



# Memorandum

**To:** Honorable Mayor and City Council

**Date:** August 19, 2022

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

**Subject:** **Weekly Council Update/ August 14 - August 20, 2022**

## City Manager's Office

City Manager along with 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:
  - Courtyard yard area concrete pavement completed.
  - Rooftop terrace concrete deck poured on August 17<sup>th</sup>
- o On-going activities:
  - WASD conveyance package submitted and partially approved.
    - Pending site hardscape completion to initiate installation of WASD meter.
  - Grease trap concrete slab completed.
  - Reception desk installed; desk receptacles installed.
  - Building furniture assembled on site. Desk for office, table for break room, chairs are ready.
  - Second floor elevator vestibule roof overhang installation completed.
  - Food preparation room refrigerator installed.
  - 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 18<sup>th</sup>.
  - Main drop off area:
    - Colored concrete for drop off sidewalk pour commenced.
- KVC was advised to start calling for building and Fire Department inspections.
  - o TCO requirements meeting held on June 14<sup>th</sup>.
    - 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 21<sup>st</sup>.
    - 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 MDRF 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. B&A confirmed the door could be switched to open to the exterior.
    - LPR camera pull box installed.
    - Hybrid fiber walk through with Doral IT subcontractor on June 28<sup>th</sup>.
    - Main Art Space video wall screen brackets and TVs installed.
    - Sloped grassed area cleared for Doral IT to install camera.
- 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 comments for Phase II/III and Phase IV.
    - West road dedication (92<sup>nd</sup> Ave.) approved, pending recording
    - 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.
  - o GMP
    - NTP issued for GMP Phase II/III Turnover A
    - CMAr to submit Turnover B to City and PMT this week.
- Construction Activities:
  - o Civil Work (Phase I)
    - Water main installation complete
    - On-going installation of sanitary sewer main line and laterals.
      - o In sequence from highest manhole invert elevation to the lowest.
    - Backfill and compaction of sewer main line in conjunction with scheduled density tests.
    - Tree relocation 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.

- o FF&E
  - On-going coordination between CMaR, A/E, and PMT.
- o IT
  - Balance of Phase II/III drawings pending delivery from AVI-SPL; Phase IV to follow.

**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 work in progress for cameras and WAPs.
- 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.
    - TCO extended to September 3<sup>rd</sup>.

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

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

**Doral Boulevard Pedestrian Bridge:**

- RFP #2022-09:
  - o FDOT concurrence approved.
  - o CEI evaluation/selection interviews complete
  - o NOA submitted to Condotte.

**Trail Network:**

- Project Completed.

**Doral Meadow Park:**

- Project completed.

**Morgan Levy Park:**

- Project completed.

**Additional Items:**

- PMT weekly Status of Projects held every Monday.

**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 Occupational Licensing processed a total of 3,495 BTRs out of 6,744 renewal notices sent out for FY 2022-2023.

**Planning and Zoning**

- Address creations: 5
- Building permits reviewed: 61
- Zoning inspections conducted: 41
- Site plans reviewed/approved: 2
- Zoning Verification Letters: 0

**Economic Development**

- Met with Greater Miami Convention and Visitors Bureau re: data for World Council on City Data ISO certifications.
- Met with Florida State Minority Supplier Development Council and Turner Construction re: November

event to promote federal construction project bid opportunities.

- Met with Link Logistics, new owners of Miami International Commerce Center industrial park, re: response to Beacon Council site inquiry for large manufacturing project.
- Updated population and other statistical data on website.
- Coordinated logistics for school supplies donation to 18 Doral educational facilities.
- Coordinated with Public Affairs to complete and print Economic Report Q1-2 layout.
- Coordinated invitations for Consular Reception with Public Affairs.
- Coordinated and participated in meeting with Sister Cities representatives and Fundación Vallenata president re: participation in Vallenato Festival.
- Met with Warespace re: comments on conceptual site plan for possible new business.
- Coordinated September ribbon-cuttings.
- Processed PTSA, Facade and CBO Grant reimbursements.

