



# Memorandum

**To:** Honorable Mayor and City Council

**Date:** December 27, 2022

**From:** Carlos Arroyo, Acting City Manager

**Subject:** **Weekly Council Update/ December 18 - December 24, 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 took place on August 23<sup>rd</sup>
      - B&A submitted the preliminary punch list on September 1<sup>st</sup>
      - Interior area punch list walkthrough took place on October 4<sup>th</sup>
      - B&A architectural and interior punch list submitted on October 18<sup>th</sup>
      - Contractor punch list completion roughly 75% complete, projected completion by end of January 2023.
- 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
  - o Pull box replacement work pending at downtown Doral Park. Proposal from Horsepower for this work to be submitted.
- Weekly meetings will be held with the contractor on Thursdays until all work is 100% complete and permits are closed with final Certificate of Occupancy achieved.

### **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 (NW 92<sup>nd</sup> Ave.) recording with MDC to be updated
    - NW 87<sup>th</sup> Ave. MOT permit approved, work to commence next month
    - Multi-Purpose Field Vehicle Access to be formally submitted.
    - Department of Health (DOH) Public Pool Operating Permit and Variance application in progress for Aquatics Facility
  - o **GMPs**
    - NTP issued for GMP Turnover "A"
    - NTP issued for GMP Turnover "B"
    - NTP issued for GMP Turnover "C"
    - GMP Turnover "D" delivery Dec. 22<sup>nd</sup>

- **Construction Activities:**
  - o Removal of elections temporary fence and reinstalling fence at Hotel property Dec. 8<sup>th</sup>
  - 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
    - Installation completed of hydrants across the site
    - Grading & Filling of certain areas across the site continued
    - Installation of Water Services to begin
    - On-going maintenance of relocated trees
  - o **Skatepark & Pump Track / Amphitheater / Baseball Fields & Volleyball Court (Phase II/III)**
    - Amphitheater building pad re-graded for 180-degree rotation for stage orientation to face away from Hotel property
    - Keller completed lateral and compression testing of augercast test piles for Amphitheater Tensile Structure
      - Completed Pile installation Dec. 6<sup>th</sup>
      - Fabrication of Rebar Cages has begun
  - o **Recreation Center / Aquatics Facility (Phase IV) and Outbuildings**
    - Titan at the Rec Center
      - Foundation completed with approximately 600 CY of concrete
      - Waterproofing for the walls of the Elevator pits is complete
      - Continued installation of Masonry/Stem walls and installation of concrete columns started
      - Concrete placement at Section A Columns
      - Concrete placement at Outbuilding C and D
    - C. Davis Electric continued with installation of Electrical Conduits at the Rec Center
      - o To begin installation of Underground Conduits at Outbuildings
      - o Conduits installed for the FPL mainline
    - Musco delivered the Sport Lighting Poles to the site for installation next month
    - Caballero Plumbing started the installation of the Underground Sanitary Line at Section C of the Rec Center
- General Activities
  - o Weekly Meetings
    - OAC meetings are being held weekly on Thursdays.
    - Parks Bond IT Meetings 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 on Thursdays.
  - o Art in Public Places
    - BA submitted Draft Proposal and currently is in review with KL, Parks and PMT.
  - o FF&E
    - On-going coordination between CMaR, Design Team, and PMT.
    - Turnover D (GMP 4 of 4) to include FFE scope.
    - JC White to Provided updated proposal Dec. 16<sup>th</sup>
      - o In review with Parks
  - o 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 delivered Nov. 29<sup>th</sup> from Osborn Engineering
- City IT and Parks review completed Dec. 6<sup>th</sup> and sent back to Osborn with Mark-ups
- Osborn returned revision Dec. 8<sup>th</sup>
- City and Parks completed follow-up review Dec. 14<sup>th</sup>
- Osborn to return follow-up revision Dec. 16<sup>th</sup>
- Continued mark-ups on Osborn Delivery
  - ACS Meeting for Phase II/III Dec. 19<sup>th</sup>
    - Phase IV schedule Dec. 28<sup>th</sup>
- AV revision anticipated end of Dec. 2022 from AVI-SPL

