



# Memorandum

**To:** Honorable Mayor and City Council

**Date:** December 02, 2022

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

**Subject:** **Weekly Council Update/ November 27 - December 03, 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:
    - 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>
      - All area punch lists have been established by design team and shared with contractor, with projected completion in 30 to 45 days from the beginning of November,
- 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.

### **Doral Central Park:**

- Authorities having Jurisdiction (AHJ's)
  - o Permits
    - Phase I Permits are Approved
    - Phase II/III Permits are Approved
    - Phase IV (Foundation) Permits are Approved
    - Phase IV (Vertical) Permits are Approved
    - West road dedication (92<sup>nd</sup> Ave.) recording with MDC to be updated
    - 87<sup>th</sup> Ave. MOT permit approved
    - Multi-Purpose Field Vehicle Access to be formally submitted.
    - DOH Permit in progress for Aquatics Facility
  - o GMP
    - NTP issued for GMP Turnover "A"
    - NTP issued for GMP Turnover "B"
    - Turnover "C" submitted to City Nov. 17<sup>th</sup> for review
    - CMaR Pre-Award Meetings scheduled and are being scheduled for last GMP: Turnover "D".
- Construction Activities:
  - o Civil Work (Phase I)
    - Central Civil completed Water main installation

- Installation of sanitary sewer main line complete
- Sewer Main Tie-in at easement Completed
- Remaining Sewer Laterals completed, now installing hydrants and grading & filling of certain areas across the site.
- On-going maintenance of relocated trees
- Skate Park / Amphitheater/Baseball Fields (Phase II/III)
  - Completed re-grading of the Amphitheater building pad
  - Keller completed testing of augercast test piles for amphitheater tensile structure
    - Installation of Production Piles started Dec. 2<sup>nd</sup>.
    - Fabrication of Rebar Cages has begun.
- Recreation Center / Aquatics Facility (Phase IV)
  - Titan Completed the installation of the formwork and steel reinforcements of the footings at the Rec Center.
    - First concrete placement at Rec Center on Oct. 28<sup>th</sup>
    - Concrete placement Nov. 15<sup>th</sup>, and more than 210 CY of concrete has been placed at the Rec Center
    - Waterproofing for the walls of the Elevator pits are complete
  - C. Davis Electric continued doing Stub-Ups at Rec Center and installed the conduit for the FPL mainline.
- 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 continues Thursdays.
  - Art in Public Places
    - BA submitted Draft Proposal
  - FF&E
    - On-going coordination between CMaR, Design Team, and PMT.
    - Turnover D (GMP 4 of 4) to include FFE scope.
    - JC White to provide updated proposal (prior update Dec. 2021).
  - IT
    - Coordination with CMaR, Design Team, and PMT
      - MDF Room update
      - Phased solution for IT equipment functionality resolved
        - KL to have MDF room completed for Phase II/III opening
      - Camera layout update for CCTV approved by Parks on Nov. 1<sup>st</sup>. To be incorporated into drawings.
      - Parks and IT second review completed for ACS (Access Control System) locations on Nov. 8<sup>th</sup> and WAP (Wireless Access Points) on Nov. 15<sup>th</sup>
      - Data Drop review completed Nov. 17<sup>th</sup>
      - Telecom drawings revision delivered Nov. 29<sup>th</sup> from Osborn Engineering.
      - City IT and Parks review start Dec. 5<sup>th</sup>.
      - AV revision anticipated end of Dec. 2022 from AVI-SPL.

### **Trails and Tails Park (Lighting Improvements):**

- General Activities:
  - Pending inspections: Final Electrical
    - Low voltage installation to commence for CCTV and WAPs.

- CO executed for installation of grounding for IT, backing for IT equipment, and new conduit for fiber optics due to conduit installed being utilized by Crown Castle. This work is scheduled to begin on Wednesday, December 7<sup>th</sup>.
- Pull Boxes and Low Voltage to follow, pending discussion with design teams Lochner and Quality Wiring to determine necessity of larger boxes for Horsepower to install.

#### **White Course Park:**

- Construction activities:
  - o Restoration of site complete and areas have been reopened to the public.
  - o Camera and WAP install Complete.
    - Integration to be completed – pending delivery of fiber switch.
- General activities:
  - o Close-out process
    - Ponding issues addressed, site restoration complete, and areas are open to the public.
    - 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:**

- FDOT returned comments regarding concurrence. City Attorney set-up meeting to further discuss comments with FDOT.