## **Building Department**

- **ADMIN:** Director attended staff meeting and after action meeting; Building Official and Floodplain Manager hosted the 4-day L-278 Community Rating System (CRS) Class in association with FFMA/ASFPM and well over 30 attendees and hosted the CFM Exam on Friday; Director attended 3-day BCAIB meeting in Safety Harbor, FL; Team attended bond meeting
- **ENERGOV Update:** Internal collaboration work on outstanding change controls
- **HUMAN RESOURCES ACTIVITIES:** Building Inspector and Electrical Inspector have accepted offers and are completing final phase of onboarding and will have scheduled start dates shortly. Director is finalizing memos for submittal to HR for accepted incentive program. Council approved two promotions for internal candidates, Chief Roofing Inspector and Building Records Supervisor
- **PROJECTS:** J. Witkin project status; Doral Central Weekly Project Meeting; Our Lady of Guadalupe Church - Memorial to the Unborn Child Monument

## **Code Compliance**

### **General Government:**

Director settled a lien for an existing case from 2018, where the responsible party will be paying a total of \$4070.00 for complying with the violation.

Department held status report hearing as mandated by Special Magistrate for a body shop that was previously found to be engaging in deceitful and deceptive practices.

### **Quality of Place:**

Department continued to monitor Miami Dade County Elections Headquarters during early voting to ensure no infractions were being committed by campaigners.

## **Finance Department**

- **Accounts Payable:** Processed 186 invoices; 147 checks for a total of \$1,016,383.
- Journalled the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- Journalled monthly revenue transactions from intergovernmental entities.
- Provided information to the State of Florida Auditor General conducting a Florida Retirement System (FRS) audit.
- Processed the Citywide payroll for the pay period ended August 14, 2022.
- 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 24 PO's were created for a total value of \$685,489.79
2. A total of 23 Purchase Order Maintenance Increase were processed at a value of \$1,197,577.36.

3. A total of 8 purchase order Maintenance Decrease/ Close were processed at a value of \$134,378.91

CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF  
08/18/2022

- 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.
  
- 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.
  
- 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
  
- 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 made.
  
- Solicitation No. and Title: RFP No. 2022-16 – Instructional Tennis Programming at Doral Legacy Park  
Dept: Parks & Recreation  
Broadcast Date: 04/29/2022  
Due Date / Bid Opening Date: 06/10/2022  
Status: 4 Firms attended the Pre-Bid Meeting; Phase II Evaluation held on 6/24/2022 and award recommendation made by committee. Item pulled from 8/11/2022 agenda and to be re-bid.
  
- 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.
  
- 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 made.

• 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 made.

• 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 made.

## **Human Resources**

### **Organizational Efficiency:**

- This week the Human Resources Department extended three (3) offers of employment for Part Time positions.
- This week four pre-employments were conducted (3 Part Time positions / 1 Reserve Officer position) .
- One new hire was onboarded this week, filling the Laborer I vacancy.
- This week four (4) full time promotions were conducted.
- This week four (4) resignations were received (2 Full Time positions / 2 Part Time positions).
- HR is working on agenda item to approve all insurance benefits for City employees.
- HR is also working on an agenda item to reclassify a current position to Public Safety Technical Manager.

## **Information Technology**

### **Organizational Efficiency:**

Phase 2: EnerGov Stabilization Project

We have 35 change controls submitted to date including:

- Completed 10 changes now in production
- Completed 7 change configurations that are now available for immediate testing
- Approved 6 changes for configuration to begin
- Qualifying 5 proposed changes to determine go/no based upon change impact analyses
- Received 7 new changes for IT and business team to setup qualification review(s) sessions

Requests for Department Leadership Action by Noon Tuesday (8/16)

1. Review Hani's 8/12 status of open change control tickets – click link to open document
2. Determine if your team requires for Tyler's assistance to submit new change requests, qualify proposed change requests, configure approved change requests, and/or assist with testing configured changes. If so, please notify Hani of the change control numbers (#'s) and assistance needed for the Brent's next IC week during 8/22-8/25. He will summarize these for Whitney who will then add them to the agenda.

Requests for Department Leadership Action During Week of 8/15-8/19

3. Initiate testing of the new user roles configured in the EnerGov Test Environment. Identify any gaps as change controls so they can be reviewed by Hani and entered into the KACE: City IT Ticketing System.
4. Identify the benefits of the completed changes for the Council meeting on 9/14.
  - a. Time savings for public at all stages of the process
  - b. Reduction in the number of steps reducing processing time for staff and/or public
  - c. Steps in place to prevent delays in application intake, plan review, inspection scheduling, and permit management to expedite reviews and make permit delivery and closure more predictable
  - d. Reduce the learning curve for both the public and staff to use EnerGov
  - e. Reduce the number of public resubmissions necessary to clear intake acceptance reviews on the first attempt
  - f. Increased compliance

#### Support Desk

- Resolved 96% support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Completed the Deep Freeze implementation of Glades Park public computers.
- Finishing inventory, final revision by type of devices and merging the inventory data files to proceed update at the KACE system.