### **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. This work is scheduled to begin on Wednesday, December 7<sup>th</sup>, 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 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 award 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**

- 9 Business Tax Receipt applications for new licenses have been received this week.
  - 10 Business Tax Receipt applications for new businesses have been received this week.
  - 2 Business Tax Receipt renewals for FY 2020-2021 processed this week.
  - 2 Business Tax Receipt renewals for FY 2021-2022 processed this week.
  - 35 Business Tax Receipt renewals for FY 2022-2023 processed this week.
- \*As of this week the Licensing Division has processed a total of 5,667 BTRs for FY 2022-2023.

### **Planning and Zoning**

- Building permits reviewed: 40
- Zoning inspections conducted: 9
- Site plans: 1
- Address creations: 8

### **Economic Development**

- Met with the Parks & Recreation Department to discuss the Sister Cities Art Exhibit that will take place in the Doral Cultural Arts Center.
- Met with the Greater Miami Convention & Visitors Bureau and Parks & Recreation re: potentially having the Doral Cultural Arts Center function as the site of a visitor center.
- Scheduled Greater Miami Convention & Visitors Bureau 'Miami Is Me' customer service training for Doral hospitality workers in February.
- Confirmed panelist participation in the Doral Business Forum.
- Met with Golden Shovel re: Economic Development website features.
- Attended the Swearing-in Ceremony for the newly elected Mayor and Councilmembers.
- Submitted FIU Economic Study Update item for January 2023 City Council meeting.
- Continued to coordinate logistics for Ritmo Doral and the Sister Cities Art Exhibition.
- Met with local business owner Andres Bonilla, Bark Square, re: business resources.
- Met with local business owner Valeria Bertoni, Box Fitness re: Spend Local program.
- 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 staff meeting, Council Meeting and City Manager Swearing In; Staff attended Mayor & Council Swearing-In ceremony; Hosted last 2nd floor leadership team meeting of 2022; Pending onboarding candidates for Electrical Inspector
- PROJECTS: Lennar Multifamily project; City Place Project; 3500 NW 78 Ave.

## **Code Compliance**

- Code Compliance Officers canvassed the city to remove all remaining political signs on the 7th day after elections as per city ordinance.
- Director had phone conference with members of the CDD to discuss best solution for the increased parking/abandoned vehicles complaints being received by the department from residents of Downtown Doral.
- Director & Assistant Director attended 2nd Floor leadership team meeting to discuss departmental goals for 2023.

## **Finance Department**

- Accounts Payable: Processed 127 invoices; 152 checks and 4 wire transfers for a total of \$1,774,044.
- Processed payments for all of the City's obligations due on January 1st, 2023.
- 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.

## **PROCUREMENT DIVISION**

1. A total of 36 PO's were created for a total value of \$1,284,957.10
2. A total of 2 Purchase Order Maintenance Increase / Other were processed at a value of \$2,365.40
3. A total of 0 Purchase Order Maintenance Decrease / Close were processed at a value of \$0.00

### **CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 12/22/2022**

- 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 – 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.
- 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.
- 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.

## **Human Resources**

- This week four (4) conditional offers of employment were extended to potential employees (4 full-time). Three (3) offer letters were also drafted and sent to our newly elected councilmembers.
- This week the Human Resources Department conducted five (5) pre-employments for potential employees (5 full-time).
- This week the following were onboarded: three (3) full-time re-hires, one (1) full-time new hire, and six (6) part-time new hires.
- This week one (1) full-time resignation was processed.
- The Human Resources Department is currently working with Finance to assist with the FY 21-22 audit.
- The Human Resources Department scheduled a meeting with Paycom to discuss pending matters.
- Police Sergeants exam was annulled; new testing date has been rescheduled for March of 2023.
- This year's Holiday event was a success with a total of 151 attendees.
- The Human Resources Department is currently working on the onboarding of elected officials and their staff.

## **Information Technology**

### Energov:

- Weekly meeting with departments of interest to discuss pending Change Controls.