#### **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 Fridays.

### **Planning and Zoning**

#### **Business Tax Receipt**

- 10 Business Tax Receipt applications for new licenses have been received this week.
  - 9 Business Tax Receipt applications for new businesses have been received this week.
  - 29 Business Tax Receipt renewals for FY 2022-2023 processed this week.
  - 2 Alcohol packets were signed.
- \*As of this week Business Tax Receipt has processed a total of 5,460 BTRs for FY 2022-2023.

#### **Planning and Zoning**

- Building permits reviewed: 50
- Zoning inspections conducted: 23
- Site plans: 3
- Address creations: 9

#### **Economic Development**

- Hosted “How to Climb the Certification Wall” Seminar with Miami-Dade Internal Services Division, Prospera, Miami Bayside Foundation, IN2 Management, Platinum Business Solutions.

- Attended “Doing Business with Panama” event at Intercontinental hosted by AmCham and the Miami-Dade International Trade Consortium (ITC).
- Presented “Doing Business in the US” as featured speaker at Aruba Exprodesk 5-Year Anniversary event and expo for Aruban businesses interested in exporting to US.
- Participated in GEMS proclamation and ribbon-cutting event.
- Participated in ribbon-cutting ceremonies and congratulatory certificate presentations for four new businesses at Miami International Mall: Perfect Salon Suites, Victoria’s Collection, Love Fries, Pop Up and Shop Up.
- Attended Beacon Council ‘Team Miami-Dade’ EDO Partners meeting at Miami Beach Convention Center.
- Met with US Century Bank VP re: 20th anniversary congratulatory certificate request for December 7th reception at Intercontinental Doral Hotel.
- Met with SBDC @ FIU re: scheduling 6 small business training workshops in January-March and Small Business Week event in May 2023.
- Participated in Greater Miami Convention and Visitors Bureau’s countywide Visitor Centers meeting.
- Attended Commissioner Bermudez swearing-in ceremony.
- Met with Beacon Council and representatives of potential new data center in Doral annexation area re: local and regional incentives.
- Met with Miami Dade College West re: business development workshops in 2023.
- Acknowledged retirement letter from Martha Ballesteros, Doral Sister Cities representative from Armenia, and coordinated transfer of role to Maria Fernanda Fernandez.
- Met with Lucid Piano’s Kenneth Ecury from Malaga, Spain, and Aruban Sister Cities representative Ralph Romsom re: Artwall Piano event during Art Basel and preparation of Tingilingi Box grants from FIU.
- Met with Tesla representative re: opportunities for outreach.

### **Building Department**

- ADMIN: Director attended staff meeting; Hosted Chiefs Meeting; Bond Meeting; Director, Floodplain Admin & FP Manager attended FFMA Conference for Elevation Certificate Update Announcement
- ENERGOV: Virtual Labs this week for System Overview & Hub
- STAFFING: Follow-up interviews conducted for electrical inspector candidates
- ORGANIZATIONAL IMPROVEMENT: Sprinklr Bot discussed with project exec, demo pending; Ongoing review of Bot activities in existing Velaro system; Uptick in engagement activities estimated at 300% increase week-over-week for last three weeks of November
- PERMIT FEE UTILIZATION REPORT: Citywide tour with Consultant and BO completed; Documents uploaded to share drive for initial review
- PROJECTS: MICC Signage Transition to LINK Logistics; Doral Grand; Doral Oaks

### **Code Compliance**

- Assistant Director attended Homeowner Association meeting at local community to answer various questions from residents.
- Director attended Military Affairs Advisory Board meeting.

### **Finance Department**

- Accounts Payable: Processed 203 invoices; 80 checks and 6 wire transfers for a total of \$1,104,520.
- 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 October 2022.
- The Department continues testing the Tyler Munis system in the upgraded platform.

- The Department is working on audit requests as part of the Planning and Fieldwork phase of the FY 2022 financial audit.
- Processed the 401 contributions for the last pay period.
- Processed the Council payroll for the month of November 2022.

### **Human Resources**

- This week one (1) conditional offer of employment was extended to a potential employee (1 part-time) position.
- This week the Human Resources Department conducted one (1) pre-employment for a potential employee (1 part-time).
- This week one (1) full-time and one (1) part-time new hires were onboarded.
- This week meeting was scheduled with Paycom to discuss further Performance Evaluation options.
- Human Resources continues to work with the Finance Department to assist with the FY 21-22 audit.
- The Human Resources Department Coordinated interviews for the Chief Financial Officer and Development Services Administrator positions.

