



Memorandum

To: Honorable Mayor and City Council

Date: December 16, 2022

From: Hernan M. Organvidez, City Manager

Subject: Weekly Council Update/ December 11 - December 17, 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
 - 87th 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"
 - NTP issued for GMP Turnover "C"
 - GMP Turnover "D" delivery Dec. 9th
- Construction Activities:
 - o Removal of elections temporary fence and reinstalling fence at Hotel property starting Dec. 8th
 - o Civil Work (Phase I)
 - Central Civil completed Water main installation

- Installation of sanitary sewer main line complete
- Laterals and Sewer Main Tie-in at easement Completed
- Continued installation of hydrants with grading & filling of certain areas across the site starting from Northeast to Northwest.
- On-going maintenance of relocated trees
- Skate Park / Amphitheater/Baseball Fields (Phase II/III)
 - Completed re-grading of the Amphitheater building pad
 - Keller completed lateral and compression testing of augercast test piles for amphitheater tensile structure
 - Completed Pile installation Dec. 6th
 - Fabrication of Rebar Cages has begun
- Recreation Center / Aquatics Facility (Phase IV)
 - Titan Completed installation of the formwork and steel reinforcements of the footings at the Rec Center
 - Foundation completed with approximately 600 CY of concrete
 - Waterproofing for the walls of the Elevator pits are complete
 - Formwork and Rebar started for Outbuilding C and D
 - C. Davis Electric continued doing Stub-Ups at Rec Center
 - Conduits installed 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. 1st. To be incorporated into drawings
 - Parks and IT second review completed for ACS (Access Control System) locations on Nov. 8th and WAP (Wireless Access Points) on Nov. 15th
 - Data Drop review completed Nov. 17th
 - Telecom drawings revision delivered Nov. 29th from Osborn Engineering
 - City IT and Parks review completed Dec. 6th and sent back to Osborn
 - Osborn to incorporate corrections by Dec. 14th
 - 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 7th, 2022.
- 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 expected to be complete by Dec 2nd.
 - 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 30th, 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

- 58 Business Tax Receipt applications for new licenses have been received this week.
 - 6 Business Tax Receipt applications for new businesses have been received this week.
 - 1 Business Tax Receipt renewals for FY 2020-2021 processed this week.
 - 1 Business Tax Receipt renewals for FY 2021-2022 processed this week.
 - 32 Business Tax Receipt renewals for FY 2022-2023 processed this week.
- *As of this week the Licensing Division has processed a total of 5,629 BTRs for FY 2022-2023.

Planning and Zoning

- Building permits reviewed: 66
- Zoning inspections conducted: 42
- Site plans: 2
- Address creations: 3

Economic Development

- Met with Antonio Arizpe, owner of Sweet Paris Creperie & Café in Downtown Doral, to discuss a potential ribbon-cutting event and the Spend Local, Save Local program.
- Completed the Legislative Priorities memo.
- Began inviting the panelists and coordinating details for the Doral Business Forum.
- Met with Marshall Steingold, from Miami Maps, and Public Affairs re: printing an updated City of Doral map.
- Met with Public Affairs to discuss the Legacy Business Program.
- Continued to coordinate logistics for Ritmo Doral and the Sister Cities Art Exhibition.
- Met with Bill Stark, from LeaderGov, re: workshops for City employees.
- Compiled data and materials for Economic Report Q3-Q4.
- Coordinated and reviewed CBO and PTSA Grant applications and reimbursements.
- Coordinated upcoming ribbon-cuttings, events, and meetings.

Building Department

- ADMIN: Director attended CM staff meeting; Staff Meeting & Holiday Luncheon and Gift Exchange, Staff attended holiday party
- ACCOLADES: The South Florida Building Officials Association Annual Awards were presented to Felix Pousa, Danilo Brito and Vince Seijas for 2022.
- PROJECTS: Loomis demolition, Raising Canes, Doral Oaks HOA Roof Repairs

Code Compliance

- Department participated in joint inspections of two body shops with Doral PD and Miami Dade County DERM.
- Department held the regularly scheduled Special Magistrate hearing for the month of December, where a total of 17 cases were successfully presented.
- Department held first & second round interviews for the vacant Code Compliance Officer I position.
- Department issued final round of citations for elections signs removed from the public right-of-way. In addition, all appealed violations were scheduled for the January Special Magistrate hearing.

