



Memorandum

To: Honorable Mayor and City Council

Date: October 11, 2022

From: Hernan M. Organvidez, City Manager

Subject: **Weekly Council Update/ October 2 - October 08, 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.

Planning and Zoning

Business Tax Receipt

- 35 Business Tax Receipt applications for new licenses have been received this week.
- 8 Business Tax Receipt applications for new businesses have been received this week.
- 9 Business Tax Receipt renewals for FY 2020-2021 processed this week.
- 25 Business Tax Receipt renewals for FY 2021-2022 processed this week.
- 218 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 4,969 BTRs out of 6,744 renewal notices sent out for FY 2022-2023.

Planning and Zoning

- Address creations: 33
- Building permits reviewed: 55
- Zoning inspections conducted: 26
- Site plans reviewed/approved: 1

Economic Development

- Met with the Federal Reserve and Turner Construction re: Business Outreach event on October 18.
- Sent out another round of invitations for the Consular Reception. Also, selected a catering company and musician. Scheduled a walkthrough at City Hall with the catering company (Taste of Style).
- Distributed the PTSA Grant application and information to the Doral school principals.
- Business outreach for Hurricane Ian relief collection drive at GEM Warehouse.
- Participated in a virtual meeting to discuss the City's participation at eMerge Americas 2023.
- Scheduled a meeting with Maria Prado, from Miami International Mall, re: potential Sister Cities event.
- Met with Columbian entrepreneur Federico Ramirez re: potential business opportunities in Doral.
- Participated in EnerGov Stabilization Project meeting.
- Processed PTSA and CBO Grant reimbursements.
- Assisted businesses with Spend Local registration.
- Coordinated upcoming ribbon-cuttings, events, and meetings.

Capital Improvement Project Coordinator

Doral Cultural Arts Center:

- General Construction Activities:
 - o On-going activities:

- WASD meter installed – October 3rd.
- Gates to courtyard and terrace:
 - Pending locking hardware installation.
- Lobby wood veneer:
 - Pending pivot doors installation.
- Landscaping continues this week.
 - Sodding of northwest, BOH, and southeast areas completed.
 - Pending landscaping of southwest portion and sculpture area.
- Initial punch list walkthrough with B&A on August 23rd
 - B&A submitted the preliminary punch list on September 1st
 - Interior area punch list walkthrough on October 4th.
- Stepped terrace (RCO 032):
 - Contractor was instructed to move ahead on time and materials.
 - Backfilling of area with topsoil. Pending sodding.
- BOH drop off area.
 - BOH drop off driveway final asphalt lift completed on October 1st.
- Elevator – pending low wall step to machine room area, item not required for TCO.
- Main drop off area:
 - Detectable warning strip (pavers) installation completed along drop off driveway.
 - Cross walk pavers installed October 2nd.
- Miami Dade Fire rescue
 - September 30th – Final signature for TCO.
 - MD Fire master permit number: 2021029188
- IT Department coordination is on-going.
 - Agreement to install cameras on existing Codina park light poles received.
 - LPR camera pull box installed. LPR camera ordered.
- PMT coordinating with B&A and KVC for Manolo Valdez sculpture probable location.
 - Permit for sculpture foundation:
 - BDRV-2206-0530 (8363 NW 53 ST Doral, FL) Manolo Valdez sculpture.
 - Manolo Valdes sculpture installed – October 1st
 - Sculpture shop added a pedestal to raise art piece from its surroundings.

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 to be updated
 - Deed for Hotel Easement from City of Doral received, pending recording.
 - To be finalized next week.
 - 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
 - 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:
 - Civil Work (Phase I)
 - Water main installation complete
 - Installation of sanitary sewer main line complete.
 - Final tie-in south of Amphitheater pending Hotel Easement recording

- Second and final lift of sanitary sewer main line trench completed
- Continued installation of Laterals on West and South portion of job site.
- On-going maintenance of relocated trees
- Skate Park / Amphitheater/Baseball Fields (Phase II/III)
 - Re-grading of the Amphitheater building pad.
 - Surveyor performed layout of the Piles for building pad.
- 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.
 - IT Workshop meeting on Thursdays.
 - 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.
 - FF&E
 - On-going coordination between CMaR, A/E, and PMT.
 - IT
 - Phase 2/3 AV drawing revision submitted
 - Phase 4 package submitted
 - Revisions delivered Oct 3rd and submitted to BA for review.

