



# Memorandum

**To:** Honorable Mayor and City Council

**Date:** October 21, 2022

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

**Subject:** **Weekly Council Update/ October 16 - October 22, 2022**

## City Manager's Office

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:
    - Lobby wood veneer:
      - Pending pivot doors installation.
    - HVAC systems training held on October 18<sup>th</sup>.
    - Emergency power docking station training – October 21<sup>st</sup>.
    - Elevator:
      - Oil detector boxes – B&A to provide direction to relocate boxes.
      - Sketch with dimensions provided by PMT.
    - Landscaping continues this week.
      - Pending landscaping of southwest portion and sculpture area.
        - Additional sod to be planted this week.
      - B&A landscape architect to visit site on October 24<sup>th</sup> for landscaping punch list walkthrough.
    - 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 punch list submitted October 18<sup>th</sup>.
    - Stepped terrace (RCO 032):
      - Sloped area sodded with Bermuda grass. Area not to be used for two weeks.
    - Elevator – pending low wall step installation to access machine room area.
    - North egress path – first coat of paint applied to handrails and walls.
  - o 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.
  - PMT coordinating with B&A and KVC for Manolo Valdez sculpture probable location.
    - Permit for sculpture foundation:
      - BDRV-2206-0530 (8363 NW 53 ST Doral, FL) Manolo Valdez sculpture.

### **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.
  - 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
      - Delivery anticipated October 27<sup>th</sup>.
- Construction Activities:
  - Civil Work (Phase I)
    - Water main installation complete
    - Installation of sanitary sewer main line complete
      - Final tie-in south of Amphitheater to commence next week.
    - Central Civil finalizing the installation of the benches and caps for the sanitary sewer.
    - Installation of later #7 at Southwest corner and #14 at Northwest corner of jobsite in progress.
    - On-going maintenance of relocated trees
  - Skate Park / Amphitheater/Baseball Fields (Phase II/III)
    - Completed re-grading of the Amphitheater building pad
    - Keller began installation of Augercast Test Piles.
  - Recreation Center / Aquatics Facility (Phase IV)
    - Titan mobilized on-site for commencement with the footings at the 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
  - 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.
  - 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, A/E, and PMT.
  - IT
    - Phase 2/3 AV drawing revision submitted
    - Phase 4 package submitted
      - Revisions delivered Oct 3<sup>rd</sup> and submitted to BA for review for submission to KL

### **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:
  - o Water meters installed, pending final conveyance with WASD.
  - o Drainage improvements at east retention area, gym equipment area, and NW corner kid's park received.
  - o Camera and WAP install Complete
    - Integration to be completed end of October
- 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 30<sup>th</sup>, 2022

### **Doral Boulevard Pedestrian Bridge:**

- Awaiting execution of Contract by Design Build Firm.

### **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**

- 25 Business Tax Receipt applications for new licenses have been received this week.
- 7 Business Tax Receipt applications for new businesses have been received this week.
- 2 Business Tax Receipt renewals for FY 2020-2021 processed this week.
- 12 Business Tax Receipt renewals for FY 2021-2022 processed this week.
- 64 Business Tax Receipt renewals for FY 2022-2023 processed this week.
- 1 Outdoor dining was issued.

\*As of this week the Business Tax Receipt has processed a total of 5,173 BTRs for FY 2022-2023.

#### **Planning and Zoning**

- Address creations: 8
- Building permits reviewed: 60
- Zoning inspections conducted: 29
- Site Plan Review: 1

#### **Economic Development**

- Worked with the Federal Reserve, Turner Construction and the Florida State Minority Supplier Development Council to host two workshops at City Hall. Gave a presentation in both workshops as well.
- Met with Maria Dreyfus-Ulvert, the Executive Director for the Miami-Dade County International Trade Consortium.
- Attended the Mayor's 2022 State of the City Address.

- Attended a Congratulatory Certificate presentation for the business owners of AmePower.
- Toured the Décor District and took inventory of the light poles and banners. Will look into purchasing more banners.
- Met with Centro de Arte del Doral (formerly RockFe Academy) re: licensing, Spend Local, potential ribbon-cutting event.
- Coordinated Sister Cities activities at Vallenato Festival.
- Met with EV Garage Miami, an Electric Vehicle service center, and put the business owners in touch with several of our partners.
- Processed PTSA and CBO Grant reimbursements.
- Assisted businesses with Spend Local registration.
- Coordinated upcoming ribbon-cuttings, events, and meetings.

### **Building Department**

- ADMIN: Director attended staff meeting, State of the City; Citizen's Academy prep; Director & CIP attended bond meeting.
- ENERGOV Update: On-site week with EnerGov consultant; Testing of implemented changes
- HUMAN RESOURCES ACTIVITIES: 2nd round telephone interview with Band 2 candidates for Permit Clerk, selection made and forwarded to HR; reposting of vacancies
- PROJECTS: Biodiesel repairs, Federal Reserve pre-submittal (pending mid-Nov)

### **Code Compliance**

- Assistant Director met with HOA board members and business owners of a commercial condo building to discuss possible code violations by some of their occupants.
- Department held emergency Special Magistrate hearing where a lien was settled for \$70,025 for a case from 2021. Also, business whose license was previously revoked for being a public nuisance was reinstated.
- New officer, Eddy Plascencia, started on Monday, October 17, 2022.
- Department coordinated week 3 of Mayor's Citizens Government Academy with presentations by the Finance & Public Works Department.
- Director attended monthly Military Advisory Board meeting.