#### Network:

- Configuration and setup of the Core network switch for WCP.
- Checked the Ethernet ports in the Cage, the ports were connected from the Patch-Panel to the first-floor campus switch.

#### Security:

- Over 75 emails were reported and analyzed for malicious intent.
- Performed health assessment on email security solution with vendor

#### 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

- We began to work on Accomplishment app migration to SharePoint.
- User registration/activation in progress and scheduled training for DocuSign users.
- Evaluate email notification from Paycom to include more employee separation details Eg. Department
- Successfully added additional employee details to separation email ticket from Paycom.

#### Financial System

- Munis Upgrade 2021 is completed, go live is scheduled for April 2023.

#### Meetings/Trainings

#### CIO and Assistant IT Director

- Attended Bond Meeting Process RE: Construction Management.
- Attended Energov Weekly Support Escalation meeting.
- Attended weekly OAC meeting for Cultural Arts Center.

#### Intersection LPR and Traffic monitoring cameras

- Worked with the Building Dept. and Design Engineer to finalize the LPR poles structural approval.

#### **Smart City:**

- WCCD 37120- 2020 Sustainable Smart City Certification Project

We started to request answers with each data custodian while meeting with them and thanking them for previous years of support.

Project is 9% completed.

- WCCD 37120- 2021 Yearly Smart City Certification Project this week:

Working with WCCD and data custodians and completed updating 24 maps for auditors review

Project is 9 % completed.

- WCCD 37122-year2021- Yearly Smart City re-Certification Project

We are waiting review results for WCCD 37122-2021. Fixing all GIS maps with latest information and coordinating meetings with users. Website for WCCD has been down for 2 days waiting for access.

Project is 89% completed.

- Smart Park System Project

We responded to vendor in order to start Proof of concept using our cameras for counting of people using our parks. We have meeting to start project with vendor next week.  
Project is 5% completed

- GIS Portal update for Smart City Project
- As per public works dept's request, updated no truck thru route web map app for smart city.
- As per public works dept's request. updated public parking web map app for smart city. BD requested on an open space map.
- As per building dept's request. continue GIS review and analyze flood zone area, open space and water.
- As per planning & zoning dept, created and provided Location Map and Aerial Map for EWE Warehouse.
- As per planning & zoning dept, created and provided Location Map and Aerial Map for AIC Owners, LLC.
- Asset Essential Post-Implementation System Project  
Vendor agreed to provide 16 hours of free support.  
We are documenting all issues and engagement will start September 1st  
Project is 14% completed

## **Parks and Recreation**

### **Organizational Efficiency:**

- Department Staff meeting on Tuesday, August 16th to discuss on going department items.
- Silver Club Seminar: "Medicare and Medicaid Benefits" at Doral Legacy Park on August 18th, with 30 participants.
- Doral Broncos Tackle Football opening weekend at Doral Meadow Park on Friday, August 19th and Saturday, August 20th

## **Police Department**

Arrests: 33

- Felonies: 12
- Misdemeanors: 11
- Traffic: 3
- Warrants: 6
- DUI: 1

Traffic Citations

- Hazardous Moving Violations: 309
- Non-Hazardous Moving Violations: 233
- Disabled Parking Violations: 1
- Written Warnings: 134

Civil Citations

- Civil Citations: 1
- Traffic Crashes: 48
- Hit and Runs: 10

Notable Arrests & Incidents

Burglary/Unoccupied Dwelling  
Grand Theft 3rd Degree

Doral Police Detectives were tasked to investigate a residential burglary in the area of NW 79th Avenue and 44 Street. Detectives met with the victim who provided them with video footage depicting a male entering the residence and stealing several packages. Detectives were able to identify the male subject and was taken into custody. The male subject confessed to the crime and was arrested for the crime committed.



## Aggravated Battery

Doral Patrol Officers were dispatched to the area of NW 82 Avenue and Lake Drive regarding two males fighting over a road rage incident. Officers arrived and met with the victim who said that another driver became upset in traffic and began punching him in the face and struck him on the back of the head with a baton. Officers located the other male driver and took him into custody. The male subject was arrested for the crime committed.

