



Memorandum

To: Honorable Mayor and City Council

Date: November 01, 2021

From: Hernan M. Organvidez, Interim City Manager

Subject: Weekly Council Update/ October 24 - October 30, 2021

City Manager's Office

Interim City Manager along with Interim Deputy City Manager, City Clerk Diaz, and City Attorney Figueredo held weekly Staff Meeting with Department Directors. The following items were discussed:

POLICE

Police-Involved Shooting. Two Doral Police Officers were wounded, and a subject was killed in the exchange of gunfire. The incident started as a dispute at a nearby business in Sweetwater and concluded in Doral.

Police investigated an incident where a man and a woman showed up at Doral Police Station advising that they had found a gun in their vehicle and wanted to turn it in to police. Further investigation revealed that the vehicle they were driving was wanted by Miami-Dade Police after being involved in a homicide.

Police investigated an incident in Doral Gardens where a man was alerted by his RING camera of movement in his driveway. The owner observed two juveniles inside his car and confronted them, telling them he was calling police. As the subjects were fleeing one of them fired a gun in the direction of the owner. Subjects remain at large.

Police are investigating several incidents where businesses in Doral have received bomb threats by email. Unknown subjects are trying to extort the businesses.

Police investigated an armed robbery at the Hampton Inn where a vehicle was taken. The vehicle was later found in Opa-Locka.

A softball tournament was held to benefit Cancer Awareness. Over \$5,000 was raised.

INFORMATION TECHNOLOGY

Tyler continues to address performance issues with ENERGOV.

Building Department is working with Tyler reference automations.

Working on funding sources to acquire two Cells on Wheels (COWs) portable towers.

Working on the repair of the two automatic garage gates.

HUMAN RESOURCES

Sexual Harassment Awareness training continues.

FINANCE

Audit continues.

Closing out FY 2020-21.

Working on payroll.

ECONOMIC DEVELOPMENT

Doral to become the new HQ for Windstar cruises.
Hosting webinar for PTSA grants.
CAMACOL summit to be held at the Doral Government Center.
Ribbon cuing ceremony at the new Baptist Hospital in Doral.

PLANNING & ZONING

New planner began work on Monday, October 25.
Preparations for Zoning Meeting.
Conduct Zoning Briefing.

PUBLIC WORKS

AC repairs at the Police Station taking place this week.
Still awaiting part for the AC unit at the Training and Community Center.
The bus shelter at NW 79 Avenue and 33 Street was completed.
Interviews for Laborer taking place this week.
Interviews for Facilities Manager taking place in November.

PUBLIC AFFAIRS

Preparing for the State of the City Address on Thursday, October 28.

PARKS & RECREATION

TRUNK or TREAT event was rained out.
New Parks Manager starts work today.

BUILDING

320 customers were attended at the lobby. Average transaction time was 12 minutes.
196 permits were issued.
532 inspections were conducted.

CODE COMPLIANCE

The Animal Welfare Committee meeting will be held this week.
The Mayors' Citizens Government Academy begins this week.
Numerous odors complaints were received over the weekend.

PROCUREMENT

Uniform orders due this week.

- Interim City Manager and Interim Deputy City Manager held meeting with Chief Financial Officer, Ms. Matilde Menendez, Assistant Finance Director, Ms. Solangel Perez, Procurement Division Manager, Ms. Tanya Donigan, AECOM Project Manager, Mr. Jacob Rinard and EXP, US VP – Municipal and Bond Engineering Services, Mr. Eugene Collings-Bonfill to discuss Park Bond Projects - October Cost Report.
- Interim City Manager and Interim Deputy City Manager held individual Agenda Review meetings with Councilmembers for the Council Zoning Meeting scheduled October 27, 2021.
- Interim City Manager and Interim Deputy City Manager held weekly meeting with Chief Information Officer, Ms. Gladys Gonzalez and Assistant Information Technology Director, Mr. Carlos Olivares.