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

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 August 30th, 2022

Doral Boulevard Pedestrian Bridge:

- Issuance of contract to Design Build Firm pending final review by 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.
- Doral Central Park OAC Meeting on Thursdays.
- Park Bond-IT Meeting on Fridays.
- Bond Meeting Process on Friday.

Building Department

- ADMIN: Director attended staff meeting, Council meeting, after action and agenda review meetings; Director & CIP attended bond meeting.
- ENERGOV Update: On-site week with EnerGov consultant; Testing of implemented changes
- HUMAN RESOURCES ACTIVITIES: Permit clerk candidate selection forward to HR
- PROJECTS: 40 YR Recerts, Pre-con for 36/115, Misc. projects

Code Compliance

- Department, by way of a private contractor, removed fourteen chickens from public property which had become a nuisance to the adjacent residential community.
- Department issued first round of citations to nine candidates who had placed political signs on public right-of-way.
- Fall 2022 Mayor's Citizens Government Academy commenced with presentations by the Mayor and City Clerk.
- Director obtained his CPR certification through Doral PD Training Bureau.
- Assistant Director & Field Supervisor visited Midtown property manager to advise them of ongoing violations at one of the restaurants at their property.
- Director attended the monthly Military Affairs Advisory Board meeting & the monthly Animal Welfare Advisory Board meeting.

Finance Department

- Accounts Payable: Processed 210 invoices; 180 checks and 6 wire transfers for a total of \$1,238,545.
- Journalled the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- Journalled monthly revenue transactions from intergovernmental entities.
- Working on month-end reconciliation of all cash accounts. Preparing monthly report to Council for the month of September 2022.
- The FY 2023 Adopted Budget document is posted on the City's website and the FY 2023 Adopted Line-Item Report are available on the City's X Drive for the department's convenience.
- The Department opened FY 2023 in Munis and posted the adopted budget for revenue and expenditure posting.
- The Department continues working on close of the fiscal year 2022.
- Processed the 401 contributions for the last pay period.

PROCUREMENT MANAGEMENT DIVISION

Please see attached the Cone of Silence report for the week of 10/07/2022.

1. A total of 4 PO's were created for a total value of \$16,180.14
2. A total of 10 Purchase Order Maintenance Increase/ Other were processed at a value of \$56,138.35

3. We continue to close purchase orders and enter capital assets in preparation for fiscal year 2022 closing.

- 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. Committee decided to go into a Phase II, currently being scheduled.

- 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. Working on Addendum No. 2

- 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. 3 Submittals received. Being reviewed and preparing award recommendation memo.

Human Resources

- This week one (1) conditional offer of employment was extended for a full-time position.
- This week the Human Resources Department conducted one (1) pre-employment for a part-time position and one (1) pre-employment for a full-time position.
- This week one (1) full-time new hire was onboarded.
- This week the Human Resources Department received five (5) resignations (3 full-time / 2 part-time).
- This week the Human Resources Department deployed evaluations and reprimands electronically through the Paycom system.
- COLA was calculated for all applicable employees, and memos were drawn up to reflect in the employees' personnel files.
- All Police Officers, Sergeants and Lieutenants were reviewed and slotted appropriately.

Information Technology

Phase 2: EnerGov Stabilization Project

This week, departments attended training sessions with Tyler IC:

- Configuration Training: Workflow Basics and Configuration (
- Configuration Training: System Settings
- Prepare Solution: User Roles
- Fundamentals Training: eReviews
- Configuration Training: eReviews Admin

Support Desk

- Resolved 98% support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Assist with the Toshiba printer installation at DCAC.
- Settings to DCAC printer and computer with scanner and extension line.

Network:

- Provided network support to AVI regarding the DCAC project.
- Provided network support in the integration of the VXRail at the NAP.

- CH Firewall to filter specific traffic at DCAC.
- Created ISE reports needed for the deployment of the new Internal Wi-Fi.
- Provided support in the installation of the Toshiba printer at DCAC.
- Installed the Reception IP Phone at DCAC.

Security:

- Over 85 emails were reported and analyzed for malicious intent.
- 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

Dashboards

- Working on the Installation of the Timeclock for the Doral Cultural and Art Center.
- Assisted the Building Department Director to run a report requested by a Consulting Company for Permits and Inspections Issued in September 2022.
- Assisted the Sr. System Administrator to back up the Archiving System Databases for the Records Disposition plan.