### **Finance Department**

- Accounts Payable: Processed 21 invoices; 42 checks for a total of \$647,215.
- 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 September 2022.
- The Department successfully completed the close of fiscal year 2022 in Munis ERP.
- Processed the FRS contributions for the month of September 2022.

## **PROCUREMENT DIVISION**

1. A total of 68 PO's were created for a total value of \$2,192,693.88
2. A total of 1 Purchase Order Maintenance Increase/ Other were processed at a value of \$220.74
3. A total of 0 Purchase Order Maintenance Decrease/ Close were processed at a value of \$0.00
4. We continue to close purchase orders and enter capital assets in preparation for fiscal year 2022 closing.

### **CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 10/21/2022**

- 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.
- 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
- 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.

## **Human Resources**

- This week nine (9) conditional offers of employment were extended (6 part-time / 3 full-time).
- This week the Human Resources Department conducted two (2) pre-employments for full-time positions and six (6) pre-employment for part-time positions.
- This week two (2) part-time new hires were onboarded.
- This week one (1) full-time promotion was processed.
- The Human Resources Department continues to work on CBA Implementation for Payroll.
- HR has finalized the agreement for this years' employee Holiday Event.

## **Information Technology**

### **Organizational Efficiency:**

#### Phase 2: EnerGov Stabilization Project

This week, Tyler IC, met with City Departments:

- Expedite the resolution of open Tyler CRM incidents
- Continue City staff EnerGov training program for all current and new users.
- Prioritize remaining EnerGov system enhancements, stabilization actions, and training for remainder of Tyler's implementation advisory schedule: Oct 31-Nov 3.

#### Support Desk

- Resolved 98% support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Settings to doors access with new daily schedule and specifics user's access for DCAC.
- Support users with the MFA setting implementation on Office365.

#### Network:

- Provided network support in the integration of the hyperconverged system at the NAP.
- Modified policies and rules in the edge to allow specific traffic for the new parking vendor.
- Provided network support in the installation of the equipment in the new parking vendor.
- Provided network support for the air-conditioning system integration at DCAC.

#### Security:

- Over 103 emails were reported and analyzed for malicious intent.
- Completed configuration of new security application.
- Ran assessment with security application and remediated findings.
- Attended Cybersecurity update collaboration with local government.

#### 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 Mayors State of the City Address

#### Dashboards

- Assisted the Acting Assistant Finance Director to refresh the Cashiering System Cubes for the close of the Fiscal Year.
- Developed a report for the Total of the LPR's hits on this month.
- Created a new task to keep running the Fuel System Service requested by the Help Desk Supervisor.

#### Application Development

- Assisted City Clerk with PRR and SharePoint.
- Worked with Tyler to resolve 311 issues.
- Worked with PZ for BTR.
- Reviewed Azure storage tiers and city backup solution.
- Tested Tyler Hub.

#### PD IT Team:

- Completed imaging all new laptops.
- Updated all PD Servers.
- Updated IAPro platform.
- Attended IACP conference.
- Began deploying new laptops.
- Updated Celebrite software.
- Completed LPR Upgrade.

#### 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 Meeting
- Weekly Bond Meeting Process RE: Construction Management.
- DCP - OAC Weekly Meetings
- DCP - IT Workshop Meeting
- ATT FirstNet High Data Usage
- EnerGov Weekly Support meeting
- EnerGov Stabilization Project- Daily Debrief
- Miami Dade Quarterly Cybersecurity Update
- Mayors State of the City Address
- City of Miami Gardens Paycom and Smart City

## **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:  
Due to Hurricane Ian many responses to the indicators have been delayed.  
We have been working with MDC teams for education, water, and waste information.  
Continue coordinating team meeting with data custodian while meeting with them and thanking them for previous years of support.  
Project is 79% completed.
- WCCD/United Nations Pilot on City Resilience:  
WCCD has selected the City of Doral to join a small group of cities worldwide in a WCCD/United Nations Pilot on City Resilience.  
Participating cities will also be welcomed into UNDRR's global network of cities participating in their recently launched Making Cities Resilient 2030 (MCR2030).
- 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.  
POC will begin week in October.  
Meeting with vendor is scheduled for next week.  
Project is 50% completed
- Asset Essential Post-Implementation System Project:  
We have been modifying business process and inventory for training for technician and management to use reporting features and we are fixing issues of post-implementation updates to Oct 20-21.  
Project is 87% completed
- NIST Smart Cities and Communities KPI System Project:  
NIST Director will showcase the City of Doral in the next GVTV conference in Washington, DC.

## **Parks and Recreation**

- Silver Club trip to Bayside Marketplace on 10/18 with 15 participants.
- New part time staff started this week.
- Wellness Wednesday at the Cultural Arts Center on 10/19.
- Special Needs Halloween karaoke party at Doral Legacy Park on 10/20.
- Trunk or Treat and Movie at the Park event on 10/21.
- Eco-Adventure at Doral glades Park on 10/22.

