



Memorandum

To: Honorable Mayor and City Council

Date: November 10, 2022

From: Hernan M. Organvidez, City Manager

Subject: **Weekly Council Update/ November 6 - November 12, 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 23rd
 - B&A submitted the preliminary punch list on September 1st
 - Interior area punch list walkthrough – October 4th
 - B&A architectural and interior punch list submitted October 18th
 - 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 (92nd Ave.) recording with MDC to be updated
 - Deed for Hotel Easement from City of Doral received and recorded
 - 87th Ave. MOT permit approved
 - Multi-Purpose Field Vehicle Access to be formally submitted.
 - DOH Permit in progress
 - o 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
 - CMaR Bid Leveling Process on-going for Turnover C (GMP 3 of 4).

- Construction Activities:
 - o Civil Work (Phase I)
 - Water main installation complete
 - Installation of sanitary sewer main line complete
 - Central Civil work on Sewer Main Tie-in at easement continues.
 - Installation of Later #7 at Southwest corner and #14 at Northwest corner of jobsite to be completed.
 - On-going maintenance of relocated trees
 - o Skate Park / Amphitheater/Baseball Fields (Phase II/III)
 - Completed re-grading of the Amphitheater building pad
 - Keller progressed with augercast test piles at amphitheater
 - Compression load testing on Nov. 11th.
 - o Recreation Center / Aquatics Facility (Phase IV)
 - Titan continued with the installation of the formwork and steel reinforcements for the footings at the Rec Center
 - Concrete placement of Section C of the foundation of Rec Center Completed Oct. 28th
 - Section B concrete placement postponed to next week due to Hurricane Nicole.
 - Section A excavation on Nov. 7th, formwork next week
 - Formwork was completed for the Elevator Pits, and waterproofing schedule to be completed next week.
 - C. Davis Electric working on Stub-Ups at Rec Center.
 - 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.
 - IT Workshop meeting on Thursdays.
 - o 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.
 - o FF&E
 - On-going coordination between CMaR, Design Team, and PMT.
 - Turnover D (GMP 4 of 4) to include FFE scope.
 - o IT
 - Coordination with CMaR, Design Team, and PMT
 - MDF Room update
 - Camera layout for CCTV approved by Parks on Nov. 1st. To be incorporated into drawings.
 - Parks and IT review of WAP (Wireless Access Points) and ACS (Access Control System) locations on Nov. 7th
 - Telecom drawings to be revised prior to AV revision.
 - Phased solution for IT equipment functionality resolved.

Trails and Tails Park (Lighting Improvements):

- General Activities:
 - o 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.

White Course Park:

- Construction activities:
 - o Water Meter received Final conveyance with WASD.
 - o Drainage improvements CO executed and work to commence Nov. 14th.
 - o Camera and WAP install Complete.
 - Integration to be completed – pending delivery of fiber switch.
- 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 30th, 2022.

Doral Boulevard Pedestrian Bridge:

- Contract terms agreed to by Condotte. Awaiting review by FDOT for concurrence 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

- 14 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.
- 9 Business Tax Receipt renewals for FY 2020-2021 processed this week.
- 9 Business Tax Receipt renewals for FY 2021-2022 processed this week.
- 27 Business Tax Receipt renewals for FY 2022-2023 processed this week.
- 2 Alcohol packet was signed.

*As of this week the Licensing Division has processed a total of 5,338 BTRs for FY 2022-2023.

Planning and Zoning

- Building permits reviewed: 20
- Zoning inspections conducted: 19

Economic Development

- 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 representatives re: programming business development workshops in 2023.
- Coordinated upcoming presentation at Aruba Exprodesk 5-Year Anniversary event.
- Visited new business Rhewum US with Beacon Council representative.

- Coordinated Ritmo Doral 2023 production kick-off meeting.
- Met with Sister Cities representatives re: coordinating Sister Cities activities.
- Coordinated with Licensing, Public Affairs and City Clerk re: new business certificates.
- Assisted businesses with Spend Local registration and grant information.
- Coordinated upcoming ribbon-cuttings, events, and meetings.

Building Department

- ADMIN: Director attended staff meeting, Webinar BOAF 2-hour advanced Residential Code Changes; Director & CIP Liaison attended bond meeting. Staff attended appreciation pizza lunch for Halloween Participation. Director hosted monthly staff meeting.
- ENERGOV Update:
- Velaro Update: Finalizing BOT testing features
- HUMAN RESOURCES ACTIVITIES: Scheduled Electrical Inspector interviews.
- PROJECTS: ICP @ 97th Avenue
- Thank you to all past and present Veterans in the city and our Building Department Vets Felix Pousa, Vince Seijas and Javier Parodi!

Code Compliance

- The 6th session of the Mayor's Citizen Government Academy was held, where presentations were made by Public Affairs & Parks & Recreation Departments.
- Code Compliance Officer worked Veterans Day holiday, proactively patrolling the city and addressing common holiday violations.
- Director attended monthly Animal Welfare Advisory Board meeting.
- Department submitted candidate selection for the vacant Code Compliance Officer I position to Human Resources Department.