- Interim City Manager and Interim Deputy City Manager held weekly meeting with Chief Financial Officer, Ms. Matilde Menendez and Assistant Finance Director, Mr. Solangel Perez.
- Interim City Manager and Interim Deputy City Manager along with Mayor Bermudez, City Attorney Figueredo, Chief of Staff Canabal, Building Director, Ms. Jane Decker, Planning and Zoning Director, Mr. Javier Gonzalez held meeting with Mr. Jim Carr and Attorney Joe Jimenez from CC Homes to discuss pending permits.
- Interim City Manager and Interim Deputy City Manager along with City Attorney Figueredo held meeting with AECOM Project Management Team and staff from Kaufman Lynn to discuss Doral Central Park Budget Refinement Meeting.
- Interim Deputy City Manager held weekly meeting with Building Director, Ms. Jane Decker.
- Interim City Manager and Interim Deputy City Manager held weekly meeting with Interim Chief of Police, Mr. Raul Ubieta.
- Interim City Manager and Interim Deputy City Manager held weekly meeting with Public Affairs Communications Director, Ms. Maggie Santos.
- Interim City Manager and Interim Deputy City Manager held meeting with Public Works Director, Mr. Carlos Arroyo, Stormwater Manager, Ms. Stephanie Bortz to discuss Conditional Letter of Map Revision (CLOMR) Liaison.
- Interim City Manager and Interim Deputy City Manager attended Local Planning Agency (LPA) and Council Zoning Meeting on October 27, 2021.
- Interim City Manager and Interim Deputy City Manager held weekly meeting with Interim Deputy Chief of Police, Mr. Raul Ubieta.
- Interim City Manager and Interim Deputy City Manager held weekly meeting with Human Resources Director, Mr. John Prats and Assistant Human Resources Director, Ms. Rita Garcia.
- 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 weekly meeting with Planning and Zoning Director, Mr. Javier Gonzalez and Assistant Planning and Zoning Director, Mr. Zafar Ahmed.
- Deputy City Manager held weekly meeting with Parks and Recreation Director, Ms. Erin Sullivan.
- Interim City Manager and Interim Deputy City Manager attended to the State of the City Address.
- Interim City manager and Interim Deputy City Manager held Bond Meeting Process with AECOM staff members regarding Construction Management
- Interim City manager and Interim Deputy City Manager along with Chief Information Officer, Ms. Gladys Gonzalez held meeting with Mr. Greg Savard from Tyler to discuss CSS Attachments Issue and Laserfiche Energov Integration.

Capital Improvement Project Manager

Doral Cultural Arts Center:

- General Construction Activities:
 - o Drainage installation/excavation
 - Storm water drainage system installation is 90% complete.
 - Contactor working with exfiltration trenches preparation.
 - Three (3) drainage manholes will need modification as the pipe inverts were lowered to avoid clashing with existing city water and electrical lines.
 - o A water truck will be used to irrigate the areas impacted by the existing irrigation system disruption. Truck service to be used only when needed.
 - o Parapet and concrete countertops.
 - Roof parapet and concrete countertops reinforcement on the roof terrace is 100% complete.
 - Pending concrete steps for egress path and access gate to elevator machine room.
 - Fall protection walls on the north egress path and the area in front of the elevator completed.
 - o The following activities will be performed in the upcoming weeks:
 - Contractor continues cleaning interior spaces. Working on interior plumbing and wiring, fire sprinkler installation and electrical wiring.
 - Steps protection sidewalls concrete pour completed.
 - MEP rough-in continues this week. Roof drain piping and chiller lines installation in progress.
 - Elevator shaft 2nd floor to upper roof rebar installation, formwork, and block walls (upcoming).
 - RFI response received, contractor started CMU walls erection.
 - Contractor continues elevator vestibule construction, will pour elevator beams by the end of the week.
 - Elevator machine and cab is scheduled for mid-November.
 - o KVC completed tree root pruning/tree protection in the park on August 6th.
 - Four (4) Live Oaks will be relocated from the Downtown Doral Park area into the project site.
 - Three (3) additional trees are scheduled to be relocated for the BOH drop off driveways (N.E 53rd Terrace).
 - Contractor will need to close the southern sidewalk along NW 53rd Terrace. Contractor has a PW permit but will modify if needed to close sidewalk longer as they need to prune the root system 90 days prior to relocation.
- Shoring for the office area, main art space, and the reception is now completely removed. Contractor continues cleaning interior spaces to begin finishes.
- On-going construction submittals/RFI's.
 - IT Department coordination is on-going.
 - o Agreement to install cameras on existing Codina park light poles received.
 - AT&T pull box relocation on-going.
 - o KVC coordinated with AT&T to have the relocation of the box around late November or early December.
 - o Scheduled with KVC for late November as the area is used as material laydown space.

- Art in Public Places:
 - o Planning and Zoning Department to confirmed date for next committee presentation.
- Revision 19 & 20 is being review by City of Doral Building Department.
- FF&E:
 - o Verified dimensions of the recessed opening in wood veneer wall for the interactive display in lobby with City IT.
 - o Waiver of Liability and Hold Harmless received to mount cameras to Codina's light poles.
- City of Doral Mayor to visit the project site with the PMT and KVC on October 26th.
- PM provided to Parks and Recreation Department the building signage submittal. Doral Parks provided confirmation on the Code of Ordinances and the park building operational hours.
 - o Sign submittal approved and released.
 - o All building signage will use "Doral Cultural Arts Center".