## Neighborhood Resource Unit

- Publix Shopping Area 9701 NW 41 ST., – High visibility/area check
- City Place – High visibility/area check
- Landmark – Meeting with property manager
- Juvenile follow up – Case xxx-xxx3936
- Juvenile follow up – Case xxx-xxx4023
- Juvenile follow up – Case xxx-xxx4719
- Shopping complex 5800 NW 102 AVE., – Area check/Business contact
- Bed Bath & Beyond Plaza– Area check/high visibility
- Double tree – Area check/high visibility
- International Mall – Walk through mall/area check/high visibility
- My Suite – High visibility/area check
- Winn-Dixie – Walk through/area check/high visibility
- Doral Academy of Math & Science – Meet with staff
- Doral Academy Schools – Active Shooter exercise
- Divine Savior Academy – Meet with staff
- Green Apple – Business contact
- Legacy Park – Area check
- Any Lab Test Doral – Business contact
- Medley Firearms Training Center – Rifle training
- Allegro – Meeting with staff
- Polytec Building – Business contact
- Giardino Gourmet Salads – Shield presentation with manager
- Divine Savior Academy – School Traffic

## Training Unit

SRO Active Shooter Training – 08/15/2022, Doral Academy High School

Driving Enhancement Course with MDPD - 08-16-22 from 4:00p -10:00p

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

Monday- Parking Enforcement/ Traffic Crash Management and Investigations

Tuesday- Parking Enforcement/ Traffic Crash Management and Investigations/PT

Wednesday- Traffic Control Instruction

Thursday- Traffic Control Instructions/Court Basic and Courtroom Procedures

Friday- Vehicle Operations

### 1. Community Room:

- Miami Dade WIC and Nutrition Program 8/16/2022
- Miami Dade PD Investigations Meeting 8/17/2022

### 2. EOC: Webinars

- Mitigating Severe Repetitive Loss and Repetitive Loss Properties Reminder
- Active Shooter Preparedness: Integrating Smart Technology (Part 2)
- System-Based Mitigation: Building Enduring Community Resilience Confirmation

## Office of Emergency Management:

- Began review of Notice of Funding Opportunities (NOFO) for FY2022 FEMA's Flood Mitigation Assistance (FMA) grant programs, and shared NOFO information and documentation provided by the Florida Division of Emergency Management (FDEM) with directors.
- Provided input and review to Everbridge representative on recent webinar content, which included Active Shooter presentation.
- Reviewed and updated City and Doral Police personnel accounts on WebEOC.
- Shared information on social media to support Miami-Dade County Basic Community Emergency Response Team (CERT) training, and NWS Miami heat index and severe weather forecast.
- Created situation reports, and shared COVID-19, monkey pox, 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 68,606 (Increase of 97 followers)

Tweets increased by 44.7% (110) from prior week, Tweet impressions increased by 32.5% (31.4) from prior week.

TOP POST: Instagram post announcing Teen Karaoke event – reached 8.8k, 220 likes!

- Design/Web Projects –Certificates; Launch of Health Channel widget on website
- Event Coordination:
  - Codina/UHealth Press Conference
  - Doral Cultural Arts Center Sneak Peek Reception
  - Doral Hearts Brazil

### Videos:

Published – Inside Doral – Back to School & National Night Out

Published – Mayor's Message - August

In Production – Doral Parks Bond Update – Phases for opening

In Production – PD Recruiting Video

## **Public Works**

- Held the ribbon cutting ceremony for the NW 82 Street/NW 114 Avenue Traffic Signal. Signal is fully operational.
- Fredy Linares, Public Works Laborer, commenced with the Department.
- Submitted grant for Education Outreach through the Florida Department Environmental Protection Water Quality Project. The project proposed is to install markers on every catch basin in the city specific to that location to engage the community in reporting any litter and/or discharges to the city system to report to the Stormwater Division.
- Notice to Proceed was issued for ITB 2021-18 "Stormwater Improvements at NW 89th Place and NW 24th Terrace" Phase along NW 24 Terrace phase has been completed and that portion of the project has already been accepted by the Stormwater Division. Next phase for drainage installation for this project is along NW 23 Street and along NW 89 Place between NW 23 Street and NW 25 Street. 100% of the drainage installation is complete and the contractor is currently completing the restoration phase. The project is scheduled to be completed by early September.

## **Transportation**

- Attend Miami-Dade County Public Works Vision Zero Implementation Plan for the SS4A Action Plan Grant Workshop
- RFP #2022-23 "Services for Doral Trolley Circulator System" was advertised August 17, 2022
- Attended Miami-Dade Transportation Planning Organization (TPO) 2023-2024 Municipal Grant Program Workshop