



# Memorandum

**To:** Honorable Mayor and City Council

**Date:** December 09, 2022

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

**Subject:** **Weekly Council Update/ December 4 - December 10, 2022**

## City Manager's Office

City Manager along with Deputy City Manager, City Clerk Diaz and City Attorney Figueredo held weekly Staff Meeting with Department Directors.

## Capital Improvement Project Coordinator

### **Doral Cultural Arts Center:**

- General Construction Activities:
  - o On-going activities:
    - Initial punch list walkthrough with B&A on August 23<sup>rd</sup>.
      - B&A submitted the preliminary punch list on September 1<sup>st</sup>.
      - Interior area punch list walkthrough – October 4<sup>th</sup>.
      - B&A architectural and interior punch list submitted October 18<sup>th</sup>.
      - All area punch lists have been established by design team and shared with contractor, with projected completion in 30 to 45 days from the beginning of November.
- IT Department coordination is on-going
  - o Agreement to install cameras on existing Codina park light poles received
    - LPR camera pull box installed. LPR camera ordered.

### **Doral Central Park:**

- Authorities having Jurisdiction (AHJ's)
  - o Permits
    - Phase I Permits are Approved.
    - Phase II/III Permits are Approved.
    - Phase IV (Foundation) Permits are Approved.
    - Phase IV (Vertical) Permits are Approved.
    - West road dedication (92<sup>nd</sup> Ave.) recording with MDC to be updated.
    - 87<sup>th</sup> Ave. MOT permit approved.
    - Multi-Purpose Field Vehicle Access to be formally submitted.
    - DOH Permit in progress for Aquatics Facility.
  - o GMP
    - NTP issued for GMP Turnover "A".
    - NTP issued for GMP Turnover "B".
    - NTP issued for GMP Turnover "C".
    - GMP Turnover "D" delivery Dec. 9<sup>th</sup>.

- Construction Activities:
  - o Removal of elections temporary fence and reinstalling fence at Hotel property starting 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.
    - Continued installation of hydrants with grading & filling of certain areas across the site starting from Northeast to Northwest.
    - On-going maintenance of relocated trees.
  - o 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. 6<sup>th</sup>.
      - Fabrication of Rebar Cages has begun.
  - o 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.
      - o Conduits installed for the FPL mainline.
- 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 continues Thursdays.
  - o Art in Public Places
    - BA submitted Draft Proposal.
  - 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 provide updated proposal (prior update Dec. 2021)
  - 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.
- Osborn to incorporate corrections by Dec. 14<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>.
      - 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 complete and areas have been reopened to the public.
  - o Camera and WAP install Complete.
    - Integration to be completed – pending delivery of fiber switch.
- General activities:
  - o Close-out process
    - Pending issues addressed, site restoration complete, and areas are open to the public.
    - Assembled all manuals, warranties, as built, and testing results. Waypoint has submitted this to PMT, to be turned over to Parks department.
    - Certificate of Occupancy Issued August 30<sup>th</sup>, 2022.

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

- FDOT returned comments regarding concurrence. Meeting with FDOT Pending.

### **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**

- 7 Business Tax Receipt applications for new licenses have been received this week.
- 8 Business Tax Receipt applications for new businesses have been received this week.

- 2 Business Tax Receipt renewals for FY 2020-2021 processed this week.
  - 1 Business Tax Receipt renewals for FY 2021-2022 processed this week.
  - 24 Business Tax Receipt renewals for FY 2022-2023 processed this week.
  - 1 Alcohol packet was signed.
  - 1 Outdoor Dining permit was issued.
- \*As of this week the Business Tax Receipt has processed a total of 5,546 BTRs for FY 2022-2023.

### **Planning and Zoning**

- Building permits reviewed: 49
- Zoning inspections conducted: 12
- Site plans: 4
- Address creations: 7

### **Economic Development**

- Hosted Fundacion Lideres Globales diplomatic mission of 32 elected officials from Bolivia, Costa Rica, Ecuador, Honduras, Panama.
- Coordinated Council members' presentation of congratulatory certificate to US Century Bank their 20th anniversary reception at InterContinental Doral.
- Met with Ritmo Doral partners The Rhythm Foundation, Codina Partners, The Doral Yard and Massive Brass Band Aruba to coordinate March 18th performances, production logistics and marketing.
- Coordinated with Public Affairs to complete Downtown Doral Arts District site and update Doral Décor District site on the City of Doral website.
- Met with Florida Blue Market President David Wagner re: partnership opportunities.
- Met with Ramon Alcalá of Softylicious re: business resources.
- Promoted Pop-Up Storefront Program to stakeholders.
- 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: Assistant Director attended meeting with International Mall, regarding permitting process and project updates.
- Building Official and Building Director attended Building Code Administrators and Inspectors Board Meeting.
- Representatives from the Building Department met with RDC Design regarding Pool Permitting for the Doral Central Park Project.
- PROJECTS: Leon Medical Center Event Permit Issued, Carnival Event Permit Issue, Holiday Celebration at the Park Event Permit Issued.

