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**To:** Honorable Mayor and City Council

**Date:** July 16, 2021

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

**Subject:** Weekly Council Update/ July 11 - July 17, 2021

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## City Manager's Office

Interim City Manager along with Deputy City Manager, Special Assistant to the City Manager, Valdes, and City Attorney Figueredo held weekly Staff Meeting with Department Directors and Assistant Directors. The following items were discussed:

### **POLICE**

- Calls for service 5% down.
- Police Department handled a missing person (female juvenile) near 106 Avenue and 50 Street.
- Also, a 57-year-old missing person with dementia was handled by Police.
- A suicide attempt by a lady with a knife was also handled by Police Department. She was Baker Acted.
- Police handled an aggravated assault with a rifle and drug paraphernalia was found
- No COVID-19 positive cases.

### **INFORMATION TECHNOLOGY**

- Consultant's email addresses were changed to say the name of their company and City of Doral after.
- Call flow for Human Resources, Code Compliance, Planning and Zoning, Building were adjusted; all phones are ringing at once rather than routed from one extension to the next.
- IT Department is launching a phishing campaign.
- Staff is currently working on a physical inventory for City equipment.
- Working on sourcing a HR/Payroll system.
- EnerGov: 23 pending issues and 43 closed.
- Plant Moran interviews are ongoing.
- EnerGov conference call will take place this week on Tuesday and Thursday.
- Meeting with Crowe auditors is scheduled to happen on Monday 7/19.

### **FINANCE**

- Printing first draft of line item budget.
- Budget being wrapped up; focus on budget book presentation.

### **HUMAN RESOURCES**

- The Evergreen Study final report will be received this week.
- Looking at final numbers for the health insurance.
- One person tested positive for COVID-19.

## **PLANNING & ZONING**

- Working on preparations for two workshops scheduled for 8/2:
  - PUD Moratorium
  - Doral Arts District
- Focusing on the phones this week.

## **PUBLIC WORKS**

- Working on American Public Works Association (APWA) meeting regarding accreditation.
- Fixing parking elevators.
- Working on 77<sup>th</sup> avenue 52/53<sup>rd</sup> streets stormwater improvements
- Currently working on Council Meeting items.

## **PUBLIC AFFAIRS**

- Launching “Best of Doral” campaign.
- Working on Letter to Council (LTC) for Best of Doral Campaign to be reviewed.
- Odor control tickets spiked
- We are doing Tour of the City on 7/13 with El Diario Las Americas.
- Public Affairs new Administrative Assistant started this week.

## **PARKS AND RECREATIONS**

- Tackle football league and cheerleading seasons starting
- Currently working on new agreement for baseball league with the 2<sup>nd</sup> ranked provider; first provider withdrew.
- Working on Council Meeting items.

## **BUILDING**

- One Permit Clerk started this week.
- 40 Year Re-certifications review/inspections
- New Building Official starts next Monday

## **CODE COMPLIANCE**

- Special Magistrate is this week. We have 27 cases.
- Noise Detail on Friday and Saturday
  - Barú
  - Other locations
- A newer employee resigned due to issues with child care.
  
- Interim City Manager held weekly meeting with Information Technology Director, Ms. Gladys Gonzalez and Assistant Information Technology Director, Mr. Carlos Olivares.
  
- Interim City Manager held weekly meeting with Assistant Finance Director, Ms. Solangel Perez.
  
- Interim City Manager along with City Attorney Figueredo held meeting with Public Works Director, Mr. Carlos Arroyo and Transportation Manager, Ms. Rita Carbonell regarding Parking Program.
  
- Deputy City Manager held weekly meeting with Planning and Zoning Director, Mr. Javier Gonzalez and Assistant Planning and Zoning Director, Mr. Zafar Ahmed.
  
- Interim City Manager held meeting with Mr. Eugene Collings-Bonfill from EXP, USA, Inc.

regarding the Parks Bond.

- Deputy City Manager held weekly meeting with Parks and Recreation Director, Ms. Erin Weislow.
- Deputy City Manager held weekly meeting with Building Director, Ms. Jane Decker.
  
- Deputy City Manager held weekly meeting with Code Compliance Director, Mr. Edgard K. Estrada and Assistant Code Compliance Director, Mr. Danny Del Toro.
  
- Deputy City Manager held staff meeting with Parks and Recreation Director, Ms. Erin Weislow and Communications Director, Ms. Maggie Santos.
  
- Deputy City Manager participated in a ride along with the Code Compliance Department.

