



# Memorandum

**To:** Honorable Mayor and City Council

**Date:** November 23, 2022

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

**Subject: Weekly Council Update/ November 20 - November 26, 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" (GMP 3 of 4) submitted to City Nov. 17<sup>th</sup> for review
    - CMaR Pre-Award Meetings occurred for 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 and begun backfilling.
- Installation of Later #7 at Southwest corner and #14 at Northwest corner of jobsite continued.
- On-going maintenance of relocated trees.
- Skate Park / Amphitheater/Baseball Fields (Phase II/III)
  - Completed re-grading of the Amphitheater building pad.
  - Keller continued with Test Piles at location of amphitheater.
    - Finished compression load testing Nov. 16<sup>th</sup>
    - Installation of Production Piles to commence Nov. 28<sup>th</sup>.
- Recreation Center / Aquatics Facility (Phase IV)
  - Titan continued with the installation of the formwork and steel reinforcements for 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 being completed.
    - Installation of Masonry/Stem walls have begun with Section C and B.
    - Section A formwork continued.
  - C. Davis Electric continued doing Stub-Ups at Rec Center
- 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 Proposal to include artwork at skatepark and pump track, and playground and canopies.
    - Pending costs from KL to complete Proposal for submission to Planning and Zoning.
  - FF&E
    - On-going coordination between CMaR, 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 anticipated Nov. 29<sup>th</sup> from Osborn Engineering.
      - City IT and Parks review of Telecom revision scheduled for Nov. 30<sup>th</sup>.
      - AV revision anticipated mid-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.
- On-site coordination for low voltage pull box revision on Nov. 18<sup>th</sup>.

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

- Construction activities:
  - o Restoration of site expected to be complete by Dec 2<sup>nd</sup>.
  - o Installation of new drainage and re-installation of synthetic turf complete.
  - 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 expected to be complete this week.
    - 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 to further discuss terms and address 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**

- 12 Business Tax Receipt applications for new licenses have been received this week.
  - 23 Business Tax Receipt applications for new businesses have been received this week.
  - 0 Business Tax Receipt renewals for FY 2020-2021 processed this week.
  - 1 Business Tax Receipt renewals for FY 2021-2022 processed this week.
  - 26 Business Tax Receipt renewals for FY 2022-2023 processed this week.
  - 1 Alcohol packet was signed.
- \*As of this week Business Tax Receipt has processed a total of 5,413 BTRs for FY 2022-2023.

#### **Planning and Zoning**

- Building permits reviewed: 40
- Zoning inspections conducted: 54
- Site plans: 2
- Address creation: 3

#### **Economic Development**

- 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.
- Followed up with participants in "How to Climb the Certification Wall" seminar.
- Acknowledged retirement letter from Martha Ballesteros, Doral Sister Cities representative from Armenia, and coordinated transfer of role to Maria Fernanda Fernandez.

- Attended Commissioner Bermudez swearing-in ceremony.
- Compiled data and materials for Economic Report Q3-Q4.
- Revised draft PSA for FIU Economic Analysis update.
- Coordinated with three CBO Grant awardees re: reimbursement packets.
- Coordinated upcoming ribbon-cuttings, events, and meetings.

### **Code Compliance**

- Department removed over 40 political signs from the public right-of-way.
- Vacant Code Compliance Officer I position was posted on website for a period of 2 weeks.

### **Finance Department**

- Accounts Payable: Processed 118 invoices; 75 checks for a total of \$860,791.
- 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 Florida Retirement System (FRS) contribution for the month of October 2022.
- Processed the Citywide payroll for the pay period ended November 20, 2022.

### **Procurement Division**

1. A total of 29 PO's were created for a total value of \$320,348.12
2. A total of 1 Purchase Order Maintenance Increase/ Other were processed at a value of \$170.00
3. A total of 1 Purchase Order Maintenance Decrease/ Close were processed at a value of \$151,368.44

### **CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 11/23/2022**

- 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.  
Phase I scheduled for 12/7/2022.
- 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. 2 Firms attended Pre-Bid Meeting.

## **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 a for potential employee (1 part-time).
- This week two (2) full-time new hires were onboarded.
- This week two (2) resignations were processed (1 part-time employee and 1 full-time Employee).
- This week one (1) full-time promotion was processed.
- The Human Resources Department met with Parks & Recreation Department, scheduled Job Fair for December 6th and finalized logistics for onsite Job Fair.
- Scheduled meeting with Paycom to discuss further Performance Evaluation options.
- Currently working with the Finance Department to assist with the FY 21-22 audit.
- HR coordinated an employee raffle for Thanksgiving.
- HR has an ongoing raffle to assist with Hurricane Ian relief.