### **Code Compliance**

- Director & Assistant Director met with Public Affairs for initial illegal dumping/littering campaign discussion.
- Director attended IT- Energov Change Control Review meeting.
- Department scheduled interviews for vacant Code Compliance Officer I position.
- Code Compliance Officer conducted early morning inspections to address two separate noise complaints filed to the department.

## **Finance Department**

- Accounts Payable: Processed 140 invoices; 100 checks for a total of \$375,477.
- 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 Citywide payroll for the pay period ended December 04, 2022.

## **Procurement Division**

1. A total of 4 PO's were created for a total value of \$20223.57.57
2. A total of 0 Purchase Order Maintenance Increase/ Other were processed at a value of \$0.00
3. A total of 0 Purchase Order Maintenance Decrease/ Close were processed at a value of \$0.00

• 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

• 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.

• 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

## **Human Resources**

- This week eighteen (18) conditional offers of employment were extended to potential employees (17 part-time / 1 full-time).
- This week the Human Resources Department conducted eighteen (18) pre-employments for potential employees (17 part-time / 1 full-time).
- This week one (1) full-time resignation will be processed.
- The Human Resources and Parks & Recreation Departments held an onsite job fair this week to fill part-time vacancies.
- Currently working with the Finance to assist with the FY 21-22 audit.
- Human Resources has scheduled 3 meetings with Paycom for this week to discuss: Pending insurance matters, COBRA, ACA filing and Performance Evaluation options.
- The HR Department coordinated for FLOW to be onsite on Friday, December 9th, 2022, for employees and family members.

## **Information Technology**

### **Energov:**

- Plante Moran provided interview notes which was distributed to all Energov department directors.

### **Support Desk:**

- Resolved 95% 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 and setting for laptops and personal scanners for Parks and HR job fair.
- Assisting and setting with the network for Ricoh printer connection at 3rd floor training room

### **Network:**

- Continue to work in the Doral Internal Wi-Fi changes to block the employees from connecting their personal devices.
- Continue to work in the deployment of the new Core switches at the NAP.
- Reviewed Data Drops and WAPs for Doral Central Park.
- Provided network support in the GIS server migration.

### **AV:**

- AV Team provided support for DCP meetings.
- AV Team provided support for CH Parking garage cameras.

### **Security:**

- This week, over 142 emails were reported and analyzed for malicious intent.
- Completed implementation of MFA solution city-wide.
- Assisted GIS Developer in software migration.
- Completed user account clean up.

### **Database Support:**

- Assisted the GIS Developer with the GIS Server Migration.
- Assisted the Sr. System Analyst restoring the Archiving System Database.

### **Application Development:**

- Creating History Viewer policy and procedures for Installation and User provisioning.
- HR Software Meeting with new Customer Rep. to discuss API's Integration
- Schedule on-site meeting with Client Relations to have discussions with HR.

### **PD IT Team:**

- Performed EOC inspection.
  - Assisted GIU in training.
  - Installed Mobile LPR.
  - Fixed uploading issue in IA Platform.
  - Set up new Officers in County CAD.
  - Imported RSA tokens.
  - SafeCam website has been completed and now Live.
- 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 Crown Castle monthly review meeting.
  - Attended Smart Parks solution POC meeting.
  - Attended DCP Telecom Review meetings.

### **Smart City:**

- LPR Poles/Public Safety Project:

This week, we received the changes for site #30 and will meet with the building officials. A All of site #27 plans were updated, waiting on PW ROW permissions after we obtain from FPL proper address.

Engineer is performing minor change on site #30 to give this week to Structural Plans Examiner for review.

Project is 75% completed.

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

All done with the answers now waiting for auditor to review all answers and they will provide comments. WCCD will submit to first auditor review.

Project is 80% completed.

- Smart Park System Project

This week, we started the POC which will provide insights into park attendance in designated areas. POC timeframe is 4 weeks

Project is 80% completed

- Intelligent Community Forum Certification 2023 Project:

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

Project is 40% completed.

- Munis upgrade project

Finance is performing testing.

Project is 25% completed

### **Parks and Recreation**

- Parks & Recreation and the Human Resources Department hosted a job fair for part time positions on 12/6 with 17 new hires.
- Silver Club Trip to Sawgrass Mill Mall on 12/7 with 15 participants.
- Director, Assistant Director, and events coordinators met with police to discuss logistics for the upcoming event, Holiday Celebration at the park.
- Full Moon Yoga at Doral Glades Park on 12/7.

- Silver Club Seminar “How to stay healthy during the Holiday Season” at Doral Legacy Park on 12/8 with 47 participants.
- Latin Dance Class – Salsa Edition at the Cultural Arts Center rooftop on 12/8.
- Holiday Celebration at the Park event at Doral Meadow Park on 12/9.