### **Capital Improvement Project Manager**

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

- Permitting process is on-going:
  - o KVC re-submitted precast joists and roof decking to City of Doral Building Department.
    - Permit has been approved and released for construction.
- General Construction Activities:
  - o Drainage installation/excavation
    - Drainage system installation continues on north and west portions of the site.
    - Manholes, inlets, and HDPE piping on-going.
  - o Grade beam and Column foundations excavations, reinforcement placement and formwork are on-going.
    - Formwork for south side façade/courtyard/stepped terrace is on-going.
      - Formwork is shored, wall was poured July 10<sup>th</sup>.
    - Main electrical room conduit installation is on-going.
    - On-going CMU wall construction (IT room, electrical room, catering room, mechanical room walls).
    - Pouring of the main entrance letters (recessed in the concrete façade) is on-going.
    - 6” thick reinforced concrete floor slab construction started on July 13<sup>th</sup>.
    - Vapor barrier and reinforcement in place for concrete pour.
    - Floor finishes coordinated per contract drawings. For example, polished concrete on the multipurpose room, light broom finish on the BOH.
    - Multipurpose room, storage room 119, BOH 122, fire riser 123, egress stairs 139 floors poured this week.
  - o KVC will begin tree root pruning/tree protection in the park mid-July.
    - Tree root pruning/tree protection was delayed due to several days of rain.
  - o KVC is working on the irrigation line relocation.
- On-going construction submittals/RFI's.
- IT Department provided revised location of cameras on July 7<sup>th</sup>.
  - o Exact location for trellis cameras provided by IT Department and sent to KVC on July 8<sup>th</sup>.
  - o KVC is preparing an Additional Service Request for the new work.
- AT&T pull box relocation on-going.
  - o AT&T confirmed on July 13<sup>th</sup> the scheduling relocation work and ordered terminal.
- Art in Public Places Package submitted to City of Doral Planning and Zoning Department on June 23<sup>rd</sup>.

- o PZ informed that AIPP Package needed to be submitted thru the CSS portal on July 1<sup>st</sup>.  
PMT submitted to CSS portal on July 1<sup>st</sup>.
- o PZ confirmed on July 8<sup>th</sup> that submittal is under review.
  - Planning and Zoning Department provided July 23<sup>rd</sup> as tentative date for the committee meeting.
- Weekly OAC Meetings were changed to bi-weekly.

**Morgan Levy Park:**

- Project completed.
- Financial closeout.
  - o Invoice for thermostat relocation approved by City Manager.
  - o Check request for the release of retainage was submitted on July 14<sup>th</sup>.
- IT Department provided backup for Change Order No. 2 to SCS for the extra fiber conduit on June 17<sup>th</sup>.
  - o Change Order was approved by City Manager's Office on July 13<sup>th</sup> and sent to the IT Department for record keeping.
- Parks and Recreation Department informed to the PMT that in order for them to obtain concession room permit DERM Grease requires a trap flow control device.
  - o EAC provided revised drawings to include the device per DERM's comments on July 7<sup>th</sup>.
  - o Submitted to DERM for courtesy review on July 7<sup>th</sup>.
  - o Dry Run permit application was submitted to City of Doral Building Department on July 15<sup>th</sup>.

**White Course Park:**

- Permitting process is on-going:
  - o Contractor submitted 9 required permit applications for owner signature.
    - Permit applications were sent to the Project Manager on July 14<sup>th</sup>.
  - o Miami Dade WASD Sewer Extension approved June 30<sup>th</sup>.
    - Fees were paid July 12<sup>th</sup>.
    - Ludovici, Project Manager and Chen Moore met to discuss potential conflicts and comments provided by WASD on July 13<sup>th</sup>.
    - Plans were resubmitted for revision on July 14<sup>th</sup>.
      - Pending WASD approval.
  - o Wall plumbing rough-in.
    - Partial inspection passed.
  - o Wall electrical rough-in was completed.
    - Inspection scheduled for July 16<sup>th</sup>.
- General construction activities:
  - o Formwork and reinforcement work for tie beams 90% completed.
  - o Building door frames installed.
  - o Galvanized metal columns installation completed.
  - o Electrical conduit layout on the west side of the property completed.
    - Waiting on sewer extension approval to continue on the East side.
  - o Water Main pressure testing completed.
    - Inspection passed July 8<sup>th</sup>.
- RFI's Submittals are on-going.
  - o IT Department provided comments on RFI #15 and also requested response on other items.
- On site progress meeting was held July 14<sup>th</sup>.
- Art in Public Places coordination started this week.

