



Memorandum

To: Honorable Mayor and City Council

Date: August 26, 2022

From: Hernan M. Organvidez, City Manager

Subject: **Weekly Council Update/ August 21 - August 27, 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 installation of WASD meter.
 - Colored concrete for sidewalk around the WASD water meter box will be completed on August 25th.
 - Second floor elevator vestibule roof overhang structure installation completed. Pending glass canopy.
 - Baseboard installation is on-going this week.
 - Lobby wood veneer installation continues this week. Pivot doors to arrive later.
 - HVAC test and balance scheduled for August 24th.
 - Fire alarm tested on August 19th.
 - Rooftop terrace-stained concrete countertops completed.
 - Initial punch list walkthrough with B&A on August 23rd.
 - B&A will provide punch list for KVC to pick up findings.
 - Stepped terrace (RCO 032):
 - Contractor was instructed to move ahead on time and materials.
 - BOH drop off area.
 - BOH drop off driveway first asphalt lift completed on July 18th
 - Main drop off area:
 - Colored concrete for drop off sidewalk pour continues.
 - Two additional color concrete pours scheduled for this week (Tuesday and Friday). Main drop off concrete sidewalk is mostly complete.
 - Contractor to work on irrigation and landscaping.
 - o 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 MDRR review comments.
- 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 finalized bid leveling for Turnover B
 - GMP Page Turn meeting on August 29th.
- Construction Activities:
 - o Civil Work (Phase I)
 - Water main installation complete
 - On-going installation of sanitary sewer main line and laterals.
 - In sequence from highest manhole invert elevation to the lowest.
 - Backfill and compaction of sewer main line continues in conjunction with scheduled density tests.
 - Tree relocation and protection Complete.
 - 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.
- FF&E
 - On-going coordination between CMaR, A/E, and PMT.
- IT
 - Phase 2/3 AV drawing revision submitted.

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 installation complete.
- 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.
 - TCO extended to September 3rd.

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.

Doral Boulevard Pedestrian Bridge:

- RFP #2022-09:
 - FDOT concurrence approved.
 - CEI evaluation/selection interviews complete
 - 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

- 16 Business Tax Receipt applications for new licenses have been received this week.
- 3 Business Tax Receipt applications for new businesses have been received this week.
- 3 Business Tax Receipt renewals for FY 2020-2021 processed this week.
- 95 Business Tax Receipt renewals for FY 2021-2022 processed this week.
- 265 Business Tax Receipt renewals for FY 2022-2023 processed this week.

*As of this week the Licensing Division processed a total of 3,766 BTRs out of 6,744 renewal notices sent out for FY 2022-2023.

Planning and Zoning

- Address creations: 0
- Building permits reviewed: 18
- Zoning inspections conducted: 13
- Site plans reviewed/approved: 4
- Zoning Verification Letters: 0
- The Department submitted the Applicant selection form to Human Resources for the Planner position.

Economic Development

- Hosted meeting between Link Logistics and Beacon Council re: site inquiry for large manufacturing project.
- Completed delivery of school supplies donation to 18 Doral educational facilities and filmed informational video with Public Affairs.
- Coordinated content and design elements with Public Affairs for new Downtown Doral Arts District webpage.
- Researched banners for Décor District and Downtown Doral Arts District.
- Proofed Planning and Zoning September Council items.
- Participated in Council Zoning meeting.
- Coordinated printing of Economic Report and other materials.
- Provided economic data to FIU students for class project.
- Assisted businesses with Spend Local registration.
- Assisted SBDC @ FIU referral with procurement information.
- Updated Economic Development video for CAMACOL Doral website.
- Coordinated August and September ribbon-cuttings.
- Processed PTSA, Facade and CBO Grant reimbursements.

Building Department

- ADMIN: Director attended staff meeting; Team attended bond meeting.
- ENERGOV Update: Implementation Consultant "on-site" week.
- HUMAN RESOURCES ACTIVITIES: Permit Clerk position closes this week.

