic Citations

- Hazardous Moving Violations: 312
- Non-Hazardous Moving Violations: 378
- Disabled Parking Violations: 3
- Written Warnings: 108

Civil Citations

- Civil Citations: 5
- Traffic Crashes: 52
- Hit and Runs: 11

Calls for Service: 557

Notable Arrests & Incidents

Substance/Possession/Conspiracy: Oxycodone
Cannabis/Possession/20 Grams or Less
Driving While License Suspended/Knowingly

Doral Patrol Officers were conducting a traffic enforcement detail in NW 103 Avenue and 41 Street. Officers conducted a traffic for an expired tag. Officers contacted the female driver who told officers that her license was suspended. Once officers detained the female driver, they discovered marijuana and half of an oxycodone pill. The female driver was arrested for the crimes committed.

Burglary/Unoccupied Conveyance Grand Theft 3rd Degree/Motor Vehicle Parts

Doral Patrol Officers were patrolling the area of NW 78th Avenue and 13 Street, when they observed a vehicle matching the description of a theft flyer that was published by the General Investigation Unit. Officers conducted an investigative stop and confirmed that the male driver and vehicle were the same involved in the theft. Detectives were summoned to the scene where they took the male subject into custody and charged him for the crime committed.

Department Challenges:

- Hiring and Retention
- Recent Increase in Auto Theft Incidents

Neighborhood Resource Unit

- 42 Special Needs Registry calls, 3 visits
- Publix Shopping complex – Area check/High visibility
- Divine Savior School – Traffic detail ref FPL blocking one lane
- Modern45 – Hurricane Preparation/Crime Prevention meeting
- Doral Academy Elementary – School detail
- Academy of Math & Science – School detail
- Chabella Mexican restaurant – Coordinating Cancer Awareness vehicle for donation
- Downtown Doral – High visibility drive through & area check
- Any Lab Test Now Doral – Coordinating Cancer Awareness vehicle for donation
- Super Autos dealership – Coordinating Cancer Awareness vehicle for donation
- Bed, Bath & Beyond – High visibility/Area check
- International Mall – High visibility/Area check
- Winn-Dixie shopping complex – High visibility/Area check
- Downtown Doral Upper School – School area check
- Downtown Doral Elementary – School area check
- Doral International Academy of Math and Science – School area check
- Shelton Academy – School area check
- Doral Court - Check on Silver club members
- Enclave – Area Check/High visibility
- Baku Asian Fusion Bar – Crime Prevention/Shield presentation
- Doral Meadows residential community – Check on a Special Needs person
- Wells Fargo Bank – Area check
- Downtown Doral Charter Upper School. Cancer Awareness/Pink Car.
- Downtown Doral Charter Elementary School. Cancer Awareness/Pink Car.
- Doral Academy High School. Forms to sign. School check
- Doral Academy Elementary School. Forms to sign. School check
- Las Cascada. Special Needs Program.
- Taikin Asian Cuisine. Cancer Awareness/Pink Car.
- Aml. We Care program.
- Family Dentistry. Cancer Awareness/Pink Car.
- Madeira2 Community. Cancer Awareness/Pink Car.
- Enclave. Cancer Awareness/Pink Car. High visibility.
- Made In Italy Gelateria. Business contact. Cancer Awareness/Pink Car.
- Renaissance Middle School. School check.
- Academir Academy. School check.
- Renaissance Elementary Charter School. School check.
- Landmark Community. High Visibility.

- Gateway Plaza. High Visibility.
- Doral Isles community. High Visibility.

Training Unit

Driving Enhancement Course with MDPD: September 27, 28, and 29, 2022.

I. Community Room:

- MDPD Homicide Investigations: September 26–30, 0800-1700 hours
- Civil Air Patrol Cadet Squadron: September 29, 1900-2130 hours
- Emergency Management Highlights for the week of September 21 to 28, 2022

Office of Emergency Management:

- Partial activation of Doral Divisional Emergency Operation Center to closely monitor a possible response to Hurricane Ian.

Public Affairs

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 69,200 (Increase of 273 followers) WE REACHED 40K followers on IG!

Facebook reach increased by 19% (7k) from prior week, Instagram Reach increased by 121% (37k) from prior week.

TOP POST: Hurricane Donation Reel had most reach of the week– reached 25k, 424 likes!

- Design/Web Projects –Certificates; Finalize Winter ‘Doral Life’ newsletter; flyers for Hurricane Ian Hurricane Donations (residents and businesses)

- Activated in EOC during hurricane watch

- Provided on-air TV interviews to NBC/Telemundo and WSVN 7 Re: Hurricane Collection

- Press Releases:

- Free Sandbags Available for Doral Residents and Businesses
- Sacos de arena gratis disponibles para Residentes y Negocios de Doral
- Doral Cancellations and Closures Due to Incoming Storm
- Cancelaciones y cierres de Doral debido a la tormenta
- Doral Services and Operations Resume
- Servicios y Operaciones de Doral Reanudaran
- Doral’s Donation Drop-Off Points for Hurricane Ian Relief
- Puntos de Entrega de Donaciones de Doral Para Alivio de Huracan Ian

- Event Coordination/Execution:

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

Videos:

Published – Spend Local – 4ever young spa

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

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

In Production – Doral Central Park Update – Phase 4 Details

In Production – Inside Doral – Brazil event

Public Works

- Conducted the interviews for the Administrative Assistant to the Public Works Director
- Diana Arenas was promoted from Permit Clerk to the Administrative Assistant to the Public Works Director
- Held the Bid Opening for Invitation to BID (ITB) # 2022-25 Floating Debris Removal Services

Transportation

- Public Works Construction Division worked during Hurricane Ian to address all roadway and sidewalk safety concerns
- Participated in the Miami-Dade County Transportation Planning Organization (TPO) Transportation Planning Council (TPC) Meeting
- Held a meeting with the Transportation Planning Organization (TPO) for the TPO Task Force Quick Build Project