Finance Department

- Accounts Payable: Processed 131 invoices; 145 checks and 7 wire transfers for a total of \$1,336,185.
- 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 November 2022.
- The Department continues testing the Tyler Munis system in the upgraded platform.
- The Department is working on audit requests as part of the FY 2022 financial audit.
- Processed the 401 contributions for the last pay period.

PROCUREMENT DIVISION

1. A total of 33 PO's were created for a total value of \$1,843,504.28
2. A total of 3 Purchase Order Maintenance Increase/ Other were processed at a value of \$9,834.75
3. A total of 5 Purchase Order Maintenance Decrease/ Close were processed at a value of \$37,267.63

CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 12/15/2022

- 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. Award Recommendation made.
- 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. Rescheduled 12/15/2022. Rescheduled 1/5/2023
- 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. Two submittals received.
Phase I scheduled for January 12, 2023
- Solicitation No. and Title: RFP No. 2022-27 Doral Legacy Park Tennis & Basketball Court Resurfacing
Dept: Parks and Recreation
Broadcast Date: 12/01/2022
Due Date / Bid Opening Date: 1/10/2023
Status: Pre-Bid Meeting Scheduled for 12/14/2022. Pre-Bid in person at Doral Legacy Park. Bid being cancelled. No vendors attended Pre-Bid Meeting. Will be readvertise in upcoming week.

Human Resources

- This week three (3) conditional offers of employment were extended to potential employees (3 full-time).
- This week the Human Resources Department conducted two (2) pre-employments for potential employees (2 full-time).
- This week one (1) part-time resignation was processed.
- This week one (1) full-time promotion was processed.
- The Human Resources Department is currently working with the Finance to assist with the FY 21-22 audit.
- The Human Resources Department had two meetings with Paycom this week. One to follow up on ACA matters and another one to follow up on all other Paycom pending matters.
- The Human Resources Department coordinated Police Sergeants exam for 6 potential Sergeants.
- The Human Resources Department has finalized all logistics for this year's employee holiday event, which will take place this Friday.

Information Technology

General Government:

- <Accomplishment Category> - This week: Skedda Booking
- On-Call support for Skedda (Ongoing)

- <Accomplishment Category> - This week: (CC) DocuSign
- On-Call support for DocuSign (Ongoing)

- <Accomplishment Category> - This week: (HR) Paycom
- Issue reported with Paycom Clock at PD lunch room, Clock was swapped and customer service replaced malfunction clock with new Clock.
- Awaiting HR to approve change in Clock naming convention at PD Lunch room with Paycom Support
- Reached out to Paycom to verify charges on invoice provided to support SFTP and API.

- <Accomplishment Category>- This week: (HR/FD)History Viewer
- Created user accounts and provided user permissions access to specified users
- Issue reported when multiple users access application error message prompted (Resolution pending-Helpdesk)

- <Accomplishment Category>- This week: Pharos Designer Screen Cast
- Training preparation material to be reviewed.
- Training session (TBD)

- <Accomplishment Category>- This week: (PW) Asset Essentials (In Progress)
- Completed training for Directors and AA of application usage. 2 Sessions were conducted. 12/13
- Added link to Intranet to for maintenance request

- <Accomplishment Category>- This week: Policy and Procedures (History Viewer)
- Creating History Viewer policy and procedures for Installation and User provisioning (In-Progress)
- Completed History Viewer User provisioning Procedure for review.

- <Accomplishment Category>- This week: (PR) Rental Interest Form
- Received completed draft form from Erin (PR) for review.
- Completed first draft of online Rental Interest form, working on theme and appearance

This week the PD IT Team:

- Updated RSA Authentication Manager to 8.7 P2
- Assisted in the Firewall maintenance
- Upgraded OneSolution to 22.3
- FususOne upgraded to 6.5.0
- Provided site IP's to demo VVT
- Assisted communications supervisor setting up RMS Train.

Help Desk Support - This week:

- Resolved 94 % 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 with the setting for access control with new ID reader for IT Inventory closet.
- Support users with the MFA setting implementation on office365.

- Update all Council computers to make sure they are all up to date.
- Modified door schedule for night events.