- o Parks and Recreation Department provided script for the educational banner on the history of the White Course Golf Park.
- o Parks provided specs on material used for Glades Park Educational Banners.
- o Project Manager requested script from engineer on the rain harvesting tank proposed. This will be an educational banner informing the visitors about sustainability and green infrastructure.
- Coordination with IT Department for required elements is on-going.
  - o On site meeting with IT Department, Crown Castle Contractor and PMT is scheduled for July 21<sup>st</sup>.
  - o IT Department pending to provide Vendor's quotes/proposals.

**Doral Meadow Park:**

- Pergola lap joints warranty work scheduled for June.
  - o Duo-Guard lap joint cover installation completed June 17<sup>th</sup>.
    - Site visit with the contractor was held on July 6<sup>th</sup>.
    - Warranty work completed on July 14<sup>th</sup>.
      - Final Inspection to be scheduled with City's Personnel for Final approval.

**Doral Central Park:**

- Permitting Process is on-going:
  - o CLOMR application was submitted to FEMA.
    - Currently under review by FEMA.
  - o Phase I Soil Improvements:
    - City of Doral Building Department review completed.
      - Received comments from Plumbing, Floodplain, Electrical, and Building.
      - Bermello-Ajamil addressing comments.
    - DERM visited the site to review and test the isolated wetlands on the west side of the park for No Further Action determination.
    - Restroom Holding Tanks were cleaned prepped for demolition and permits application was submitted.
      - Currently in review.
    - CRA submitted WASD Permit Drawing on July 6<sup>th</sup>.
      - Comments received on July 13<sup>th</sup>.
      - CRA resubmitted on July 15<sup>th</sup>.
  - o Phase IV Recreational Center/Lake Wall Foundation:
    - City of Doral Building Department rework review completed.
      - Received comments from Structural, Plumbing, Floodplain, Electrical, and Building.
      - Bermello-Ajamil addressing comments.
    - MDC DERM under review.
      - Bermello-Ajamil addressing comments.
    - MDC Fire waiting for resubmittal (WASD permit)
    - MDC CORE waiting for resubmittal (WASD permit)
    - Department of Health Pool Permit Applications were submitted this week.
    - Geothermal well permit application submitted the Week of July 5<sup>th</sup>.
      - Currently under review.
  - o Phase II & III Amphitheater, Ballfields and Skate Park:
    - City of Doral Building Department review completed.
      - Received comments from Structural, Plumbing, Mechanical, Floodplain, Electrical, and Building.
      - Bermello-Ajamil addressing comments.

- Plans to meet the temporary irrigation needs of Phase 2/3 on turnover are being finalized.
- General Activities:
  - o Weekly OAC meetings on-going.
  - o Art in Public Places approved for Council Recommendation.
    - Design Team addressing/implementing committee comments.
  - o FF&E coordination is on-going.
  - o Kaufman Lynn Change Order No. 7 was approved on July 13<sup>th</sup>.
  - o Access control is being reviewed by the Program Management Team, Bermello-Ajamil and IT Department to ensure properly system.
  - o Musco Sport lighting approved by City of Doral Council for direct purchase.
  - o City approved Temporary FLP easement for temporary power on the site.
  - o Park's shipping container site relocation is under review.
  - o Plans for temporary parking for 2021 voting election is being developed.
  - o Kaufman Lynn, Bermello-Ajamil and the PMT conducting a final review of the Ball Field drainage grading plans.

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

- RFP #2021-09
  - o Design-Build Firms participation in One-on-One Alternative Technical Concept Discussion Meeting is scheduled for July 16<sup>th</sup>.

### **Trail Network:**

- Sharrows Interlocal Agreement submitted to MDC on-going.
- Public Works Department is preparing amendment to the contract with H&J in order to get the price on the bike lanes green pavement marking adjusted.
  - o Amendment accepted by the City's Attorney.
  - o Meeting to discuss quantity take off with Public Works and Program Management Team was held July 14<sup>th</sup>.
  - o Work Order anticipated to be issued by the last week of July.

### **Trails and Tails Park (Lighting Improvements):**

- Lighting poles and bollards shop drawing submittals on going.
- Contractor provided 4<sup>th</sup> revision of Phasing Schedule and Diagram with pedestrian access rerouting on July 12<sup>th</sup>.
  - o General schedule provided time saving of approximately a month and in some phases the schedule is savings up to 5 months.
  - o Project Manager revised and approved 4<sup>th</sup> revision of construction schedule on July 15<sup>th</sup>.
    - Schedule was sent to Parks and Recreation Department for approval on July 15<sup>th</sup>.
  - o PM started coordination with Public Affairs for horizontal banner and A-Frame Design.