Application Development

- Working on development of Technology Budget Request in SharePoint.

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 Cultural Arts Center.
- MDC City of Doral Budget Cycle/IT SharePoint Solution
- Microsoft Cost Optimization.
- Microsoft / City of Doral - Monthly Review and Planning Online Meeting
- POC Kick Off for Parks Smart Solution
- DCP - IT Workshop Meeting
- DCP - OAC Weekly Meetings
- DCP - Discussion on Hand Holes and Smart Poles
- October 5th Council Meeting
- EnerGov Daily Recap meeting.
- After Action and Agenda Review with Directors (October Council/Zoning Meeting)
- Downtown Doral Park/ Cultural Arts Center Technology Walk
- EnerGov Week Support meeting
- Meeting with Nick Lopez CEO from Proposal Re: RFP Software
- GIS Administration- This week:
- Continue to conduct systems and communicate with vendor and internal Information Tech team.
- Information Technology Staff Meeting.
- Attended training session system setting.
- As per planning and zoning dept's request, updated development projects web app map and PDF.
- GIS meeting with smart city staff.
- Troubleshoot and resolved GIS issue.
- Updated window servers.
- Communicated users support.
- Continue to rebuild and test systems.
- Weekly GIS maintenance

- Intersection Technology System Support:
- Performed maintenance and monitoring of License Plate Readers and traffic surveillance cameras to include field repairs.
- Continued working with Miami Dade PW, City of Doral, and Electrical engineer on the design/permit of Site 27, Site30, Cultural Center, White Course, Trails& Tails Park new LPR camera installation.
- Continued working with PM team and low voltage wiring contractor in the design/coordination/installation of all IT infrastructure/equipment at Cultural Center, White Course, Trails n Tails and Central Park.
- Continue working on the installation of new Uninterrupted Power Supply systems at White Course, Trails n Tails, Glades, and Legacy Parks.
- Started with on-site download of the new CDF file to upgrade to the latest version of the Vigilant firmware of all LPR computers.

- 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 77% 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. POC will begin week of Oct 24, 2022.
Meeting with vendor is scheduled for next week.
Project is 17% completed

- Asset Essential Post-Implementation System Project:
Due to hurricane preparedness we moved training for technician and management to use reporting features and we are fixing issues of post-implementation updates to Oct 20-21.
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

- Parks & Recreation Department had a staff meeting on 10/4 to discuss on going department items.
- Teacher Planning Day Camp at Doral Legacy Park, Morgan Levy Park, and Doral Glades Park on 10/5.
- Hispanic Heritage Dance Class – Merengue edition at Morgan Levy Park on 10/7.
- Doral Little League Opening Ceremony at Doral Meadow Park on 10/7.
- Univision Food Collection Drive at Doral Glades Park on 10/8.

Police Department

- Arrests: 23
- Felonies: 2
- Misdemeanors: 3
- Traffic: 8

- Warrants: 7
- DUI: 3

Traffic Citations

- Hazardous Moving Violations: 198
- Non-Hazardous Moving Violations: 413
- Disabled Parking Violations: 0
- Written Warnings: 180

Civil Citations

- Civil Citations: 0
- Traffic Crashes: 50
- Hit and Runs: 8

Calls for Service: 557

Notable Arrests & Incidents

Weapon/Openly Carrying

Doral Patrol officers were patrolling the area of NW 83rd Avenue and 36 Street, when they observed a driver commit a traffic violation. Officers conducted a traffic stop and upon contacting the occupants of the vehicle they observed a firearm between the subject's feet. Officers arrested the male subject for the crime committed. The male subject did have a concealed weapon's license.

Bench Warrant

Doral Patrol officers were patrolling the area of NW 98th Avenue and 74 Street, when they observed a driver commit a traffic violation. Officers conducted a traffic stop and met with the driver. A criminal record check of the driver revealed an active traffic related warrant for his arrest. The male driver was arrested for the warrant.