Code Compliance

- Department issued final citations for election sign infractions for the August elections to the respective candidates.
- Director attended the monthly Animal Welfare Advisory Board meeting.
- Department held monthly Special Magistrate hearing for the month of August where 8 cases were successfully presented.
- Director settled lien for case opened since June 2020 and property is now in compliance.

Finance Department

- Accounts Payable: Processed 177 invoices; 118 checks for a total of \$406,228.
- Journalled the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- Journalled monthly revenue transactions from intergovernmental entities.
- Processed the 401/ 457 contribution for the last pay period.
- Provided information to the State of Florida Auditor General conducting a Florida Retirement System (FRS) audit.
- Preparing the FY 2023 Updated Proposed Budget reports for the First Budget Hearing.
- Working on month-end reconciliation of all cash accounts. Preparing monthly report to Council.

PROCUREMENT DIVISION

1. A total of 19 PO's were created for a total value of \$230,452.
2. A total of 5 Purchase Order Maintenance Increase were processed at a value of \$2,785.
3. A total of 7 purchase order Maintenance Decrease/ Close were processed at a value of \$159,937.

CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 08/25/2022

- 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, 2022.
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.

- 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.

Human Resources

- This week the Human Resources Department extended seven (7) offers of employment for Part Time positions and two (2) offers for Full Time positions.
- This week seven pre-employments were conducted (6 Part Time positions / 1 Full Time position).
- This week one (1) part time resignation was received.
- Human Resources is currently working on Open Enrollment details.
- HR is working on agenda items for a position reclassification for the Police Department, all new positions and the updated pay plan for the upcoming fiscal year.
- The Human Resources Department is working on implementation of the new Collective Bargaining Agreement.
- Currently, the HR Department is preparing for coordination and execution of the Annual Leave Payout.
- Assisted the PW Department with JAT for Vac Truck Operator.
- Lunch and Learn has been coordinated for this week. Topic: Emotional Intelligence.
- Human Resources is currently working to obtain quotes for this year's holiday event.

Information Technology

Organizational Efficiency:

Phase 2: EnerGov Stabilization Project

1. Change Control Status Updates (KACE Ticket Tracking): System Analyst will review the status of all approved EnerGov change controls during the weekly EnerGov meetings on Thursday's. If you are the change control submitter, please be sure to provide a status update to Hani and if necessary, let him know if assistance from Brent is needed. He will revise the statuses in KACE and send out an updated status on Friday's using the color-coding scheme:

a. Red: Change controls ready for closure pending City staff validation in the production environment with department signoff.

b. Yellow: Change controls in progress being monitored involving City staff only.

c. Green: Change controls involving Brent's IC assistance. These will be reviewed during week of 9/06 of 9/06 9/08.

2. CRM Ticket Status Reviews: System Analyst will provide a status of all CRM incidents/tickets on Thursday's and will request status updates on items for City action. Please notify Hani if you will need Tyler IC's assistance to identify a workaround for any open tickets.

a. Red: Items that can be closed after City validation.

- b. Green: Items requiring more supporting information to report back to Tyler.
3. Tyler IC Agenda for Week of 9/06-9/08: Tyler Project Manager will provide the IC agenda on next Tuesday (8/30) for the next round of IC sessions.
4. Rollout of New User Roles on 9/19: Please complete your EnerGov user role testing by 8/31 and report any changes to System Analyst so they can be configured in TEST for testing. The new user roles will be moved to PRODUCTION during the week of 9/19.
5. Departmental Interviews with Plante Moran for City Council Debrief: Chris Blough will be onsite on 9/13 to meet with department heads to meet for 30-minute, one-on-one meetings to review their perspective of the progress achieved to stabilize EnerGov. He will incorporate this feedback in his meeting with City Council during its 9/14 meeting.
6. EnerGov User Role Training: IC-led training for all system users will be scheduled and delivered remotely during the weeks of 9/19, 10/03, 10/17, and 10/31. A recommended training schedule specific to each user role in advance to promote a

Support Desk

- Resolved 94% support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Updating Apple devices (iPad, iPhone, and MAC computers) with the last sec
- Inventory and update to the KACE system was completed.