### **Additional Items:**

- General Obligation Bond for Fiscal Year 2022 was provided to the Finance Department on July 12<sup>th</sup>.
- PMT weekly Status of Projects held every Wednesday.
- Weekly participation on the Park Bond Meeting with City Management and City Staff.
- June Monthly Report was provided to the City Manager Office on July 13<sup>th</sup>.

## **Planning and Zoning**

### **Occupational Licensing**

- 37 Business Tax Receipt renewal for FY 2020-2021 processed this week.
- 22 Business Tax Receipts applications for new businesses have been received this week.
- 0 Alcohol Packets have been signed
- 0 new Temporary Outdoor Dining Permits (58 Temporary Outdoor Dining permits issued to date).

### **Planning and Zoning**

- Addresses issued: 4
- Building Permits reviewed: 58
- Zoning Inspections conducted: 18
- Site plans reviewed/approved: 3
- Planning and Zoning Director participated in a meeting to discuss Review Comments for Doral City Place 7.
- Planning and Zoning Director participated in a meeting to discuss Doral/EnerGov Review.
- Planning and Zoning Director attended the weekly Staff Meeting.
- Planning and Zoning Director participated in a meeting to discuss the Lemon Property.
- Planning and Zoning Director participated in a meeting to discuss the LID Master Plan Invoice #6173.
- Planning and Zoning Director participated in a pre-application meeting to discuss the Tentative Plat Submittal-Gartlan Subdivision.
- Planning and Zoning Director participated in a meeting to discuss the Deadline for Design-Build Firm to request participation in One-on-One Alternative Technical Concept Discussion Meeting No. 2/RFP #2021-09 Construction of Pedestrian Bridge.
- Planning and Zoning Director attended a meeting with the City Attorney.
- Planning and Zoning Director participated in a meeting with Public Affairs to discuss a Call to Artist through its Public Arts Program.
- Planning and Zoning Director participated in the Planning & Zoning Weekly Meeting.
- Planning and Zoning Director participated in a meeting to discuss a Change of Use at 3301 NW 107 Ave/35-3029-001-0255.
- Planning and Zoning Director participated in a department staff meeting to discuss the Lemon Property Rezoning.
- The Planning and Zoning Director participated in a meeting to discuss the workshop for Decor District Master Plan Update and PUD, DMU and CMU Zoning Districts Revision scheduled for August 2, 2021.
- The Planning and Zoning Director participated in a meeting to discuss the Burlington/Total Wine Outparcel- Confirming Administrative Process.

## **Building Department**

- ADMIN: Director attended weekly staff meeting, Consultation Coordination Officer (CCO) Meeting for the Miami-Dade County Flood Insurance Study Update, ADA Compliance Professionals Meeting, DCM Weekly Meeting, LPWA Transition Plan Webinar, E-Municipal Plan Review Meeting
- EnerGov Update: Staff attended presentation of municipal vendor to provide off-site plans review support however logistics prove challenging and may be confusing for customers.

- **HUMAN RESOURCES ACTIVITIES:** The department welcomed new Permit Clerk Megan Gonzalez, filling a position vacated in Spring. The department is sorry to see Permit Clerk Karina Fuentes go; she will be pursuing an opportunity closer to her new home in Broward. Positions remain posted for Permit Clerk, Plumbing Inspector, Building Inspector, Mechanical Chief, Structural Plans Examiner. The department is excited to welcome Building Official Mr. Vince Seijas on Monday, July 19, 2021.

- **2nd FLOOR LEADERSHIP TEAM MEETINGS:** No activity this week.

- **PROJECTS:** Change of Use Application for 3301 NW 107 Ave, CC Homes, District 79, Atrium, NOV Follow-up on recent cases with expired permits

- **APPLICATIONS:** 210 (dn) Online Applications Received (all departments)

- **PLANS REVIEWS:** 220 (dn) Plan Reviews (all departments)

- **PERMITS ISSUED:** 76 (dn) Permits Issued (all departments) with a construction value of \$2.5 million (dn) and \$35,787 permit fees collected (dn)

- **INSPECTIONS:** 306 (dn) Total Inspections Completed (all departments)

- **PHONE CALLS:** 594 (dn) total for 27+ hours (up); 985 total calls to all department extensions (dn) with 435 (44.1%) no answer (dn)

- **LOBBY DATA (DORALQ):** 269 (up) Total Building Dept Customers; 68 Lobby Daily Average, 16 mins (dn) Lobby Wait Time (Weekly Average), Average Time Spent Per Customer = 17 mins (dn)

- **VELARO CHAT PORTAL:** 3,672 (dn) Online Visitors; 11 (up) missed engagements; 0 engagements Ave Handle Time: 1m; Building considering discontinuing for FY22

Active files in Review Coordinator as of 7/12/21:

- 71 Approved Submittals pending invoicing and permit issuance.

