



# Memorandum

**To:** Honorable Mayor and City Council

**Date:** October 28, 2022

**From:** Hernan M. Organvidez, City Manager

**Subject:** **Weekly Council Update/ October 23 - October 29, 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:
    - Lobby wood veneer:
      - Pending pivot doors installation.
    - Electrical docking station training – Pending.
    - Elevator:
      - Oil detector boxes – B&A to provide direction to relocate boxes.
      - Sketch with dimensions provided by PMT.
    - Landscaping continues this week.
      - Completed landscaping of southwest portion and sculpture area.
      - Sod completed October 24<sup>th</sup>
      - B&A landscape architect visited site on October 24<sup>th</sup> for landscaping punch list walkthrough.
    - Initial punch list walkthrough with B&A on August 23<sup>rd</sup>
      - B&A submitted the preliminary punch list on September 1<sup>st</sup>
      - Interior area punch list walkthrough – October 4<sup>th</sup>
      - B&A architectural and interior punch list submitted October 18<sup>th</sup>
      - Pending MEP and Civil punch list
    - Stepped terrace (RCO 032):
      - Sloped area sodded with Bermuda grass. Area not to be used for two weeks.
    - Elevator – pending low wall step installation to access machine room area.
  - o 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.

### **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 (92<sup>nd</sup> Ave.) recording with MDC to be updated
    - Deed for Hotel Easement from City of Doral received, pending recording.
    - 87<sup>th</sup> 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
      - Page turn review on Nov. 3<sup>rd</sup>.
- Construction Activities:
  - Civil Work (Phase I)
    - Water main installation complete
    - Installation of sanitary sewer main line complete
      - Final tie-in south of Amphitheater to commence next week.
    - Central Civil finalized the installation of the benches and caps for the sanitary sewer.
    - Installation of later #7 at Southwest corner and #14 at Northwest corner of jobsite in progress.
    - On-going maintenance of relocated trees
  - Skate Park / Amphitheater/Baseball Fields (Phase II/III)
    - Completed re-grading of the Amphitheater building pad
    - Keller completed installation of Augercast Test Piles and demobilized for 2-week curing.
  - Recreation Center / Aquatics Facility (Phase IV)
    - Titan continued with the installation of the formwork and steel reinforcements for the footings at the Rec Center.
    - Excavation, formwork and waterproofing for elevator pits.
    - 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 3<sup>rd</sup> and submitted to BA for review for submission to KL

### **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.

- o Drainage improvements at east retention area, gym equipment area, and NW corner kid's park received.
- o Camera and WAP install Complete
  - Integration to be completed end of 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 30<sup>th</sup>, 2022

#### **Doral Boulevard Pedestrian Bridge:**

- Contract terms agreed to by Condotte. Awaiting review by FDOT prior to final execution.

#### **Trail Network:**

- Project Completed.

#### **Doral Meadow Park:**

- Project completed.

#### **Morgan Levy Park:**

- Project completed.

#### **Additional Items:**

- PMT weekly Status of Projects held on Mondays.
- 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.
- 14 Business Tax Receipt applications for new businesses have been received this week.
- 13 Business Tax Receipt renewals for FY 2020-2021 processed this week.
- 15 Business Tax Receipt renewals for FY 2021-2022 processed this week.
- 71 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 5,253 BTRs for FY 2022-2023.

##### **Planning and Zoning**

- Address creations: 11
- Building permits reviewed: 103
- Zoning inspections conducted: 42
- Zoning determination/verification letters: 1

##### **Economic Development**

- Participated with our Columbian and Aruban Sister Cities at the Vallenato Festival at Downtown Doral Park.
- Hosted an informational workshop for PTSAs and principals regarding the 2022-2023 PTSA Grant cycle.
- Participated in the Mayor's Citizen Government Academy and conducted a presentation on Economic Development.
- Attended the October City Council meetings.
- Met with All Impact Solution to discuss the City's procurement process and becoming a vendor.
- Attended the Doral Family Journal and U.S. Century Bank Lunch and Learn event.
- Attended a virtual meeting with Placer.ai re: using their product to attract the best retailers and businesses to the area.