### Support Desk:

- Resolved 98% 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.
- Support users with the MFA setting implementation on Office365.
- Creation users and ID Badge for Major, Council and Council staff.
- Assisting to 1st login in our system to Major, Councils and Council staff.
- Assisting and support to Swearing in Ceremony and Council meeting.
- Assisting, support and settings to installation of Toshiba Printers at Police Department.

### Network:

- Continue to work in the Doral Internal Wi-Fi changes to block the employees from connecting their personal devices.
- Provided after hours support in the troubleshooting of the access control panel on the first floor.
- Powered on and upgraded to the latest version the temporary switch for Trails and Tails Park.
- Configured basic features, Vlans, routing protocols and interfaces on the temporary switch for Trails and Tails Park.
- Added the DCAC Cameras to Network Monitor System.

### AV

- AV Team provided AV support for Finance, PW, PD, PA, CM, and HR Department.
- Maintenance on Council Chambers AV system.
- AV Team provided support at the Police Training and Community Center for meetings.
- AV Team provided support for Civil Air Patrol Doral Cadet Squadron.
- AV Team provided support for lobby kiosk.
- AV Team provided support for Legacy Park cameras.
- AV Team provided support for DCP meetings.
- AV Team provided support for CH Parking garage cameras.
- AV Team provided support for EnerGov meeting.
- AV Team provided support for Council Meeting.
- AV Team provided support for swearing in ceremony.

### Security

- This week, over 110 emails were reported and analyzed for malicious intent.

- Assisted City Clerks with a time sensitive email retrieval.
- Assisted Data Integration Engineer and the Building Department address a latency issue with the permitting software.

#### Database Support:

- Assisting the Sr. System Analyst restoring the Archiving System Database.
- Continue Working with the Sr. System Analyst on the Data Migration project, the sql configuration and the installation of two servers has been completed.
- Troubleshooted issue with the LPR's SFTP connection.
- Troubleshooting bad connection issue with the Building Permits System.

#### Application Development

- Cashiering Update to the non-production environment.
- Worked on Munis-upgrade pending problems.
- Worked on Ready Forms in test environment.
- Resolved Munis security issues.
- Worked on Hub Reporting.
- Completed first draft of online Rental Interest form, working on theme and appearance.
- Shared form with PR Director to review and provide feedback

#### CIO and/or 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.
- Followed up on vendors for pending quotes and invoices
- Attended WCCD meetings.
- Attended DCP Telecom Review meetings.

### **Smart City:**

- LPR Poles/Public Safety Project:

Waiting Vendor to finalize changes.

This week we received the changes for site # 30 and will met with the Building officials.

Building official provided some comments and fixes which required and engineer from vendor is performing updates,

Project is 75 % completed.

- WCCD 37120- 2020 and 2021 Sustainable Smart City Certification Project

We have completed the review and certificates will be presented to Council in January 2023.

Project is 100 % completed.

- Smart Park System Project

We continue the POC which will provide insights into park attendance in designated areas.

POC timeframe is 4 weeks

Project is 90% completed

- Intelligent Community Forum Certification 2023 Project:

We continue to work with departments to gather information for submittal.

Project is 70% completed.

- Munis upgrade project

Finance is performing testing.

Project is 25% completed

## GIS Administration

- As per planning and zoning dept's request, created and provided 6 maps included proposed future land use and rezoning as well as notice location and aerial maps.
- Conducted and reviewed GIS hub.

## **Parks and Recreation**

- Silver Club Winter Activities Registration opened up on 12/19.
- Silver Club Trip to watch The Nutcracker at the Adrienne Arsht Center on 12/20.
- Assistant Park Supervisor Interviews were conducted this week.
- New part time staff started this week.
- Atelier Workshop on 12/21 at the Cultural Arts Center.