- 1 failed submittal requiring rework.

- 398 new files pending kick-off for review.

- **Permit Status (FEES DUE):** 381 (up) permits with payments pending for permits or reinspection fees

- **Permit Status (ISSUED, INSPECT):** 2,723 (up) active permits (1017,1706)

- **Permit Status (SUBMITTED – ONLINE):** 384 applications (up) (Backlog April (5), May (18), June (177), July (185)) - \*Backlog files may include items already touched; working on status change updates.

- **Item Review Status (BLUEBEAM QUEUED):** 817 (up) item reviews pending in all depts/trades

## **Code Compliance**

- Department held monthly Special Magistrate hearing for the month of July, where 18 cases were successfully presented.
- Outreach Coordinator assisted in coordination of "Adopt a Nature Trail" cleanup initiative.
- Field Supervisor and Assistant Director participated in weekly EnerGov meetings.
- Director and Assistant Director had a ride along with Deputy City Manager to assess various areas of the City.

## **Finance Department**

- Accounts Payable: Processed 188 invoices; 183 checks and 1 wire transfer were issued for a total of \$616,580.
- Journalled the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- Continued working with the City Manager's Office and Department Heads on the FY22 Budget.

## **PROCUREMENT**

- A total of 9 PO's were created for a total value of \$29,238.

## **CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 07/15/2021**

- Solicitation No. and Title: RFP No. 2021-06 – HRIS and Payroll Software  
Dept: Human Resource  
Broadcast Date: 03/25/2021  
Due Date / Bid Opening Date: 05/20/2021  
Status: Phase I Evaluation Committee Scheduled for 07/23/2021.
- Solicitation No. and Title: ITB No. 2021-08 – NW 82 Street and NW 114 Avenue Traffic Signal - FDOT  
Dept: Public Works  
Broadcast Date: 05/13/2021  
Due Date / Bid Opening Date: 06/18/2021  
Status: 2 Submittals received; Bids are being evaluated.
- Solicitation No. and Title: RFP No. 2021-09 – Construction of Pedestrian Bridge - FDOT  
Dept: Public Works  
Broadcast Date: 04/01/2021  
Due Date / Bid Opening Date: 05/05/2021  
Status: 3 Shortlisted Firms; One – on – One ATC Discussion No. 2 scheduled on 7/16/21.
- Solicitation No. and Title: ITB No. 2021-10 – Citywide Sidewalk Improvements- FDOT  
Dept: Public Works  
Broadcast Date: 05/14/2021  
Due Date / Bid Opening Date: 07/09/2021  
Status: 1 Submittals received; Bids are being evaluated
- Solicitation No. and Title: RFP No. 2021-11 – Design-Build Adaptive Re-Use Infrastructure Development  
Dept: Public Works

Broadcast Date: 04/15/2021

Due Date / Bid Opening Date: 05/14/2021

Status: 2 Shortlisted Firms; Technical Proposals due 7/20/21.

- Solicitation No. and Title: RFP No. 2021-12 – Legislative Lobbying Services

Dept: City Manager's Office

Broadcast Date: 04/22/2021

Due Date / Bid Opening Date: 05/25/2021

Status: Phase II Evaluation Committee scheduled for 07/13/21.

- Solicitation No. and Title: RFP No. 2021-13 – Towing and Wrecker Services

Dept: Police

Broadcast Date: 05/13/2021

Due Date / Bid Opening Date: 06/16/2021

Status: Phase I Evaluation Committee scheduled for 07/09/21.

- Solicitation No. and Title: RFP No. 2021-15 – Recreational Programming

Dept: Parks & Recreation

Broadcast Date: 07/09/2021

Due Date / Bid Opening Date: 08/12/2021

Status: Pre-Bid Meeting Scheduled for 07/28/21.

## **Human Resources**

### **CURRENT JOB POSTINGS**

- Building Inspector, Building Department, Open Continuous
- Chief Mechanical Inspector, Building Department, Open Continuous
- Mechanical Inspector (PT), Building Department, Open Continuous
- Park Ambassadors (Temporary), Parks & Recreation Department, Open Continuous
- Permit Clerk, Building Department, Closes on 07/16/2021
- Planner, Planning & Zoning Department, Open Continuous
- Plumbing Inspector, Building Department, Open Continuous
- Police Officer, Police Department, Open Continuous
- Structural Plans Examiner, Building Department, Open Continuous
- Transit Road Supervisor, Public Works Department, Closes on 07/22/2021

### **SPECIAL PROJECTS**

On July 14, 2021, The City of Doral earned the 2021 Aetna Workplace Well-being Award. Senior Human Resources Generalist, Lauren Scull took the initiative to submit for this award and we are proud to announce that we have received Gold level Aetna Workplace Well-being Award.