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.
- Integrated the Office Interior WAPs that was pending for the ceiling installation.

Security:

- Over 75 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.

Dashboards

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

Application Development

- Set up and tested BTR send license copy automation in Energov.
- Tested Permit Expiration date automation in Energov.
- Worked with Microsoft on website search settings.
- Set up Special Needs form and workflow for PD.

DocuSign

- Completed training for DocuSign users.
- GO Live Aug 29, 2022

Meetings/Trainings

CIO and Assistant IT Director attended following meetings:

- Bond Meeting Process RE: Construction Management.
- Energov Weekly Support Escalation meeting.
- Weekly OAC meeting for Cultural Arts Center.
- Microsoft Enterprise Licensing with SHI.
- Energov Quick Pay BTR meeting with Tyler IC.
- Parks Smart Solutions.

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.

- WCCD 37122-year2021- Yearly Smart City re-Certification Project
Will resume gathering data in October timeframe to see the results of the current WCCD engagement.

- Smart Park System Project

This week, meeting was held with IT, Parks and Vendor which has requested information of all cameras at location for POC including sidewalk diagram.

IT will send out the revise diagram by 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

GIS Developer finalized the open spaces map required for FEMA audit.

Changes to most of the GIS maps for smart city requirements have been completed.

This week, we updated the bike map with information provided by Public works.

- 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 24% completed

- NIST Smart Cities and Communities KPI System Project

We received documentation of standards and will start analyzing data requirements to comply with these standards.

Project is 1% completed

Parks and Recreation

- Silver Club Trip: Hialeah Park Casino on 8/22 with 38 participants.
- Silver Club Fall Activities Registration for Doral Residents on 8/24.
- Silver Club Seminar “Estate Planning Seminar” on 8/25 with 34 participants.
- New part-time employees started this week.
- Art After Dark Workshop at Morgan Levy Park on 8/25.
- Teen Karaoke Party at Doral Legacy Park on 8/26 with 30 participants.
- Broncos Tackle Football team games on 8/27.

Police Department

Arrests: 35

- Felonies: 15

- Misdemeanors: 9

- Traffic: 5

- Warrants: 4

- DUI: 2

Traffic Citations

- Hazardous Moving Violations: 322
- Non-Hazardous Moving Violations: 233
- Disabled Parking Violations: 5
- Written Warnings: 251

Civil Citations

- Civil Citations: 5
- Traffic Crashes: 56
- Hit and Runs: 9

Calls for Service: 538

Notable Arrests & Incidents

Grand Theft 3rd Degree

Driver's License/Possession of Stolen/Fictitious

Doral Patrol Officers responded to the area of NW 102 Avenue and NW 25 Street reference a theft in progress. Officers arrived and met with the victim who told officers that a male subject was attempting to use a fraudulent payment method to purchase items at the aforementioned location. Officers located the subject and found him in possession of a fictitious driver's license and other fraudulent documents that belonged to victims of identity theft. The male subject was arrested for the crime committed.

Aggravated Assault/Deadly Weapon/Attempt

Doral Patrol Officers were dispatched to the area of NW 79 Avenue and NW 42 Street regarding a male subject making threats to harm. Upon officers' arrival, they met with the victim who told them that while he was washing a vehicle, the male subject approached him and demanded the keys of the car he was washing while holding a screwdriver. The victim also told officers that the male subject made threats to kill him if he refused to comply. The victim refused to give the subject the keys and notified police. The male subject was located by Doral officers and was taken into custody. The male subject was arrested for the crime committed.