## **Police Department**

### Arrests: 35

- Felonies: 3
- Misdemeanors: 18
- Traffic: 5
- Warrants: 9
- DUI: 0

### Traffic Citations

- Hazardous Moving Violations: 228
- Non-Hazardous Moving Violations: 443
- Disabled Parking Violations: 3
- Written Warnings: 144

### Civil Citations

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

### Calls for Service: 506

## **Notable Arrests & Incidents**

### Animal/Cruelty

Doral Police Detectives were tasked with an animal cruelty investigation in the area of NW 97<sup>th</sup> Court and NW 31<sup>st</sup> Street. Detectives met with the victim who stated that her roommate always showed violence towards her small dog. The victim also told detectives that she had found her small dog bleeding near her cage and decided to rush her to the animal hospital where the dog had to be put down due to severe trauma. The victim told detectives that the male roommate had picked up all belongings and had moved out of her house. Detectives were able to locate the male subject where he confessed to causing the trauma to the dog. The male subject was arrested and charged with the crime committed.

### Kidnapping/Firearm or Aggravated Battery/Mask

### Burglary/With Assault or Battery/Armed

### Attempt Felony Murder

Doral Police Patrol Officers and Detectives were dispatched to the area of NW 83<sup>rd</sup> Avenue and 36<sup>th</sup> Street reference a battery with injuries. Officers and Detectives met with the victim who told them that a male subject had entered the location without permission and had punched her and choked her. The victim also told detectives that the male subject



zipped tied her hands and covered her mouth. Officers and Detectives were able to locate the male subject and took him into custody. The male subject was arrested and charged for the crime 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 daily 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

12/16/2021 to 12/22/2022

- 10200 NW 74 ST., Southbound traffic – Ref traffic complaint
- 10400 NW 74 ST., Traffic complaint -
- 16 visits regarding the Special needs program
- AC - Hotel Crime Prevention detail
- Baymont - Hotel Crime Prevention detail
- Best Western - Hotel Crime Prevention detail
- Courtyard – Hotel Crime Prevention detail
- Doral House 3 – HOA meeting
- Downtown Doral – High visibility and Area check
- Downtown Doral Charter Upper School – Soccer game
- Einsley Family – Walmart gift cards for daughters
- Eugenia B. Thomas K8 – Principal for the day
- Extended Stay – Hotel Crime Prevention detail
- Fairfield - Hotel Crime Prevention detail
- Flanigan's restaurant - Survey
- Girls Scout Troop 552 – Drug & Alcohol presentation
- Intercontinental Hotel - Hotel Crime Prevention detail
- La Quinta - Hotel Crime Prevention detail
- Landmark – Meeting w/manager ref garage access
- Landmark South – NRU Plaque
- Provident - Hotel Crime Prevention detail
- Quality Inn – Hotel Crime Prevention detail
- Renaissance Elementary – Extra security
- SouthComm – Contact
- SPB business – Safecam
- TownePlace Suites - Hotel Crime Prevention detail
- Walmart – Shop w/a Cop event
- Wingate – Hotel Crime Prevention detail

### Public Affairs

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 70,895 (Increase of 120 followers!)
- Facebook Page Reach increased by 25% (7.7k) from last week; Facebook followers increased by 246%.

TOP POST: Instagram post with photos from Council Swearing-in – reached 9k, 914 engagers!

- Design/Web Projects –webpage updates for depts
- Logistics call with Florida dept of Health for upcoming event in City facility.
- Event Coordination/Coverage –
  - Menorah Lighting 12/19
  - Swearing-in Ceremony 12/20
- Finalizing of onboarding of incoming Mayor and Councilmembers:

Videos:

Published – Holiday Messages for all Council (Eng/Spa – 10 videos)

Published – Holiday Message for School Board Member

Published – Holiday Event Recap

In production – Inside Doral Swearing-in ceremony

In production – Spend Local – Karla Bakery

In production – Spend Local – Glanz Aesthetics

**Public Works**

- The City of Doral has been recognized for the 15 Year in a row as “Tree City USA” for 2022 by The Arbor Day Foundation.
- Installation of two additional ChargePoint EV charging stations was completed at the Government Center parking garage 3<sup>rd</sup> floor, which provides free charge for electrical vehicles.
- Freebee delivered the first Tesla Model X vehicle.