This award recognizes the City of Doral as an employer with a strong commitment to improving the health of our employees, we feature a comprehensive well-being strategy that our employees are passionate about. This award is the culmination of our employees' desire to live healthier, more active lives and make well-being a priority.

Our award application and well-being program was honored based upon our superior performance in the following areas:

- A well-being communication plan with varied methods
- Well-being incentive rewards in place
- Re-evaluated offerings and quickly adapted to workforce needs to support total well-being

## NEW EMPLOYEES

- Vince Seijas, Building Official/ Floodplain Administrator, start date 7/19/21

## Information Technology

- Public Safety Support - This week, the PD IT finalized the testing for the new AVL mobile app. PD IT began testing the new County CAD provided by the vendor. Yearly asset inventory continues to be performed. The motherboard of an EOC computer was replaced. Monthly inspection of the EOC was conducted as per policy. A kickoff meeting was held with our RTOC vendor to start the project. Information was collected from Apple to better manage the City issued iPhone and iPad.

- AV Team assisted Help Desk with user issues/tickets
- AV Team serviced multiple Doral Parks AV equipment
- AV Team setup/supported Webinar trainings for multiple Departments
- AV Team assisted Solution Center with EnerGov users
- AV Team provided AV support for Finance, PW, PD, PA, and HR Department
- AV Team Provided pre-bid/bidding recordings to Finance Department

- Systems Administration. This Week:

Review and Keep the backups if they are 100% operational.

Meeting to analyze the Crowe findings.

Assisted the Helpdesk supervisor to fix an legacy system with internet explorer and java.

Fixed a windows updated in a server that failed in Police department.

Increased memory and CPU in one file server during the weekend.

Updated and restarted all file servers during the weekend.

Virtual weekly team meeting

Meeting with Dell to check the support options.

Fixed Windows update in another server in City Hall.

Cleaned some space in the server that was holding 20GB of logs in the C drive.

Install Dell Support Assist Enterprise and include the Chassis and the blades to collect logs.

Synchronized the WSUS Server and downloaded 12 new updates for servers (July Updates).

Renew the certificate in all ESXi hosts until 2026.

Changed some alarms in PRTG to show amount of MB free instead of percentage.

Ran Windows Update in some pilot servers and restarted to test the new updates.

Grant Security Administration role to our Security manager in Doral PD Azure AD.

Create GPO to change IE configuration for EnerGov.

- Security Manager

This week, over 77 emails were reported and analyzed for malicious intent. Continued remediation from security audit findings. Continued strengthening the City's password policy.

Attended vendor meetings and provided security related feedback to application owners.

Assisted the City Clerk's Office in obtaining Public Records Requests.

- Resolved 92 % support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.

- Installed new monitor for (BD).

- Created new shared mailbox email for Self-Service Login issue.

- Troubleshoot the garage SE gate.

- Continue to work on reconciliation of physical inventory of IT equipment.

- System Analyst- This week:

- Attended weekly support calls with Tyler support team and the different city departments

- Troubleshooted and created tickets with Tyler support for outstanding issues

- Assisted citizens with portal account registration and login issues
- Followed up on all opened tickets with Tyler support and City Hall respective departments
- Attended Bi-Weekly EnerGov Stabilization Project Status Meeting
- Assisted meeting for Building vendors setup for support for plan reviewers
- Troubleshooted Internet Explorer configurations for EnerGov
- Assisted Finance department with Munis access configurations
- Attended Dude Solution Orientation for new system implementation
- Reviewed Release Documents regarding upcoming system upgrade

- GIS Administration- This week:

- Continue to conduct systems and communicate with vendor and internal Information Tech team.
- GIS virtual conference.
- Contacted city departments to update GIS maps from GIS portal.
- Prepared system from TEST environment to PROD environment.
- Test GIS enterprise staging environment.
- Communicated user's support.
- Continue to rebuild and test systems.
- Weekly GIS maintenance.

- Development Services Software (WeB – We Build Doral!)

We are resolving EnerGov post-Implementation issues with the support of the vendor's expert team. Creating new procedures also.

We are finishing user acceptance of second batch of forms, waiting on users to define third batch of forms to start working with all the changes and verification and IT team is updating design of dashboards.

We are doing tests of moving old permitting attachments to new enterprise system to facilitate user's process.