Finance Department

- Accounts Payable: Processed 157 invoices; 133 checks for a total of \$1,801,254.
- 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 phase of the FY 2022 financial audit.
- Processed the Citywide payroll for the pay period ended November 6, 2022.
- Processed the 457 contributions for the last pay period.

Procurement Division

1. A total of 72 PO's were created for a total value of \$2,923,475.58
2. A total of 4 Purchase Order Maintenance Increase/ Other were processed at a value of \$5,753.47
3. A total of 10 Purchase Order Maintenance Decrease/ Close were processed at a value of \$89,831,991.55

CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 11/10/2022

- Solicitation No. and Title: RFP No. 2022-10 – Red Light Cameras Enforcement System
Dept: Police
Broadcast Date: 05/10/2022
Due Date / Bid Opening Date: 08/10/2022
Status: 5 Firms attended the Pre-Bid Meeting. 5 Submittals received on 8/10/2022. Phase I – October 6th, 2022. Committee decided to go into a Phase II, Phase II scheduled for 11/3/2022. Preparing Award Recommendation.
- Solicitation No. and Title: RFP No. 2022-18 – Services for Trolley Circulator System
Dept: Public Works
Broadcast Date: 08/17/2022
Due Date / Bid Opening Date: 09/28/2022 10/13/2022 11/2/2022
Status: Pre-bid meeting scheduled for August 31st, 2022. 7 Firms attended Pre-Bid. Bid Opening 11/2/2022. 3 Submittals received.
- Solicitation No. and Title: ITB No. 2022-25 Floating Debris Removal Services
Dept: Public Works
Broadcast Date: 08/29/2022
Due Date / Bid Opening Date: 09/30/2022
Status: Pre-Bid Meeting Scheduled for 9/13/2022 at 10:00 a.m. 3 Submittals received. Award Recommendation made.
- Solicitation No. and Title: RFP No. 2022-26 Instructional Tennis Programming at Doral Legacy Park
Dept: Parks and Recreation
Broadcast Date: 11/08/2022
Due Date / Bid Opening Date: 12/08/2022
Status: Pre-Bid Meeting Scheduled for 11/22/2022.

Human Resources

- This week two (2) conditional offers of employment were extended to potential employees (2 full-time) positions.
- This week the Human Resources Department conducted five (5) pre-employments for potential employees (3 full-time / 2 part-time).
- This week one (1) full-time and one (1) part-time new hires were onboarded.
- This week one (1) full-time promotion was processed.
- HR continues to work with Paycom for CBA implementation.
- HR continues to work with the Parks & Recreation Department to coordinate a job fair to recruit for part time positions.

Information Technology

Support Desk:

- Resolved 97 % 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 the department with the CCURE access to all the users.
- Support users with the MFA setting implementation on office365.
- Modified door schedule for night events.

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.
- Replaced WAP not working at Veterans Park.
- Updated Odor Hotline message in the phone system as requested for the PA director.
- Resolved management issue for the Antaira switches at Morgan Levy Park.

Security:

- Over 131 emails were reported and analyzed for malicious intent.
- Addressed resource issue with security appliance.

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
- AV Team provided support for Mayor's Citizen Academy 2022.

Dashboard

- Troubleshoot and resolved issue with the APi which export the Police Department Dispatch Incidents to the AQ Database System.
- Working with the GIS Developer on the migration of the GIS database to a new repository SQL server.

Application Development

- Worked on automation for business licenses with on-hold status.
- Reviewed Azure storage tiers and backup system.
- Recreating CRM New Capital Projects Form in SharePoint.
- Granting users with necessary permissions.
- Scheduled date for Munis database refresh.

PD IT Team:

- Continue to deploy new laptops
- Upgrade IA platform
- Update EOC laptops
- Import new RSA tokens

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
- DCP Meeting to Review CCTV Cameras - Parks and IT
- DCP Meeting to Review Access Control - Parks and IT
- Crown Castle monthly meeting

Smart City:

- LPR Poles/Public Safety Project:

We just resubmitted site #30 updated plans and are in the process of approval at our Building department. All site #27 plans were updated, waiting on PW ROW permissions after we obtain from FPL proper address. The engineer is performing minor changes on site #30 to give this week to Structural Plans Examiner for review.

Project is 75 % completed.

- WCCD 37120- 2020 Sustainable Smart City Certification Project

This week we continue obtaining most answers for wastewater/WASD and finance. We have been working with MDC teams for education, water and waste information. Continue coordinating team meeting with data custodians while meeting with them and thanking them for previous years of support. Project is 80% completed.

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

We are also coordinating visits and meetings for WCCD from August 9 thru 11. We are waiting for the review results for WCCD 37122-2021. Fixing all GIS maps with the latest information and coordinating meetings with users. Project is 90% completed.