Neighborhood Resource Unit

- Divine Savior Academy – School traffic detail
- Keik Bakeshop – Safecam presentation
- Delirio Fresh Co – Safecam presentation
- Mirai Beauty Salon – Safecam presentation
- Market – Safecam presentation
- G-Nova – Safecam presentation
- Doral House 1 – Safecam presentation
- Doral House 2 – Safecam presentation
- The Greens at Doral – Safecam presentation
- Gold Vue Estates – Safecam presentation
- Juvenile follow up – Case xxxx-xx6062
- Juvenile follow up – Case xxxx-xx4719
- Park Country Club – HOA Schedule
- Eastern Associate – Trespass Agreement and Shield Presentation
- Doral Lakes – Follow up meeting
- Morgan Levy Park – High visibility/area check

- McDonald's – Community Event
- Department of Children & Families – Backpacks
- La Terraza – Business Contact
- Miami International Mall – High visibility/area check
- Academir Charter School – Assist with School Traffic
- BridgePrep Academy – Assist with School Traffic
- Park Country Club Main Office – Inquired on updated HOA meetings
- Trophy World – Plaques for NNO/B2S sponsors
- Planning and Zoning– Information reference new construction plans for CPTED review
- Academir Charter – School detail
- Doral Park Country Club – Meeting with Property Manager
- Juvenile follow up Case xxxx-xxx2312
- Completed Bridge Point CPTED review and emailed results
- Conversation with Doral West as they would like to set up a Neighborhood Watch meeting. Pending date from the property manager.

Training Unit

Driving Enhancement Course with MDPD - 08-23 through 08-25-22 from 1600-2200

Pat Downs and Searches- Requesting schedule from GIU.

PSA Academy #12 Week 6 August 15th through August 19th, 2022.

Monday- First Aid/CPR

Tuesday- Graduation Preparation Drill

Wednesday- Pride Run/Graduation Preparation Drill

Thursday- Graduation Preparation Drill

Friday- Ceremony Pictures/Pass and Review/Graduation Ceremony

I. Community Room:

Miami Dade PD High Profile Murder Case Symposium 08-22 through 08-25-2022 0800-1700

Doral PD PSA Academy #12 Graduation 08-26-2022 0800-1330

Office of Emergency Management:

- Attended Everbridge Active Shooter Preparedness Webinar: Integrating Smart Technology.
- Attended FEMA System-Based Mitigation: Building Enduring Community Resilience webinar for BRIC grants.
- Reviewed Notice of Funding Opportunities (NOFO) for FY2022 FEMA's Flood Mitigation Assistance (FMA) grant programs.
- Attended FEMA Webinar on Mitigating Severe Repetitive Loss and Repetitive Loss Properties.
- Reviewed FMA strategy with County Office of Emergency Management for upcoming LMS Quarterly Meeting.
- Shared information on social media on hurricane preparedness, and NWS Miami thunderstorm 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 68,676 (Increase of 70 followers)
- Facebook page reach increased by 57% (5.7k) from prior week, Instagram Reach increased by 18% (15.6) from prior week.

TOP POST: Instagram video for Doral Bond Update – Central Park phases and opening info– reached 11.6k, 598 likes!

- Design/Web Projects –Certificates; Work on Kiosk design/layout
- Meeting with Parks Dept and Codina Partners to discuss partnership opportunities for culture and holiday season.

• Press Releases:

- City of Doral Partners with South Florida PBS Health Channel
- La ciudad de Doral se asocian con South Florida PBS Health Channel

• Event Coordination:

- Codina/UHealth Press Conference
- Doral Cultural Arts Center Sneak Peek Reception
- Doral Hearts Brazil

Videos:

Published – Doral Parks Bond Update – Phases for opening

Published – CAMACOL video

In Production – PD Recruiting Video

Public Works

General:

- Completed the installation of the pedestrian improvements along the Doral Legacy Park Driveways along NW 82 Street.

Transportation

- Attended The Police & Traffic Advisory Board Meeting.
- Attended the US Department of Transportation (USDOT) Reconnecting Communities Capital Construction Grant Webinar.
- Attended FDOT Webinar – Strategies to Alleviate Traffic Congestion – Adding Capacity.
- Held the Kick-off Meeting of the Doral Trolley On-board Survey and Schedule Updates with Gannett Fleming.