- Database Administrator:

- 1.- Assisted the Finance Accountant to refresh the SQL Cubes jobs and database for the Production Environment.
- 2.- Updated the Internal and External Dashboards for the Planning and Zoning Department. The connections, queries, and tasks have been updated to populate the metrics from the new data source (EnerGov).
- 3.- Updated the Internal for Licensing for the Planning and Zoning Department. The connections, queries, and tasks have been updated to populate the metrics from the new data source (EnerGov).
- 4.- Working on the migration of the Existing Power Bi Database to a new repository server.
- 5.- Assisted the System Analyst in updating the user accounts passwords for the Laserfiche system based on the Crowe Audit report.
- 6.- Assisted the GIS Developer in updating the user accounts passwords for the GIS system based on the Crowe Audit report.
- 7.- Assisted the Public Safety IT Supervisor to create a SQL Account for the new RTOC platform in the PD Environment.

- Smart City projects are underway:

- FPL 2 LPR Poles/Public Safety Project:

Vendor informed they applied for the permits from Miami-Dade after performing corrections, but they have not been approved. We continue the process to start construction and ensure all paperwork for approval of MOT is obtained. We are also preparing requirements and coordinating installation of enclosures and camera at site I3.

Project is 68 % completed.

- WCCD 37122- New Smart City Certification Project

We are the first American City who has obtain this WCCD ISO 37122 Early Adopter Certification. This second level Smart City certification focuses on Sustainable Cities and Communities.

Project is 100% completed

- HRIS New System Project

We had bid opening May 20 after answering some vendors questions of the pre-bid sessions related to detail requirements for each module utilized in the HR department including payroll, time & attendance, performance, learning, core HR and e-forms. Team will continue waiting for RFP answers from vendors. Evaluation Committee will meet June 23rd.

Project is 20% completed

- Upgrade Facility Dude Project

We started trainings for Inventory module and Asset Essentials Professional, Facilities/Physical Plant Module, Storm Water Module and Parks, Recreation and Forestry Module. We had Kick-off and agenda of many tasks to perform Clean up on excel sheets including users, assets, locations, GIS layers and data required. GIS questionnaire was completed and delivered.

Project is 17% completed

- WCCD 37120- Yearly Smart City Certification Project

Auditors are reviewing our workbook. We are waiting for Department of Agriculture to provide food security environmental information. This week we completed all the review for information. We submitted workbook for review this week.

Project is 90% completed

- Intersection Technology System Support-performed maintenance and monitoring of License Plate Readers and traffic surveillance cameras to include field repairs.
- Continued working with Miami Dade PW, City of Doral, 7and Electrical engineer on the design/permit of Site I, 13, 26 ,27 and 30 LPR camera installation.
- Continued working with PM team and low voltage wiring contractor in the design/coordination/installation of all IT infrastructure/equipment at Morgan Levy, Cultural Center, White Coarse and Central Park.
- Assisted Rainel (Help Desk Supervisor) troubleshooting the door access system issues at Glades and Meadows Park.
- Assisted Ilish (AV tech) with Creston system issues at Glades Park

## **Parks and Recreation**

- Parks Director attended weekly meeting with the Deputy City Manager to discuss ongoing department items.
- Parks Director & Events team met with PD to discuss National Night Out.
- Recreation Programs Coordinator held Broncos Tackle Football Parents meeting at Doral Legacy Park.
- Silver Club Virtual Bingo Night was held with 22 participants.
- Silver Club hosted Virtual Seminar on Thursday July 15th to discuss How Nutrition Affects the Brain.
- Special Needs specialist held weekly Bowling practices at Bird Bowl with 36 participants.
- Special Needs specialist held weekly Basketball practices.
- Special Needs specialist held weekly Feel the Beat Dance classes.

## **Police Department**

### Arrests

- Felonies: 6
- Misdemeanors: 1
- Traffic: 5
- Warrants: 3
- DUI: 2

### Traffic Citations

- Hazardous Moving Violations: 353
- Non-Hazardous Moving Violations: 430
- Disabled Parking Violations: 15

### Civil Citations

- Civil Citations: 3

### Notable Arrests & Incidents

Aggravated Assault with a Deadly Weapon  
Concealed Firearm/Carrying  
Possession of Controlled Substance  
Possession of Drug Paraphernalia

Doral Patrol Units were summoned to the area of 11600 NW 41 Street in regard to a male making threats with a firearm. Upon officer's arrival, they met with the front desk staff and victims, who directed them to the male's location. The victims of this incident told officers that the male subject wanted to perform sexual activities, but the victims refused. Victims told officers that the male subject took out a black assault rifle-styled firearm and pointed it at them. The male subject was located by officers in the pool area. Next to the male subject, was a black duffle bag. For safety, officers patted down the male subject and discovered a glass pipe along with Xanax pills in his right front pocket. Officers also observed in plain view a black rifle inside the black duffle bag which was partially opened. The male subject was arrested and transported to TKG.