## **Parks and Recreation**

- New Park Supervisor for Doral Meadow Park started this week.
- Parks Director and Assistant Director visited potential sites for a Migrate Sculpture on 11/21.
- Pre-Bid Meeting for Instructional Tennis Programming at Doral Legacy Park on 11/22.

## **Police Department**

Arrests: 23

- Felonies: 10
- Misdemeanors: 6
- Traffic: 4
- Warrants: 2
- DUI: 1

Traffic Citations

- Hazardous Moving Violations: 178
- Non-Hazardous Moving Violations: 325
- Disabled Parking Violations: 6
- Written Warnings: 78

Civil Citations

- Civil Citations: 1
- Traffic Crashes: 51
- Hit and Runs: 9

Calls for Service: 466

Notable Arrests & Incidents

Worthless Checks/\$150 or More

Doral Police Detectives were tasked to investigate a fraud investigation. Detectives met with the victim who informed them that two checks had been forged without his permission. Detectives began to investigate the fraud and were able to locate the subject. Detectives arrested the female subject for the crime committed.

## Battery

Doral Patrol officers were summoned to the area of NW107 Avenue and NW 58 Street regarding a battery. Officers met with the victim who told them that he had been involved in an argument with his girlfriend. The victim stated that his girlfriend became angry and began scratching his back and neck. Officers located the female subject and took her into custody. The female subject was charged for the crime committed.

## Neighborhood Resource Unit

- Agape church – Coordinating turkey distribution
- Andrea Castillo Prep. Academy REF. TURKEYS.
- Camillus House. Ref. turkeys.
- Columbus Church. Ref. turkeys.
- Dios con Nosotros REF. TURKEYS.
- Doral Police Training Center. REF. TURKEYS.
- Downtown Doral Charter Upper School. REF. TURKEYS
- Dr. Toni Bilbao PREP. ACADEMY. REF. TURKEYS.
- Eugenia B. Thomas K-8. REF. TURKEYS.
- Int'l Mall. Meeting with security director.
- JC Bermudez HS. REF. TURKEYS.
- John I Smith K-8. REF. TURKEYS.
- Juvenile follow up.
- NW 33RD ST/87TH AVE. REF. Shooting 15 W/DR510
- Publix. Ref. turkeys.
- Renacer Church. REF TURKEY LIST.
- Rolando Espinosa K-8. REF. TURKEYS.
- Ronald Reagan H.S. REF. TURKEYS.
- St. Tropez Ref. turkeys.
- Turkey drive.
- Winward. Ref. turkeys.

## NOVEMBER MEETINGS

11/28 Doral Oaks 7:00PM

11/30 Doral Meadow 7:00PM

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

## Community Room:

- MDPD Cargo Theft Meeting. 11/23/2022

## Office of Emergency Management

- Provided flood report to Miami-Dade County Office of Emergency Management for weather event during the weekend of November 19 and 20, 2022.
- Updated City of Doral Schedule Equipment Rates List for Recovery efforts and Public Assistance Grants.
- Began FEMA Training on Improving Preparedness and Resilience through Public-Private Partnerships.
- Created situation reports, and shared information on relevant news including Covid-19, and cybersecurity with Directors, DPD command, and satellite cities.

## **Public Affairs**

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 70,331 (Increase of 41 followers!)

Instagram Reach increased by 17% (22.5k) from last week; Instagram Engagement increased by 74% (2.6k)

TOP POST: Instagram post Park & Tree Lighting – reached 13.5k, 982 engagers!

- Design/Web Projects –webpage updates for depts; Swearing-in Save the Date, Estylo Magazine Anniversary Ad, Graphics for holiday safety social media.

- Update to Councilmember Briefing Books

- Event Coordination –

- Swearing-in Ceremony 12/20

Videos:

Published – PP4k/PD event

Published – Holiday Event promo

Published – Love My City #11

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

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

In Production – Spend Local – Glanz Aesthetics

## **Public Works**

### **Transportation**

- Finalized the interviews of the Onboard Trolley survey
- Provided conditional approval for the Bridgepoint Traffic Study
- Evaluating the City of Doral Trolley circulator system RFP

### **Stormwater**

- Construction project update

- ITB 2022-22 NW 58th Street Outfall Project: Exploratory trenching has begun for the stormwater improvement located along NW 57th Street between NW 78th Avenue and NW 79th Avenue. Drainage installation is scheduled to begin next week.

- Operation Update

- Stormwater Division inspected the City after the substantial amount of rainfall over the weekend and earlier in the week and no major flooding was reported. Miami International Airport recorded approximately 5 inches of rainfall on Sunday, November 20th, 2022.