Sr System Analyst:

Accomplishments:

Review and Keep the backups 100% completed, re-run in case any failure.

Weekly Change management team meeting.

Restore Park file server backup

Weekly team meeting

Restore Park server backup to compare the current state

Synchronized the WSUS Server and downloaded 12 new Windows updates for December.

Started the Windows update process with pilot servers.

Meeting to plan the SQL Cluster migration.

Deleted some old backups to clean space in the storage.

• General Government - This week:

- Cashiering Update non production,
- Update
- Nap-munis c- drive spacing issues.
- resolved Nap-munis fgl file problems.
- Napmunisapp test environment upgrades
- Munis test environment problems

• Network Support: - This week:

- Created Weekly Phone Calls Report for the Period of 12/05 - 12/09.
- Changed name for IP phones at CH and PD.
- Continue to work in the Doral Internal Wi-Fi changes to block the employees from connecting their personal devices.
- Performed After Hours migration of the Links between the NAP Firewalls and the Internal, TZ, DMZ from the C4510R switch to the new C9500 Core Switches on Sunday December 11, from 08:00-12:00.
- Performed After Hours migration of the Links that connect the NAP to the Crown Castle Layer 2 VPN to the new C9548 Core Switches on December 14, from 6:00pm-7:00pm.
- Created outgoing Weekly Phone Calls Report for the Period of 12/05 - 12/09 for the PZ Department.
- Created a custom app in the City Hall firewall to allow the port used for the Cam Server at DCAC to get windows updates from the CoD-WSUS Server at the NAP.
- Modified policy to allow the communication between the Cam Server at DCAC, and the CoD-WSUS and Kace servers.
- Identified and configured the switchports to connect the new Toshiba printers at PD and PD Training Center.
- Attended meeting for the third telecom review for Doral Central Park.
- Continue to work in the migration of services to the new Core switches at the NAP.
- Removed ethernet cables not being connected to the Campus switches in the CH's IT Rooms.

This week, over 209 emails were reported and analyzed for malicious intent. Assisted AV Systems Analyst in setting up remote control software on Cultural Center computers. Addressed issues with automation of security solution. Challenges this week include acquiring license key for software solution.

Assistant IT Director

- Attended weekly City Manager Directors' meeting
- Attended weekly City Manager Department meeting
- Conducted weekly IT change control meeting
- Conducted weekly Energov change control meeting
- Attended weekly OAC meeting for Doral Central Park

- Attended weekly DCP IT workshop meeting
- Followed up on vendors for pending quotes and invoices
- Conducted meeting for DCP IT equipment needs
- Participated in DCP Telecom update review part 3
- Met with enterprise vendors for backup and recovery solution
- Participated in DCP Telecom schedule review

Organizational Efficiency:

- <Energov Systems Analyst> - This week:
 - Energov Virtual Lab.
 - Working with Tyler support to make progress in resolving files transferring from master record to sub record.
 - Assisted customers with CSS issues.
 - Notification IO for new PZ process.
- Data Integration Engineer:
 - Troubleshoot issue with the Paycom Clock at the PD Lunchroom.
 - Assisting the Sr. System Analyst restoring the Archiving System Database.
 - Working with the Sr. System Analyst on the Data Migration project.
- Data Integration Engineer:
 - Worked on the issue with the Paycom Clock at the PD Lunchroom, the clock has been replaced with a new one.
 - Assisting the Sr. System Analyst restoring the Archiving System Database.
 - Working with the Sr. System Analyst on the Data Migration project.
- Application Development - This week:
 - Worked with City Clerk on 2023 folders structure.
 - Assisted PD with 311 users set up.
 - Reviewed Energov/CSS GIS set up.

Parks and Recreation

- Interviews were conducted for the Cultural Events Specialist this week.
- Special Needs Gift Exchange at Doral Glades Park on 12/12.
- Silver Club Holiday Bingo Night at Doral Glades Park on 12/14 with 60 participants.
- Storytime with Mrs. Claus event at the Cultural Arts Center on 12/14 with 40 participants.
- Art After Dark Workshop at the Cultural Arts Center on 12/15 with 30 participants.
- Special Olympics Appreciation Ceremony on 12/15.