- Assisted businesses with Spend Local registration and grant information.
- Coordinated upcoming ribbon-cuttings, events, and meetings.

### **Building Department**

- ADMIN: Director attended Florida Building Code Administrators and Inspectors Meeting; Director, Building Official, Assistant Director and Floodplain reviewer presented at the Citizens Government Academy. Director and CIP Liaison attended bond meeting.
- ENERGOV Update: Testing of implemented changes
- HUMAN RESOURCES ACTIVITIES: Permit Clerk accepted offer.
- PROJECTS: LIV Golf event permit issued.

### **Code Compliance**

- The 4th session of the Mayor's Citizen Government Academy was held, where presentations were made by Economic Development and the Building Department.
- Department held the regularly scheduled Special Magistrate Hearing, where a total of 37 cases were presented.
- Department held interviews for two (2) currently vacant code compliance officer position.
- Department assisted with enforcement of peddlers and other general violations along major thoroughfares of the City during the LIV golf tournament.

### **Finance Department**

- Accounts Payable: Processed 131 invoices; 28 checks for a total of \$277,184.81.
- Processed the Citywide payroll for the pay period ended October 23, 2022.
- Processed Council Payroll for the month of October 2022.
- Journalled the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- Journalled monthly revenue transactions from intergovernmental entities.
- The Department has begun testing the Tyler Munis system upgrade.
- The Department is working on preliminary audit requests for the FY 2022 financial audit.

### **PROCUREMENT DIVISION**

Cone of Silence report for the week of 10/27/2022.

1. A total of 92 PO's were created for a total value of \$2,066,109.24
2. A total of 0 Purchase Order Maintenance Increase/ Other were processed at a value of \$0.00
3. A total of 4 Purchase Order Maintenance Decrease/ Close were processed at a value of \$4,593,186.68
4. We continue to close purchase orders and enter capital assets in preparation for fiscal year 2022 closing.

### **Human Resources**

- This week three (3) conditional offers of employment were extended for full-time positions.
- This week the Human Resources Department conducted two (2) pre-employments for full-time positions.
- This week one (1) full-time and two (2) part-time new hires were onboarded.
- This week one (2) part-time resignations were processed.
- The Human Resources Department has coordinated the first "in-person" Lunch and Learn to take place since the pandemic.
- This week, HR submitted for consideration of a wellness award through Wellness Council of America.

- HR continues to work with Paycom for CBA implementation.
- The City's Halloween costume contest will be held this week on Friday, October 28th.

## **Information Technology**

### Phase 2: EnerGov Stabilization Project

This week, City Departments are working on:

- Testing remaining EnerGov change controls, stabilization actions, in anticipation of remainder of Tyler's implementation advisory schedule: Oct 31-Nov 3.

#### Support Desk

- Resolved 99% support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Assisting the Network Architect with the deployment of the new internal wireless network.
- Activating location services of the city owned Apple devices and sync with AirWatch.
- Updating access by department with the CCURE access all the users.
- Support users with the MFA setting implementation on office365.

#### Network:

- Provided network support in the installation of the equipment in the new Parking Authority Office.
- Continue to work in the deployment of the new Core switches at the NAP.
- Coordinate with ADT technician for the installation of missing hinges at DCAC.
- Met with Quality Wiring for walkthrough about the conduit installation quote for the elevator access control.

#### Security:

- Over 106 emails were reported and analyzed for malicious intent.
- Reran security assessment after completing remediation of initial baseline assessment.

#### AV Team

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

#### Dashboards

- Migrated the GIS Development Database to a new Development SQL Development Server.
- Troubleshooting issue with the interface used to developed export the Police Department Dispatch Incidents to the Database System.

#### Application Development

- Updated Fees Charge Codes in EnerGov.
- Reviewed Azure storage tiers and backup system.
- Met with Facilities Manager to review Reporting expectations/requirements.
- Meeting with PW Supervisor to discuss Asset Essentials functionality.