### **Information Technology**

#### Energov:

- Plante Moran participated in our review of the open EnerGov change controls on Thursday prior to our monthly debrief meetings with Tyler IC on Friday, Dec 2nd.

#### Support Desk:

- Resolved 98% 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.
- Assisting, support and settings to installation of Toshiba Printers at Legacy Park.
- Settings to installation in PaperCut system of Toshiba Printers at Legacy Park.
- Assisting and setting for laptops and personal scanners for Parks and HR job fair.

#### Network:

- Continue to work in the Doral Internal Wi-Fi changes to block the employees from connecting their personal devices.
- Continue to work in the deployment of the new Core switches at the NAP.
- Identified and configured switch ports for Toshiba printers at CH and Doral Legacy Park.
- Completed Data Drops review for Doral Central Park.
- Configured switch ports at MLP for the POC computers.

#### AV Team:

- AV Team provided support at the Police Training and Community Center for meetings.
- AV Team provided support for Civil Air Patrol Doral Cadet Squadron.
- AV Team provided support for lobby kiosk.
- AV Team provided support for Legacy Park cameras.
- AV Team provided support for DCP meetings.
- AV Team provided support for Mayor's Citizen Academy 2022.
- AV Team provided support for BD Staff Meeting.
- AV Team provided support for Morgan Levy Park cameras.
- AV Team provided support for CH Parking garage cameras.
- AV Team provided support for EnerGov meeting.

#### Security

- This week, over 144 emails were reported and analyzed for malicious intent.
- Completed security awareness assessment city-wide.
- Assisted AV Technician in implementing a POC solution.

## Dashboard

- Created a report for the Economic Developer to identify the businesses that have been active since the City was founded.
- Assisted the System Analyst with the installation and configuration of the software which contain the data for the previous HR payroll systems.
- Refreshed the Internal and External Dashboards as usual at the beginning of each month, running the manual processes that together with the automated tasks export the data to the SQL tables to populate the graphs.

## Application Development

- Upgrade Energov CSS Test Environment to 2022.3 version. Users will test to deploy to production.
- Tested recommended settings for Website search in test environment.
- Analyzed Azure storage consumption for backup solution.
- Asset Essential data reclassification for asset inventory.
- Meeting with PR Director, awaiting edits to form for recreation.

## PD IT Team:

- Continue to deploy new laptops.
- Upgraded VPN client
- Upgraded IA Platform
- Assisted in PD Building power test
- Working with RTOC vendor on PD site

## Meetings/Trainings:

CIO and/or 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.
- Met with vendors for Doral Central Park's amphitheater AV needs.
- Reviewed data drop schedule for DCP with AV analyst and Parks Department.
- Followed up on vendors for pending quotes and invoices
- Attended Microsoft monthly review meeting.
- Attended Smart Parks solution POC meeting.
- Attended DCP 3D model walkthrough.

## Smart City:

- LPR Poles/Public Safety Project:

Resubmitted Site#30 updated plans and in the process of approval at our Building Department.

All plans of Site #27 were updated, waiting on PW ROW permissions after we obtain from FPL proper address.

Engineer is performing minor change on site #30 to give this week to Structural Plans Examiner for review.

Project is 75 % completed.

- WCCD 37120- 2020 and 2021 Sustainable Smart City Certification Project

All done with the answers now waiting for auditor to review all answers to answer any comment.

WCCD will submit to first auditor review.

Project is 80 % completed.

- Smart Park System Project

We are working with Dell vendor to deploy the technology and begin POC next week.  
Project is 34% completed

- Intelligent Community Forum Certification 2023 Project:

We started this week to answer questionnaire and working with departments for answers.  
Project is 10% completed.

- Munis upgrade project

Finance is performing testing.  
Project is 20% completed

### **Parks and Recreation**

- New part time staff started this week.
- New Event Specialist started this week.
- Doral Broncos Award Ceremony at Doral Meadow Park on 12/1.
- Park & Tree Lighting Ceremony Event at Downtown Doral Park & Cultural Arts Center on 12/2.
- Military Family Day Event at Downtown Doral Park on 12/3.