## **Police Department**

Arrests: 24

- Felonies: 10
- Misdemeanors: 10
- Traffic: 1
- Warrants: 3
- DUI: 0

Traffic Citations

- Hazardous Moving Violations: 211
- Non-Hazardous Moving Violations: 389
- Disabled Parking Violations: 3
- Written Warnings: 102

#### Civil Citations

- Civil Citations: 0
- Traffic Crashes: 59
- Hit and Runs: 14

Calls for Service: 507

#### Notable Arrests & Incidents

##### Robbery by Sudden Snatching

Doral Patrol Officers were dispatched to the area of NW 107th Avenue and NW 14 Street regarding a fight between a male and female. Officers arrived and met with a female victim who told them that she was arguing with her boyfriend, and he forcibly snatched her cellphone from her hand. Officers located the male subject and took him into custody. The male subject was arrested for the crime committed.

##### Indecent Exposure

Resisting Officer Without Violence to his Person

Doral Patrol Officers were dispatched to the area of NW 83 Avenue and NW 36 Street regarding a male refusing to leave the premises. Officers arrived and met with the complainant who told them that the male subject refusing to leave was exposing his genitals in public. Officers located the male subject and took him into custody. The male subject was arrested for the crime committed.

##### Neighborhood Resource Unit

- Juvenile Follow ups (2)
- Special Needs Program visits (3)
- Academir Academy School detail
- Academir School traffic arrival
- Any Lab Test/La Van del Video, ref. plaque
- BridgePrep Academy School detail
- BridgePrep Pink Car
- City Hall reference PP4K Items
- D'Cata Ref. Pink Car
- Divine Savior Academy Ref. pink car
- Divine Savior Academy School check
- Doral Academy Elementary Ref. Fire Extinguisher School check
- Doral Academy High School check
- Doral Academy High School football game
- Doral International Academy of Math and Science School Pink car/School check
- Doral Oaks HOA meeting
- Downtown Doral Charter Upper School detail
- Family Dental Ref. Pink Car
- Fast Signs Ref. We Care Signs
- La Boulangerie Bakery Pink car
- La Francia Jewelry We care/Safe Cam presentation, event meeting
- Locos X Grill Ref. plaque
- Made in Italy Gelateria Ref. Plaque
- Publix Business contact
- Renaissance Elementary Charter School Ref. Fire Extinguisher
- Residence Inn Ref. Cancer Awareness Donation
- Sedano's Plaza Business contact
- Smoothie, Protein Bar Ref. Plaque
- Special needs program
- Super Auto Ref. Pink Car



- Venezuelan Depot Ref. plaque

#### OCTOBER MEETINGS

10/20 Doral House 3 7:00 PM

10/20 Doral Green 7:00 PM

10/25 Doral Cove 5:00 PM

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

Training Unit

Community Room:

- MDPD Auto Theft: Oct. 18
- MDPD Risk Protection Order: October 19-21
- Police Citizen Academy – Oct. 19

Office of Emergency Management

- Attended Security update meeting with County and Municipalities.
- Began review of FEMA Policy on Public Assistance Simplified Procedures for Small Projects.
- Began review of FEMA Draft on Planning Considerations for Cyber Incidents.
- Finalized Power Point presentation for future Citizens Police Academy on Emergency Management functions with emphasis on emergency preparedness and mitigation.
- Shared information on social media on potential severe weather for South Florida.
- Created situation reports, and shared Hurricane Ian aftermath, cybersecurity, 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 69,577 (Increase of 200 followers)

Tweets up by 39% (114) from prior week, Tweet Mentions by 2% (173) from prior week.

TOP POST: Manolo Valdes sculpture being installed– reached 6.2k, 175 likes!

- Design/Web Projects –Certificates; webpage updates for departments; flyer for ED event (Prospera)
- Press Releases:
  - Doral Cultural Arts Center Grand Opening Post
  - Doral inaugura nuevo Centro Cultural de las Artes Post
- Event Coordination/Execution:
  - State of the City – 10/20
  - FIU/PP4K Presentation 10/26
  - Co-designation Ceremony – Waas - TBD

Videos:

Completed – Cultural Arts Center Loop Video for event

Published – Inside Doral – Cultural Arts Grand Opening

In Production – Hispanic Heritage Recap

In Production – PD & Marlins Safe From Home Tips #2 SPA

In Production – PD & Marlins Safe From Home Tips #2 ENG

In Production – State of the City event into video

## **Public Works**

- Presented at the Mayor's Citizen Academy.
- Held interviews for the Accounting/Permit Clerk position.
- Finalized the parking overflow installation for Miami-Dade County Elections Department.

## **Transportation**

- Held meetings with the school administration for Doral International Academy of Math and Science and Renaissance Elementary Charter School as part of the School Traffic Operation Plan (TOP) Phase II Project.
- Held a meeting with Freebee to discuss the charging station layout of the Government Center Garage for the new Tesla Model X vehicles.