- Smart Park System Project

We are starting the POC next week. Setup of POC hardware scheduled. Project is 34% completed

- Asset Essential Post-Implementation System Project

We have been modifying processes and inventory training for technicians and management to use reporting features. Project is 97% completed

Parks and Recreation

- Parks & Recreation Department participated in the Mayor's Citizen's Academy on Monday November 7th.
- The Department conducted interviews for the Assistant Park Supervisor Maintenance position. The Parks Director also conducted final interviews for the Events Specialist position with the top 2 candidates.
- Two Teacher Planning Day Camps were held on Tuesday, November 8th at Doral Legacy Park and Doral Glades Park. Over 90 kids attended in total between the two locations.

Police Department

Arrests: 30

- Felonies: 12
- Misdemeanors: 7
- Traffic: 4
- Warrants: 7
- DUI: 0

Traffic Citations

- Hazardous Moving Violations: 279
- Non-Hazardous Moving Violations: 379
- Disabled Parking Violations: 4
- Written Warnings: 130

Civil Citations

- Civil Citations: 2
- Traffic Crashes: 64
- Hit and Runs: 11

Calls for Service:

Notable Arrests & Incidents

Burglary/Unoccupied Structure/Conveyance/Prejudice
Burglary Tool/Possession
Stolen Property/Possession/Municipal Ordinance

Doral Patrol Officers were patrolling the area of NW 87th Avenue and NW 25 Street and were alerted of a blue vehicle that was used in a burglary. Officers began to canvass the area and located the vehicle occupied by two male subjects. Officers conducted a traffic stop and detained the two subjects pending further investigation. The officers interviewed the subjects who confessed to committing a vehicle burglary. The two male subjects were arrested and charged for the crimes committed.

Burglary/Unoccupied Structure
Burglary/Unoccupied Structure/Attempt
Controlled Substance/Possession

Doral Patrol Officers were dispatched to the area of NW 87th Avenue and NW 27 Steet regarding a burglary to a storage room. Officers arrived and met with the caller who told them that two male subjects had burglarized the storage room. The caller provided the officers with the video footage depicting the two male subjects committing the burglary. Officers were able to locate one of the male subjects and detained him. The officers interviewed the male subject who confessed to being involved in the burglary. The subject was also in possession of narcotics and was arrested and charged for the crimes committed. The second subject is currently still at large.

Department Challenges:

- Hiring and Retention
- Recent Increase in Auto Theft Incidents

Neighborhood Resource Unit

- Academir Charter – School detail
- Alarm documentation registration (4)
- BridgePrep Academy – School detail
- Business complex – High visibility/Area check
- Days Inn – Pink car demonstration
- Divine Savior Academy – School detail
- Doral Academy High School – Sport event
- Downtown Doral Academy – School detail
- Downtown Doral Park – PP4K community event
- Enclave Residential Community – Meeting w/property manager reference vehicle parking in handicapped space
- Holiday Inn – Contact & area check/High visibility
- Home Luxury Scent – Safecam/Trespass/Shield program
- International Mall – Area check/High visibility
- Juvenile Follow ups (3)
- Miami Dade College – Active Shooter presentation (Shield)
- Monthly Mall watch meeting
- Renaissance Elementary – School detail
- Renaissance Elementary – School detail ref security
- Walmart – Follow up on Shop w/a Cop event

NOVEMBER MEETINGS

11/10 TH Doral Oaks 7:00 PM
11/16 Doral Sands 7:00 PM
11/28 Doral Oaks 7:00 PM

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

Community Room:

- Mayor's Citizens Academy 11/7/2022

Office of Emergency Management

- Attended National Weather Service multiple webinar briefings regarding Tropical Storm Nicole and potential impacts in South Florida.
- Monitored and share information with City Directors and Doral Police Command staff on Tropical Storm Nicole.
- Attended FEMA's Updated FY23 Proposed Risk Methodology Enhancements webinar.
- Created situation reports, and shared information on Tropical Storm Nicole, flood advisories, 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 70,166 (Increase of 109 followers!)

TOP POST: Instagram post about Fall Park Camps – reached 12k, 217 engagers!

- Design/Web Projects –Certificates; webpage updates for depts; New logo for HR Doral Wellness

- Presented at Citizens Academy

- Event Coverage:

Veterans Day Ceremony 11/11/22

Videos:

Published – Spend Local – Win Fitness

Published – Love my City Testimonial #10

In Production – Inside Doral – Waas Way

In Production – PP4k event

In Production – Holiday Event promo

In Production – PD & Marlins Safe From Home Tips #4 SPA

In Production – PD & Marlins Safe From Home Tips #4 ENG

Public Works

- Held meeting with Gannet Fleming for 60% plan submittals for Doral bus shelter project.
- Held meeting with Kimley Horn for 60% plan submittals, consultant will submit backup for 3 possible options for basin B permitting to review and coordination with adjacent project on roadway widening NW 102 Ave, NW 66 St, NW 99 Ave project.