## **Police Department**

### Arrests:

- Felonies: 9
- Misdemeanors: 13
- Traffic: 6
- Warrants: 5
- DUI: 1

### Traffic Citations

- Hazardous Moving Violations: 258
- Non-Hazardous Moving Violations: 385
- Disabled Parking Violations: 4
- Written Warnings: 134

### Civil Citations

- Civil Citations: 0
- Traffic Crashes: 65
- Hit and Runs: 10

### Calls for Service:

### Notable Arrests & Incidents

Grand Theft 3rd Degree/Vehicle  
 Controlled Substance/Possession Methamphetamine  
 Controlled Substance/Possession Oxycodone  
 Fleeing/Elude PO/Lights and Sirens  
 Resisting Officer Without Violence to His Person  
 Reckless Driving

Doral Patrol Officers were alerted to the area of NW 87th Avenue end 12 Street regarding a stolen vehicle. Officers began to canvass the area when they located the vehicle occupied by the female subjects. Officers attempted to conduct a traffic stop when the vehicle fled from officers. The female subjects stopped the vehicle and fled on foot in the area of NW 107 Avenue and NW 12 Street. All three female subjects were apprehended. Officers also discovered narcotics inside of the stolen vehicle. All subjects were arrested and charged for the crimes committed.

### Robbery/Strongarm

Doral Police Detectives were tasked to investigate a robbery in the area of NW 107 Avenue and 14 Street. Detectives met with the victim who stated that a female subject had asked to see a specific chain. The victim said as she was holding the chain when the female subject forcefully removed it from the victim’s hand and fled the area. Detectives were able to locate the female subject and charged her for the crime committed.

### Neighborhood Resource Unit

- AC Hotel check
- Academir School check
- Academir Traffic detail
- Andrea Castillo Prep Academy; Shop with a Cop list.

- Barbados. Ref. Python.
- BridgePrep Academy School detail
- Carolina Ale House; lunch quotes
- DF Healthy; Safecam, We Care.
- Divine Savior Academy. School check, soccer game
- Doral Academy Elementary. School check
- Doral Academy Elementary; Shop with a Cop list.
- Doral Academy High School. School check
- Doral House I HOA meeting
- Doral International Academy of Math and Science school check
- Downtown business check. Bike detail
- Downtown Doral business check
- Downtown Doral Charter; Shop with a Cop list
- Glades Park check. Phone calls for Shop with a Cop
- Juvenile follow-ups (2)
- Meeting with GIU/IT. Ref. Safecam program updates
- Mirador. Meeting with Property Manager on holiday safety tips.
- Modern 45 meeting with property manager
- NW 116th Ave. 50th St. area check for python.
- Renaissance Elementary Charter; Shop with a Cop list
- Renaissance Middle Charter; school check
- Sedano's Plaza; business check
- Shelton Academy school check
- Trails and tails dog park area check

#### HOA Meetings

12/8 Town House of Doral Oaks 7:00 PM, Attending Officer Feliciano  
 12/13 Executive Meeting 7:00 PM, Attending Officer Ten  
 12/15 Doral House 3, 6:30 PM, Attending Officer Feliciano  
 12/15 Doral Lakes 6:30 PM, Attending Officer Ten  
 12/20 Doral House 2, 6:30 PM, Attending Officer Feliciano and Officer Ten

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

The Training Section coordinated the following activities:

#### I. Training Section:

Three-day rifle course: December 5th, 2022 – December 7th, 2022

#### Community Room:

- Under maintenance

#### Office of Emergency Management

- Whole community Engagement Quarterly Meeting 11/7/2022 @ 10 AM

### **Public Affairs**

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 70,633 (Increase of 191 followers!)

Facebook Reach increased by 84% (10.3k) from last week; Instagram Profile Visits increased by 129% (3k)

TOP POST: Instagram photo recap post for Tree lighting event – reached 11k, 835 engagers!

- Design/Web Projects –webpage updates for depts; Ad for Doral family Journal
- Update to Councilmember Briefing Books
- Demo with CitiBot for Chat vendor option
- Meeting with Code Compliance for Illegal dumping /Litter campaign
- Meeting with Economic Development for “Legacy Business” event/initiative
- Event Coordination/Coverage –
  - Park Holiday Event 12/9
  - Swearing-in Ceremony 12/20

Videos:

Published – Spend Local – Glanz Aesthetics

Published – Inside Doral \_ CDC Health Survey

Published – Love My City #12

In production – Holiday Messages (Cabral and Puig)

In production – Love My City #13

In production – Best of the Best – Outdoor Dining (Doral Yard)

**Public Works**

**Engineering:**

1-Teams meeting with Kimley Horn (NW 66 Street, 102 Ave- 97 Ave Widening) for striping coordination with adjacent project

2-Gannet Fleming (Bus shelter design) submitted 90% plans for Doral roads bus shelter, county roads shelter pending for county review

3-Doral Entry feature ITB done, submitted to Carlos Arroyo for review.