#### PD IT Team:

- Upgraded the RSA platform.
- Finished imaging and began deployment of new laptops.
- Created QR code for LIV tournament schedule.
- Updated IA platform.

#### Meetings/Trainings:

CIO and Assistant IT Director attended following meetings:

- Weekly IT Staff Meeting.
- Weekly IT Change Control Meeting.
- Weekly EnerGov/Munis Change Control Meeting.
- Weekly City Manager Directors Meeting.
- Weekly City Manager Department Meeting.

- Weekly Bond Meeting Process RE: Construction Management.
- DCP - OAC Weekly Meetings
- DCP - IT Workshop Meeting
- EnerGov Weekly Support meeting
- Cultural Arts - Landscape Walkthrough with Design team
- PW/IT Meeting to review PD Outage-UPS
- Oct 26th Council Meeting
- Miami Dade College Teams Call: Intelligent Automation Summit - Speaker - City of Doral

### **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:  
WCCD will submit to first auditor review.  
We have been working with MDC teams for education, water and waste information.  
Continue coordinating team meeting with data custodian while meeting with them and thanking them for previous years of support.  
Project is 79% completed.
- WCCD/United Nations Pilot on City Resilience:  
WCCD has selected the City of Doral to join a small group of cities worldwide in a WCCD/United Nations Pilot on City Resilience.  
Participating cities will also be welcomed into UNDRR's global network of cities participating in their recently launched Making Cities Resilient 2030 (MCR2030).
- 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 in October.  
Meeting with vendor is scheduled for next week.  
Project is 50% completed
- Asset Essential Post-Implementation System Project:  
We have been modifying business process and inventory.  
Training technicians and management on how to use reporting features.  
Fixing issues of post-implementation.  
Project is 87% completed
- NIST Smart Cities and Communities KPI System Project:  
NIST Director will showcase the City of Doral in the next GVTV conference in Washington, DC.

### **Parks and Recreation**

- New part time staff started this week.
- Silver Club Seminar: Univida Endocrinology at Doral Legacy Park on 10/25 with 20 participants.
- Silver Club Seminar: Estate Planning at the Cultural Arts Center on 10/26 with 23 participants.
- Doral Broncos 13U game at Doral Meadow Park on 10/26.
- Art After Dark Workshop at the Cultural Arts Center on 10/27.
- Silver Club Trip to Gulfstream Park and Casino on 10/28 with 47 participants.

## Police Department

### Arrests:

- Felonies: 9
- Misdemeanors: 9
- Traffic: 9
- Warrants: 11
- DUI: 4

### Traffic Citations

- Hazardous Moving Violations: 275
- Non-Hazardous Moving Violations: 359
- Disabled Parking Violations: 3
- Written Warnings: 115

### Civil Citations

- Civil Citations: 3
- Traffic Crashes: 53
- Hit and Runs: 6

Calls for Service: 509

### Notable Arrests & Incidents

Burglary/Unoccupied Dwelling

Petit Theft

Criminal Mischief \$200 or Less

Doral Police Detectives were tasked to investigate a theft case. Detectives met with the victim who told them that a male subject was knocking on her door and once she didn't respond, the male subject ripped the door camera off the wall and stole it. Detectives reviewed the video footage and were able to identify the male subject and took him into custody. The male subject was arrested and charged with the crime committed.

Grand Theft 3rd Degree/Vehicle

No Valid Driver's License

Doral Patrol Officers were patrolling the area of NW 87th Avenue and NW 25 Street, when they observed a vehicle with a bent and obscured tag. Officers requested a record check of the tag which revealed it was reported stolen. Officers conducted a traffic stop and took the male subject into custody. The male subject was arrested and charged for the crime committed. In addition, the subject did not have a valid driver's license.