Police Department

Arrests: 28

- Felonies: 3
- Misdemeanors: 15
- Traffic: 5
- Warrants: 5
- DUI: 0

Traffic Citations

- Hazardous Moving Violations: 431
- Non-Hazardous Moving Violations: 286
- Disabled Parking Violations: 4
- Written Warnings: 149

Civil Citations

- Civil Citations: 2
- Traffic Crashes: 71
- Hit and Runs: 13

Calls for Service: 559

Notable Arrests & Incidents

Battery/Felony (Domestic Violence)

Doral Police Detectives were assigned to investigate a battery. Detectives met with the victim who told them that she had a verbal argument with a male subject which escalated into a physical confrontation. The victim told detectives that she and the male subject have been married for 11 years. The victim said that the male subject had battered her as he grabbed her by the neck and ruptured her ear canal. Detectives located the male subject, and he was charged for the crime committed.

Burglary Tools/Possession

Loitering or Prowling

Resisting Arrest Without Violence

Doral Patrol Officers were patrolling the area of NW 54 Street and 82 Avenue, when they observed a male subject wearing dark clothing and carrying a book bag walking in an area known for vehicle burglaries. As officers approached the male subject, he began running away from them and tossed the bookbag near a pond. Officers were able to take the male subject into custody and recovered the bookbag were they found burglary tools, vehicle key fobs and a vehicle computer programmer. The male subject was a charged for the crimes committed.

Public Information Office (PIO)

- The PIO handled inquiries from the media on matters involving the Doral Police Department.
- The PIO managed the department's Twitter and Instagram accounts on a daily basis and posted on matters of public safety and community affairs that may be of interest to our community.
- As chairperson of the Awards Committee, the PIO reviews and maintains all commendations and nominations of departmental employees for future consideration.
- The PIO handled other tasks assigned by the Chief's Office.

Neighborhood Resource Unit

12/9/2021 to 12/15/2022

- Downtown Doral – High Visibility Bike Detail
- 8180 NW 36 ST., Popular Bank Building – Safecam
- 7750 NW 25 ST., Extended Stay Hotel – Manager contact ref Robbery Task Force
- 8150 NW 53 ST., Codina – Safecam
- 7000 NW 25 ST., FEDEX – Walk through w/Security Manager
- 10311 NW 58 ST., Divine Savior Academy – Ref DARE
- 10181 NW 58 ST., TKFM community toy event
- 10651 NW 21 ST., Renaissance Elementary – School Detail
- 11300 NW 41 ST., Academir Charter – School Detail
- Holiday BBQ

Upcoming H.O.A.s and Meetings

January Meetings Times Community Address

1-18-22 7 PM Silver Palms 5001 NW 104 AVE

1-19-22 7 PM Doral Lakes 5001 NW 104 AVE

1-26-22 7 PM Milan 10284 NW 82 Terr

Training Unit

- Community Room: Under maintenance.

Public Affairs

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 70,775 (Increase of 142 followers!)

Instagram Reach increased by 20% (21.1k) from last week; Instagram Engagement increased by 52% (2.9k)

TOP POST: Instagram post announcing Mayor Fraga, Councilman Rafael Pineyro, Councilwoman Porras! – reached 17k, 2,086 engagers!

- Design/Web Projects –webpage updates for depts
- Meeting to plan 2023 Doral Map Guide
- Event Coordination/Coverage –
 - Swearing-in Ceremony 12/20 (location, vendors, finalize invite, program, run of show)
- Onboarding of incoming Mayor and Councilmembers:
 - New Headshots
 - Update Website
 - Update App
 - Update Wikipedia
 - Ordering New Name Plates

Videos:

Published – Love My City #13

Published – Best of the Best – Outdoor Dining (Doral Yard)

In production – Holiday Messages for all Council

In production – Holiday Event Recap

In production – Spend Local – Karla Bakery

Public Works

Transportation

- FTAC meeting
- Meeting with Miami Dade County Traffic Signals & Signs division to discuss traffic signals within the city that currently have vehicle detections issues
- Meeting with Lux-Solar to discuss proposed location for the installation of Illuminated raised pavement markers.

Engineering

- Submitted Interlocal Agreement for Section 7 - Doral Traffic Calming project to MDC to review and approve
- Completed ITB for Doral Entry features, submitted to PW director for review.