### Criminal Mischief over \$1000

Doral Patrol units were summoned to the area of 4700 NW 84 Ave in reference to a male subject damaging a vehicle. Upon arrival, officers met with the victim who told them he had heard loud banging outside the aforementioned location and observed the male subject striking and damaging his vehicle causing a substantial damage. When the victim confronted the male subject, he began to flee the scene. The male subject was located by officers and taken into custody. The male subject was arrested and transported to TKG.

### 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

Thursday 7/08/2021 – Friday 7/14/2021

- Costa Del Sol 5k RUN event. NRU participated in the Costa Del Sol 5krun, there were over 150 registered participants. NRU also met with HOA President Ferguson and agreed to attend their next monthly meeting to discuss Safecam and Trespass.
- Follow up with Code enforcement regarding needing a City Permit in addition to the state permit to solicit in Doral. DPD case 210625012190 in Costa Verde.
- Follow up with MR. Wetzel in Costa Verde, response on DPD Case 210625012190, trespassing vs. soliciting and NRU was Invited to the Aug 12 meeting via zoon to discuss Crime prevention programs Safecam & Trespass.
- Doral Commons Courtesy Visit.
- Bank of America 9705 NW 41 ST Disabled concern.
- Meeting with Costa Verde HOA president Mr. Wetzel. NRU follow up and updated him on a solicitation incident under DPD case 210625012190.
- Follow up with Mr. Amut Artuk regarding a citizens crime watch meeting in Canarias.
- Doral Oaks Townhouse (H.O.A. meeting) spoke with residence reference hurricane Awareness, Summer Safety tips, non-emergency number and to report any suspicious incident right away.
- International Mall (Foot Patrol) Spoke with Staff and Patrons.
- Winn Dixie Visibility (Bike Patrol) Spoke with Staff and Patrons.
- Trails and Tails Dog Park visibility (Bike Patrol).
- American Gateway business visit. Safecam/ trespass presentation.
- Tint World business visit. Safecam/ trespass presentation.
- Doral Place Townhome HOA meeting.
- City Place business visits.

Upcoming H.O.A. Meetings

- 7/15/21 Doral Lakes 7pm
- 7/20/21 Board of Director

## **Public Affairs**

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 63,136 (167 additional followers)
- SOCIAL MEDIA HIGHLIGHT: Tweet impressions up by 20.6K% (51k); Twitter profile visits up 41.5k% (5,271)
- \*TOP POST OF THE WEEK- Instagram park highlight of Trails & Tails park reached 9,600 people, accomplishing 326 'Likes'
- Promoted multiple city events/initiatives including but not limited to: Blood Drive, Flood tips, Best of Doral, advisory board surveys
- Collaboration with Invest Miami for Upcoming Special Feature
- Addressing accurate City news coverage with Nuevo Herald
- Meeting with consultant for Doral Art District and Doral Décor District webpages

- Design/Web Projects – web updates to Parks pages, Best of Doral, project banners for Trails & Tails Park Improvements
- Videos:  
Published – 4th of July recap video with full fireworks display  
In Production – Alex the Egret Project  
In Production – Spend Local: SOL Pediatrics

## **Public Works**

- ITB 2020-31 “Sub Basin H-8 Phase II Stormwater Improvements”: Maggoc, Inc. continues with the installation of drainage structures along NW 77th Court between NW 52<sup>nd</sup> Street and NW 54<sup>th</sup> Street.
- Attended the Miami-Dade Transportation Planning Organization (TPO) Transportation Planning Council (TPC) Meeting.
- Attended the virtual Miami-Dade Transportation Planning Organization (TPO) Freight Transportation Advisory Committee (FTAC).
- Performed field visit with the Miami-Dade Transportation Planning Organization (TPO) for Quick Build Project.
- Performed ride along with the Miami Parking Authority for the Citywide Parking Program implementation.
- Completed interviews for Laborer vacant positions. Recommended the hiring of 3 applicants.
- Coordinated and hosted the first Adopt-a-Street event for Publigraphic LLC, who adopted NW 79th Avenue between NW 36th Street and NW 58th Street. 350 pounds of debris removed.
- Attended the virtual Transportation Partners Coordinating Committee meeting with Miami-Dade County and regional municipal entities to discuss issues of mutual interest.