### **Police Department**

Arrests: 28

- Felonies: 8
- Misdemeanors: 6
- Traffic: 6
- Warrants: 7
- DUI: 1

Traffic Citations

- Hazardous Moving Violations: 244
- Non-Hazardous Moving Violations: 486
- Disabled Parking Violations: 11
- Written Warnings: 179

Civil Citations

- Civil Citations: 0
- Traffic Crashes: 36
- Hit and Runs: 6

Calls for Service: 331

Notable Arrests & Incidents

Burglary/Occupied Dwelling

Grand Theft 3rd Degree

Credit Card/Dealing in Another's

Doral Police Detectives were tasked to investigate a theft. Detectives met with the victim, who explained to them that someone had broken into her gym locker and stole her bag that contained other items such as credit cards. During the investigation, detectives discovered that a male subject had used the victim's credit card at a nearby store. Detectives were able to apprehend the male subject day trying to use the victim's credit card again. The male subject was arrested and charged with the crime committed.

Grand Theft 3rd Degree

Resisting Officer Without Violence to His Person

Doral Patrol Officers were dispatched to the area of NW 87 Avenue and 36 Street, regarding a theft of a phone. Upon arrival, officers met with the victim who provide a description of the male subject that had stolen the phone. Officers began to canvass the area and located the subject in possession of the stolen phone. The male subject lied to officers about his real name and date of birth. The male subject was arrested and charged for the crime committed.

#### Neighborhood Resource Unit

- 5 Juvenile follows up
- 6 visits related to Special Needs Program
- AC Hotel watch order
- Academir school detail
- BridgePrep Academy (Shop with a cop list)
- Citywide community detail
- Divine Savior Academy Dare graduation
- Doral Academy Elementary school detail
- Eugenia B. Thomas Career Day
- Landmark South meeting with property manager
- NW 87 Ave. NW 13-36 Street high visibility
- Sedano's business contact
- Wels Fargo Alarm letter

#### HOA Meetings

12/5 Town House of Doral Place, 7:00 PM, Attending Officer Feliciano  
12/7 Doral House 1, 7:00 PM, Attending Officer Ten  
12/8 Town House of Doral Oaks 7:00 PM, Attending Officer Feliciano  
12/13 Executive Meeting 7:00 PM, Attending Officer Ten  
12/15 Doral House 3, 6:30 PM, Attending Officer Feliciano  
12/15 Doral Lakes 6:30 PM, Attending Officer Ten  
12/20 Doral House 2, 6:30 PM, Attending Officer Feliciano and Officer Ten

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

#### Community Room:

- MDPD 11/29 – 12/02, Leadership for Civilians

#### Office of Emergency Management

- Attended cost recovery best practices zoom presentation by Florida Division of Emergency Management (FDEM) Director Kevin Guthrie and Marco Island Fire Chief.
- Shared FEMA grants information and procurement guidelines for Public Assistance with Finance Department based on FEMA's State Public Assistance Operations training course.
- Created situation reports, and shared information on relevant news including new Covid-19 data, cybersecurity issues and most recent Department of Homeland Security bulletin with Directors, DPD command, and satellite cities.

#### **Public Affairs**

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 70,442 (Increase of 111 followers!)

Facebook Reach increased by 3.8% (5.6k) from last week; Facebook increased by 74% (2.6k)

TOP POST: Instagram video for new Doral Central Park update w/Council – reached 6.7k, 235 engagers!



- Design/Web Projects –webpage updates for depts; Swearing-in Program draft
- Update to Councilmember Briefing Books
- Event Coordination/Coverage –
  - Swearing-in Ceremony 12/20
  - Tree Lighting

Videos:

- Published – PD & Marlins Safe From Home Tips #4 SPA
- Published – PD & Marlins Safe From Home Tips #4 ENG
- Published – Doral Central Park update 11-30-22
- In Production – Spend Local – Glanz Aesthetics
- In Production – Inside Doral \_ CDC Health Survey

**Public Works**

- Kamila De Tullio, Accounting Clerk, commenced with the Department
- Conducted the Public Works Permit Clerk interviews

**Transportation**

- Participated in the Miami-Dade Transportation Planning Organization (TPO) Transportation Planning Council (TPC) Meeting
- Held the Preconstruction and had groundbreaking for the construction improvements of the TPO Quickbuild Project at the intersection of NW 74 Street/NW 107 Avenue