Neighborhood Resource Unit

- Doral Cay HOA meeting
- Academir School check
- Alma Mia NW 104th Ave/74th St. Cancer Awareness/Pink Car
- Bridgeprep Academy. Cancer Awareness Pink Car
- Chabella Mexican Cuisine Cancer Awareness Pink Car
- Cityplace- Met with property manager and security director
- Divine Savior Academy- Cancer Awareness Pink Car School check
- Divine Savior Academy Gun Safety flyers
- Doral Academy Elementary Cancer Awareness/Pink Car-School detail
- Doral Academy High School. School check.
- Doral Int'l Math and Science. School check.
- Downtown Doral Charter Elementary School. Arrival traffic.
- Downtown Doral Charter Upper School. School check. Cancer Awareness Pink Car.
- Downtown Doral. Bike Detail. Business contact.
- Dr. Tony Bilbao Preparatory Academy Gun Safety flyers.
- Glades Park Check
- International Mall Foot patrol- business contact.
- Karla Bakery- Cancer Awareness Pink Car.
- Las Vegas Restaurant. Business contact, met with owner.
- Legacy Park Check
- Made in Italy. Business contact.
- Madeira Community/ ref. Math & Science Cancer Awareness.
- Pizza Mia. Cancer Awareness Pink Car.
- Publix. Cancer Awareness Pink Car.
- Renaissance Elementary Charter School. School check. Cancer Awareness Pink Car.

- Renaissance Middle Charter. Cancer Awareness Pink Car. School check.
- Sanctuary Doral, Safe Cam. We Care Program.
- Shelton Academy. Cancer Awareness, Pink car.
- Special Needs Program Visits.
- Super Autos. Cancer Awareness/Pink Car.
- VA Leasing Cancer Awareness/Pink Car.

OCTOBER MEETINGS

10/04 Doral Cay – 6:30 PM
 10/12 Doral House 1 7:00 PM
 10/12 Town Houses of Doral Place 7:00 PM
 10/13 Doral Oaks 7:00 PM
 10/20 Doral House 3 7:00 PM
 10/20 Doral Green 7:00 PM
 10/25 Doral Cove 5:00 PM

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

Training Unit

CPR – City Hall – October 4th, 2022 – Room 132

CPR – City Hall – October 6th, 2022 – Room 132

I. Community Room:

Civil Air Patrol Cadet Squadron: October 6th, 2022, from 1900-2130 hours

EOC

- Whole Community Engagement Quarterly Meeting on 10/5/2022 @ 1300

Emergency Management Highlights for the week of September 29 to October 5, 2022

- Reviewed and uploaded Flash Reports and Situational Reports to WebEOC generated during EOC activation for Hurricane Ian.
- Hurricane Ian After Action report
- Continued review of Hazard Mitigation Assistance Program and Policy Guide Draft.
- Attended Miami-Dade County Office of Emergency Management Whole Community Engagement Quarterly Meeting with municipalities and other stakeholders.
- Attended FEMA's Webinar on Using Grant Funding to Build Resilience.
- Shared information on social media on hurricane preparedness, and National Hurricane Center forecast, and Donations locations for Hurricane Ian victims.
- Created situation reports, and shared severe weather notifications, Hurricane Ian aftermath, cybersecurity, and other relevant news with Directors, DPD command, and satellite cities.

Public Affairs

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 69,377 (Increase of 177 followers)

Facebook reach increased by 44% (10k) from prior week, Twitter Profile Visits increased by 116% (11k) from prior week.

TOP POST: Cultural Arts Grand Opening Invite– reached 16k, 901 likes!

- Design/Web Projects –Certificates; webpage updates for depts; flyer for ED event (Prospera)

- Press Releases:

- Doral Cultural Arts Center Grand Opening
- Doral inaugura nuevo Centro Cultural de las Artes

- Event Coordination/Execution:

- Doral Cultural Arts Center Sneak Peek Reception 10/11
- Consular Reception 10/13
- State of the City – 10/20
- Co-designation Ceremony – Waas - TBD

Videos:

Published – Doral Central Park Update – Phase 4 Details

Published – Inside Doral – Brazil event

Published – 5k recap

In Production – Cultural Arts Center Loop Video for event

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

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

Public Works

- Assistant Director attended the CPR/First Aid Certification Training offered by the Doral Police Department.
- Director and Assistant Director attended the site visit meeting with Park and Planning and Zoning for the due diligence for the Doral Passive Preserve Park.

Transportation

- Executed 6-month contract agreement extension with Limousines of South Florida (LSF) for the Operation and Maintenance of the Doral Trolley System.
- Held the Section 8 Traffic Calming Workshop in Doral Legacy Park.
- Held meetings with the school administration for JC Bermudez Senior High School and Doral Academy Elementary School as part of the School Traffic Operation Plan (TOP) Phase II Project.