Morgan Levy Park:

- o Project completed.
- o MDC DERM Grease Trap permit review is on-going.
 - o Held call with DERM on October 19th.
 - o PMT requested grease trap inverts (as-built data) from original contractor.

White Course Park:

- o Permitting process is on-going:
 - o Miami Dade WASD permit is on-going.
 - Pending sketch on Lennar's Easement parcel.
- o General construction activities:
 - o Monument sign construction is 90% complete.
 - o Restrooms Building is on-going.
 - MEP rough-in is 90% complete.
 - Restroom interior walls stucco is 95% complete.
 - Gypsum board 60% complete.
 - Lighting fixtures housing installation 100% complete.
 - Facade stone veneer and cast stone installation 100% complete.
 - HVAC rough 70% complete.
 - Rainwater harvesting tank installation complete.
 - Pump irrigation system 95% complete.
 - Electrical power meter installed, pending FPL service.
 - o Sewer lateral extension completed.
 - Palm tree and grass to be installed simultaneously with park's landscape.
 - o Site Utilities:
 - Lighting pole bases installation 95% complete.
 - Irrigation lines installation is 80% completed.
 - o Site flat work:
 - Northeast and Mideast formwork, reinforcement and concrete poured for sidewalks and pavilions is 95% complete.
 - East side of the site final grading is 90% complete.
 - Rain garden grading is 70% complete.
 - o Off-leash dog areas:
 - Final lift 100% complete
 - Pending artificial turf.

- Fence posts installation is complete.
 - Putting green:
 - Final grading 95% complete.
 - Pending artificial turf.
 - Pavilions:
 - Soil compaction & Concrete slabs pour completed.
 - Playground area:
 - Shade cover pole footings concrete pour 100% complete.
 - New delivery date of playground equipment is November 22nd.
 - Fitness area:
 - Concrete slab placement 100% complete.
 - Installation of fitness equipment pending RFI #44 (spacing and orientation of equipment)
- General activities:
 - RFI's Submittals are on-going.
 - Art in Public Places.
 - Art in Public Places banners received September 14th.
 - Quotes for educational banner were requested in order to submit final package.
 - IT Department received P.Os.
 - IT and Parks & Recreation provided information for Keying schedule for the restroom building.

Doral Meadow Park:

- Project completed.

Doral Central Park:

- Permitting process and activities are on-going:
 - FEMA is requesting additional information for the DCP CLOMR submittal. On-going.
 - BCC (Modeling Contractor) and 300 Engineering are working on proposal for response to the FEMA comments, due December 21st, 2021.
 - MDC Water and Sewer Permit is on-going.
 - BA re-submitted responses to WASD comments on October 4th, 2021.
 - WASD requested the city states that they are the solely responsibility for the obtaining the easement over private land.
 - WASD Permit in final stamping stage
 - MCD 87th Street off site (median work) tree relocation permit submitted.
 - Received 87th tree removal permit.
- Phase I Soil Improvements:
 - City of Doral Building Department permit issued.
 - Pending Water and Sewer approval.
- Phase IV Recreational Center/Lake Wall Foundation:
 - MDC Fire waiting for resubmittal (WASD permit).
 - MDC CORE waiting for resubmittal (WASD permit).
 - KL has been directed to hold work on geothermal system.
- Phase II & III Amphitheater, Ballfields and Skate Park:
 - Bermello-Ajamil submitted rework design.
 - On hold due to WASD permit.
- Construction Activities:
 - Drainage.

- Work in the NW corner is completed.
 - Installed structures, solid pipe, and exfiltration pip at the north side.
 - Adjusting structure tops to finish grade and backfill pipe for densities is on-going.
 - Filling and grading are on-going.
 - Progress on embankment and grading on the S.W. corner is on-going.
 - Adding the first lift of fill to facilitate pipe installation and prevent pipe installation and flotation is on-going.
 - Installing sheet pilings.
 - Sheetpile installation to be completed.
 - Embankment and cap preparation activities is on-going.
 - Ductbank Installation
 - Telecom Ductbank installation is complete.
- General Activities:
 - Weekly OAC meetings are held every Thursday.
 - City's court
 - 92nd ROW dedication.
 - Obtaining DCP South side 7.5' x 50' easement for WASD.
 - Clearing DCP SW corner NW 29th St. easement.
 - ROW rededicating the unused ROW to the Central Park pending City Attorney review and recommendation.
 - CLOMR Management resubmittal by December 21st, 2021.
 - Completing the purchase of the State Land SE corner.
 - KL regraded the Voter Temp Parking Lot to address flooding issues.
 - Weekly OAC meetings are held every Tuesday.
 - IT Department coordination is on-going.
 - Art in Public Places is on-going.
 - FF&E coordination is on-going.
 - Pending quote from JC White for indoor furniture.
 - