



# Memorandum

**To:** Honorable Mayor and City Council

**Date:** September 23, 2022

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

**Subject:** **Weekly Council Update/ September 18 - September 24, 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:
  - o On-going activities:
    - WASD conveyance package submitted and partially approved.
      - WASD meter requested September 6<sup>th</sup>
      - Asphalt pavement for NW 53<sup>rd</sup> Terrace completed September 20<sup>th</sup>
      - WASD inspection - September 20<sup>th</sup>
        - Bacteriological test report initiated.
    - Gates to courtyard and terrace installed.
      - Pending locking hardware.
    - Miami Dade County elevator inspection – September 23<sup>rd</sup>
    - Fire alarm inspection is closed.
    - Lobby wood veneer:
      - Pending pivot doors installation.
    - Landscaping continues this week.
      - Irrigation system to continue.
      - Relocation of existing trees on Downtown Doral completed September 19<sup>th</sup>
      - Sodding of areas affected in Downtown Doral Park completed
      - BOH driveway area landscaping completed
      - Landscaping for Main Entrance area started September 21<sup>st</sup>
    - 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>
      - KVC addressing comments
    - Stepped terrace (RCO 032):
      - Contractor was instructed to move ahead on time and materials.
      - Backfill removal commenced on September 8<sup>th</sup>
    - BOH drop off area.
      - BOH drop off driveway first asphalt lift completed on July 18<sup>th</sup>
      - Final asphalt lift not required for TCO but scheduled to be completed by next week.
    - Elevator – pending low wall step to machine room area, item not required for TCO.
    - Main drop off area:

- Colored concrete pour continues this week. Pours on Monday and Thursday.
  - NW 53<sup>rd</sup> Terrace sidewalk concrete pour completed. Detectable warning strip (pavers) to be installed this week.
- TCO requirements meeting held on June 14<sup>th</sup>:
  - Items required:
    - Signed/sealed certification for structure and envelope.
    - Complete ADA compliance.
    - Structural and weather protection inspections.
- 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 MDR review comments.
    - Third walkthrough with MDR inspector on September 19<sup>th</sup>
      - Requires the driveway and sidewalks to be completed.
      - BOH to be clear of debris and other objects.
    - Life Safety inspection with Miami Dade Fire Rescue – September 20<sup>th</sup>
- IT Department coordination is on-going.
  - Finalized location, elevation, and section of Interactive Display.
  - Agreement to install cameras on existing Codina park light poles received.
    - LPR camera pull box installed. LPR camera ordered.
    - Access control system installation completed. Pending permit closure.
    - IT room specialized deep cleaning completed.
- PMT coordinating with B&A and KVC for Manolo Valdez sculpture probable location.
  - 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.
      - Sculpture foundation to begin on September 20<sup>th</sup>
      - PMT coordinated with Manolo Valdes shop to re-schedule the sculpture installation for September 29<sup>th</sup>

### **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

### **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 install Complete
    - Integration to be completed in October
- 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.
    - Certificate of Occupancy Issued **August 30<sup>th</sup>, 2022**

## **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 (92<sup>nd</sup> Ave.) recording with MDC to be updated
    - 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
    - GMP Turnover B reviewed with City, PMT and Design Team, pending NTP
    - CMaR bid leveling process for GMP Turnover C is ongoing and scheduling of Pre-Award meetings with subcontractors
- Construction Activities:
  - o Civil Work (Phase I)
    - Water main installation complete
    - Installation of sanitary sewer main line complete
      - Final tie-in south of Amphitheater pending Hotel Easement recording
    - Second and final lift for backfill installation and compaction of sanitary sewer main line trench continued and in progress
    - Installation of Laterals continued at West and South portion of site
      - Completed #3 and #4 on Sept 21<sup>st</sup>, #7 in progress
    - On-going maintenance of relocated trees
  - 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.
    - IT Workshop meeting – 2<sup>nd</sup> meeting on Sept. 22<sup>nd</sup>, and to be recurring every Thursday
  - 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, A/E, and PMT.
  - o IT
    - Phase 2/3 AV drawing revision submitted
    - Phase 4 package submitted
      - Revisions to be delivered Sept. 23<sup>rd</sup>

## **Doral Boulevard Pedestrian Bridge:**

- RFP #2022-09:
  - o CEI approved September 14 by City Council.
  - o Contract review ongoing with Design Build Firm and City Attorney.

**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**

- 11 Business Tax Receipt applications for new licenses have been received this week.
- 5 Business Tax Receipt applications for new businesses have been received this week.
- 11 Business Tax Receipt renewals for FY 2020-2021 processed this week.
- 17 Business Tax Receipt renewals for FY 2021-2022 processed this week.
- 185 Business Tax Receipt renewals for FY 2022-2023 processed this week.
- 1 Alcohol packet was signed.

\*As of this week the Business Tax Receipt has processed a total of 4,537 BTRs out of 6,744 renewal notices sent out for FY 2022-2023.

**Planning and Zoning**

- Address creations: 10
- Building permits reviewed: 52
- Zoning inspections conducted: 36
- Site plans reviewed/approved: 2
- Determination Letter: 1

**Economic Development**

- Partnered with SBDC to host a Community Navigator Resource Fair at City Hall.
- Worked with Prospera to host the “Obtener Certificaciones Minoritarias, y Cuales son los Beneficios Para mi Negocio” seminar at City Hall.
- Coordinated event details with Public Affairs and the Brazilian American Chamber of Commerce for an upcoming seminar at City Hall.
- Met with Wynwood Buggies re: Downtown Doral Art District
- Met with Kafee CBD (a company in our Sister City Armenia, Columbia) re: potentially establishing a warehouse in Doral.
- Another round of invitations was sent out for the Consular Reception. Continuing to coordinate other components of this event.
- Assisted businesses with Spend Local registration.
- Coordinated upcoming ribbon-cuttings, events, and meetings.

**Code Compliance**

- Department held interviews with 4 final candidates to fill the vacant Code Compliance Officer I position. Selection was made a routed to HR.

- Director and Assistant Director met with general partner and manager of City Place nightclub to discuss solutions to minimize noise complaints.
- Director attended Energy Change Control Meeting.

## **Finance Department**

- Accounts Payable: Processed 228 invoices; 157 checks for a total of \$1,004,640.
- 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 contributions for the last pay period.
- Working on month-end reconciliation of all cash accounts. Preparing monthly report to Council for the month of August 2022.
- Working on Five – Year Budget projection to include in the final approved budget document.
- Working on close of the fiscal year preparations.
- Working on GASB 87 City wide lease implementation.
- Met with Wells Fargo for a City Account Review.
- Posted the FY 2022 Budget Amendment as approved on second hearing on September 14, 2022, Council meeting.
- Second Hearing of the FY 2022 – 2023 Proposed Budget, budget was approved 5-0. Final Millage Hearing, millage was approved at 1.7166 mills.
- Quarterly Investment Committee meeting with Bolton Partners regarding pension fund.

## **PROCUREMENT MANAGEMENT DIVISION**

1. A total of 16 PO's were created for a total value of \$1,597,141.22
2. A total of 7 Purchase Order Maintenance Increase/ Other were processed at a value of \$13,947.30.
3. A total of 3 Purchase Order Maintenance Decrease/ Close were processed at a value of \$159,496.26.
4. We continue to close purchase orders and enter capital assets in preparation for fiscal year 2022 closing.
5. Attended the contract negotiations for Pedestrian Bridge.
6. Met with Kaufman Lynn Team, AECOM, and CIP Coordinator to discuss new fiscal year purchase orders.

## **PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 09/22/2022**

- 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 – TBD.
- 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  
Status: Pre-bid meeting scheduled for August 31st, 2022. 7 Firms attended Pre-Bid.
- 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.

## **Human Resources**

- This week five (5) conditional offers of employment were extended for part-time positions.
- This week the Human Resources Department conducted four (4) pre-employments for part-time positions.

- This week one (1) full-time new hire started, and one (1) Police Service Aide started the police academy.
- This week the Human Resources Department received two (2) resignations (1 full-time / 1 part-time).
- This week one (1) full-time promotion was processed.
- The Human Resources Department continues to work on implementation of the new CBA.
- The Human Resources Department is working with the Finance Department to ensure the upcoming FY's insurance deductions are imported.
- The Human Resources Department is working on COLA memos for all City employees.
- The Human Resources Department is currently working on Breast Cancer awareness for the month of October.

## **Information Technology**

### **Organizational Efficiency:**

#### Phase 2: EnerGov Stabilization Project

This week, COD and Tyler IC worked on Change Controls:  
 Completed the Implementation of User Roles in Production  
 Completed the Upgrade of Test CSS 2022.1

#### Munis Upgrade 2021

- Ready forms issues fixed.
- Scheduling Ready forms go live

#### Support Desk

- Resolved 97% support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Support users with the MFA setting implementation on Office365.

#### Network:

- Continue to work with the IT Technician to install the AirWatch profile in the missing devices to avoid the Mac Randomization issues with iPads and iPhones.
- Provided network support in the integration of the Cameras at DCAC.
- Moved the new VxRail to the NAP with the Sr. System Analyst.
- Completed Network Design for the Trane Panel (HVAC Control System) at DCAC.

#### Security:

- Over 106 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-DCAC
- AV Team provided support for Parks Bond Projects-Doral Central Park.

#### Dashboards

- Working on a new project to calculate the Unique license plate for the LPR's.
- Downgraded one of the SQL Servers from PD from Enterprise to Standard Version.

#### Application Development

- Continue working on Technology Budget Request Form in SharePoint.
- Recreating New Capital Projects Form in SharePoint.
- Asset Essentials application introduction call and account creation.
- Participated in End User training for Facilities Technicians
- Kronos Clocks Donation-Donation accepted by Village of Pinecrest.
- Created report for Permit turnaround time.
- Updated SSRS report for PZ Pop-Up installation permit.

- Worked on IAA for PZ Business License.
- Worked with Tyler on Energov issues.

#### Meetings/Trainings

CIO and Assistant IT Director attended following meetings:

- Weekly IT Staff Meeting.
- Weekly IT Change Control Meeting.
- Weekly City Manager Meeting.
- Bond Meeting Process RE: Construction Management.
- Weekly OAC meeting for Cultural Arts Center.
- Weekly OAC meeting for Doral Central Park.
- Weekly Workshop-Doral Central Park
- IT/Energov Change Control Meeting with Departments.
- Microsoft Azure Cost Optimization Conversation
- Special Council Meeting - 2nd Budget Hearing FY 22-23
- Monthly Doral Check In with Tyler Executives-Energov
- Daily Energov Brief Sessions with Tyler IC-Phase 2

#### **Smart City:**

- LPR Poles/Public Safety Project:

Doral Building Dept approved Site #27 plans and proper documentation with original signed by engineer. Vendor's Engineer is performing minor change on Site #30 for Structural Plans Examiner to review. Project is 75 % completed.

- WCCD 37120- 2020 & 2021 Sustainable Smart City Certification Project:

Continue coordinating team meeting with data custodian while meeting with them and thanking them for previous years of support. Many calls with each data custodian are being coordinated for retrieval of data. Currently working on missing answer for indicators. Project is 47% completed.

- Smart Park System Project POC:

We had meeting with vendor to start the POC using AI to count people at the Morgan Levy tennis courts. However, vendor required additional camera locations information and sidewalk diagram. Information was sent to the vendor. Meeting with vendor is scheduled for next week. Project is 17% completed

- Asset Essential Post-Implementation System Project:

We coordinated training for PW technicians and management to use reporting features. Continue on fixing issues on the post-implementation list. Project is 74% completed

- NIST Smart Cities and Communities KPI System Project:

We had a visit from NIST Director and he was very impressed at City's Smart Environment. We are reviewing data required for NIST standards. We have scheduled a meeting for next week with NIST management to clear out some inquiries. Project is 24% completed

#### **Parks and Recreation**

- Special Needs Seminar on Guardianship at Doral Legacy Park on 9/19.
- Silver Club Zumba Class presented by Florida Blue on 9/20 with 20 participants.
- Parks Director, Assistant Director, and Superintendent attended NRPA Virtual Conference this week.
- New Part Time staff started this week.

- Art After Dark Workshop: Hispanic Heritage Edition on 9/21.
- Silver Club Hispanic Heritage Dinner and Social at Morgan Levy Park on 9/23.
- Hispanic Heritage Dance Classes – Bachata at Doral Glades Park on 9/23.
- EcoAdventures Kayaking/Fishing/Archery at Doral Glade Park on 9/24.

## **Police Department**

Arrests: 29

- Felonies: 5
- Misdemeanors: 12
- Traffic: 5
- Warrants: 7
- DUI: 0

Traffic Citations

- Hazardous Moving Violations: 292
- Non-Hazardous Moving Violations: 330
- Disabled Parking Violations: 10
- Written Warnings: 125

Civil Citations

- Civil Citations: 3
- Traffic Crashes: 63
- Hit and Runs: 8

Calls for Service: 594

Notable Arrests & Incidents

Grand Theft 2nd Degree/ 20K- 100K / Contracting/ Engage in Without a License  
Doral Police Detectives were task to investigate a theft in the area of NW 103 Avenue and NW 66 Street. The victim told detectives that she paid a contractor a large amount of money to do work on her home. The victim told detectives that the male subject never finished the work at her home and later avoided all contacts with her. Detectives were able to identify the male subject and arrested him for the crime committed.

Grand Theft 3rd Degree/

Identification/Personal/Fraudulent Use/ Possess I  
Cannabis/Possession/More than 20 Grams

Doral Patrol Officers were dispatched to the area of NW 79th Avenue and NW 28 Street reference a fraud investigation. Officers arrived and met with the victim who told them a male subject was making a purchase using a fraudulent name and credit cards. Officers located the male subject and arrested him for the crime committed. Once arrested officers found the subject in possession of cannabis.

Neighborhood Resource Unit

- Divine Savior Academy - School detail
- Doral House III - HOA meeting
- Doral Academy of Math & Science SRO Coverage
- Publix shopping complex - Area check/High visibility
- Doral Academy Elementary - Check of school area
- Renaissance Middle - Check of school area
- Super Autos - Cancer Awareness Vehicle Program
- Smoothie Protein Bar- Cancer Awareness Vehicle Program
- Academir School - Check of school area
- Miami-Dade College - Coordination for college safety day event
- Doral Academy Middle/High - Check of school area



- Specialized vehicle- Coordinating Cancer Awareness vehicle for donation to American Cancer Society or St. Jude Children's hospital
- Any Lab Test Now Doral - Coordinating Cancer Awareness vehicle for donation to American Cancer Society or St. Jude Children's hospital
- Element Hotel - Follow up and information for supplement report case xxxx-xxx856 I
- Winn-Dixie - Meeting with store manager
- Doral Academy Elementary - SRO Coverage
- BridgePrep Academy - Coordinating with SRO ref Bully presentation for October
- 4100 BLK NW 97 AVE., Shopping complex - Area check/High visibility
- 14 Special needs visits to go over program and decals
- Baku Asian Fusion Bar - Crime Prevention/Shield presentation
- Milan residential community - HOA/Hurricane preparation
- Divine Savior Academy. School check.
- Renaissance Elementary Charter School. Special Needs Program
- Legacy Park Check.
- Marine Electronic. We Care program.
- VA Leasing. Donation for Cancer Awareness Vehicle Program
- Element Hotel. Ref. food for immigrant family
- Tropic Import. Alarm Letter
- Alma Mia Ice cream. Cancer Awareness Vehicle Program
- SOKAi, KAPOA, T-MOBILE. Cancer Awareness/Pink Car
- Divine Savior Academy dismissal traffic ref/FPL.

#### Training Unit

- Driving Enhancement Course with MDPD: September 20-21, 2022.
- Tim Gillette Civilian First Line Supervision Course: September 21-23, 2022
- Searches and Handcuffing for GIU and Motors ongoing

#### Training Unit Instructors Development:

- Johnny Beautelus successfully completed Firearms Instructor Course
- Lt. Garciga attending Supervision of the FTO Program on 9-19 -20-2022
- Sgt. Romo attending -Force Science Use of Force Course on 9-22-23-2022

#### Training Unit Projects:

- Installation of Boxing Bags to be completed this week.
- Ice Machine- Delivery on 9/26/2022
- TI Lab Simulator Update by vendor on 9-19-2020 7.

First Line Supervision Training: September 12th - 16th, 2022.

Civilian First Aid and CPR Training: September 12th, 13th, 14th, and 16th, 2022. Driving Enhancement Course with MDPD: September 13th - 15th, 2022.

#### I. Community Room:

Miami-Dade Police Department Fraud Investigations: September 12th - 16th, 2022.

Emergency Management Highlights for the week of September 15 to 21, 2022

#### Office of Emergency Management:

- Began review of Hazard Mitigation Assistance Program and Policy Guide Draft.
- Reviewed Notice of Funding Opportunities (NOFO) for FY2022 FEMA's Flood Mitigation Assistance (FMA).
- Attended FEMA GO Quarterly Status Briefing.
- Shared information on social media on hurricane preparedness, and National Hurricane Center 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 68,927 (Increase of 75 followers)

Facebook reach increased by 4% (6k) from prior week, Facebook page visits increased by 59% (597) from prior week.

TOP POST: Event Flyer Opera event had most reach of the week– reached 12.9k, 416 likes!

- Design/Web Projects –Certificates; State of the City Program; Work on Winter ‘Doral Life’ newsletter; workshop flyer for Public Works, flyer for Hurricane Relief Collection
- Media Inquiry – Miami Herald Re: PD Assistance of Immigrants
- Meeting with Procurement to explore RFP for Catering
- Onboarding meeting and facility tour with news printing newsletter vendor

- Press Releases:

- Doral Mayor and Council Adopt Lowest Millage Rate in the County
- El Alcalde y el Concejo de Doral Adoptan la Tasa de Millaje más Baja del Condado
- Doral’s Donation Drop-Off Points for Hurricane Relief
- Puntos de Entrega de Donaciones de Doral Para Alivio de Huracan

- Event Coordination/Execution:

- Codina/UHealth Press Conference 9/23
- PP4k/FIU Check Presentation 9/28
- Doral Hearts Brazil 9/30
- Doral Cultural Arts Center Sneak Peek Reception 10/4
- Co-designation Ceremony – Waas - TBD

### Videos:

- Published – PD & Marlins Safe From Home Tips #1 ENG
- Published – PD & Marlins Safe From Home Tips #1 SPA
- Published – Doral Central Park Update – Phase 2/3 Details
- In Production – Spend Local – 4ever young spa
- In Production – PD & Marlins Safe From Home Tips #1 ENG
- In Production – PD & Marlins Safe From Home Tips #2 SPA

## **Public Works**

- Darlin Perez, Chief of Engineering, commenced with the Department.
- Contracts for RFQ 2022- 14 Storm Drain and Right-of-Way Repair Services and RFQ 2022- 12 Sidewalk, Curb & Gutter and Miscellaneous Concrete Repair were fully executed

### Transportation

- Held the Transportation Master Plan Kick-Off Meeting with Gannet Fleming
- Met with the property manager of Costa Del Sol on site to discuss construction Maintenance of Traffic (MOT) concerns related to guardhouse construction.