### Training Unit

1. Purchase Memo's Submitted

- New Glock 17Mos Pistols
- Armory Rifle and Pistol Cabinet
- 4 Glock 17T Pistols

2. EOC.

- Planning Considerations for Cyber Incidents, National Engagement Webinar #1
- New Recruits ICS-200 10/28/22

3. Working on building storage area for the Training Unit's D.T. equipment.

### Community Room:

MDPD Crypto Currency: October 25th through 26th, 2022 from 0800-1700 hours

## Office of Emergency Management

- Attended FEPA AlertFlorida/Everbridge working group meeting regarding Hurricane Ian
- Review of FEMA's Draft on Planning Considerations for Cyber Incidents.
- Created Power Point presentation on Emergency Management for Doral Police new recruits.
- Began review of FEMA NIMS EOC how-to quick reference guide.
- Shared information on Social Media on cyber fraud.
- Created situation reports, and shared Hurricane Ian aftermath, covid 19, 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 69,921 (Increase of 344 followers!!)

TOP POST: Instagram post recapping Trunk -o-Treat event – reached 11k, 685 engagers!

- Design/Web Projects –Certificates; webpage updates for depts; Proclamations; Updates to Parks Bond Webpage
- Attended Commission on the Status of Women Advisory Board Meeting
- Press Releases:
- Fundación Doral sin fines de lucro dona fondos para Programa de Becas de Primera Generación de FIU
- Doral Non-profit Foundation Donates Funds for FIU's First-Generation Scholarship Program
- Discurso sobre el estado de la ciudad de 2022 de Doral
- 2022 State of the City
- Event Coordination/Execution:
- FIU/PP4K Presentation 10/26
- Key to the City Presentation for SOUTHCOM General 11/4
- Co-designation Ceremony – Waas – 11/4

### Videos:

- Published – State of the City 'A Look Back' video
- Published – Inside Doral – State of the City
- Published – PD & Marlins Safe From Home Tips #2 SPA
- Published – PD & Marlins Safe From Home Tips #2 ENG
- Published – Hispanic Heritage Recap
- Published – Halloween Safety Tips
- Published – Best of Best Sept Winner – Bachour
- Published – Love my City Testimonial #8
- In Production – Next Parks Bond DCP Update
- In Production – PD & Marlins Safe From Home Tips #3 SPA
- In Production – PD & Marlins Safe From Home Tips #3 ENG
- In Production – Spend Local – Win Fitness
- In Production – Love my City Testimonial #9

## **Public Works**

- Held interviews for Public Works Laborer position

### **Transportation**

- Participated in the Miami-Dade Transportation Planning Organization (TPO) Transportation Planning Council meeting
- Attended the Miami-Dade Transportation Planning Organization (TPO) joint Transportation Planning Technical Advisory Committee (TPTAC) and Transportation Improvement Program (TIP) Development Committee
- Held a meeting with the IT Department and Parqour to discuss new parking technology solutions



- Attended and presented at the 2022 Annual Citizens Independent Transportation Trust (CITT) Municipal Workshop
- Held meetings with the school administration of Renaissance Middle Charter School as part of the School Traffic Operation Plan (TOP) Phase II Project
- Issued A&P Consulting Notice to Proceed for the NW 27th Street/NW 84th Avenue intersection analysis

## **Stormwater**

### Construction project update

- ITB 2022-23 Stormwater Improvement Project at Sub Basin NW 33 ST W: Pre-Construction Meeting was scheduled for Wednesday, October 26th at 10:00AM with the awarded contractor and engineering team. Notice to Proceed was established for December 5th, 2022. Project is located along NW 33 Street between NW 87 Avenue and NW 84 Avenue.
- ITB 2022-22 NW 58th Street Outfall Project: Pre- Construction Meeting was scheduled for Friday, October 28th at 9:00AM with the awarded contractor and engineering team. Notice to Proceed was established for November 14th, 2022. Project is located along NW 57th Street between NW 78th Avenue and NW 79th Avenue, along NW 79th Avenue between NW 57th Street and NW 58th Street, and along NW 58th Street east of NW 79th Avenue. Canal Bank work is also included along the NW 58th Street Canal.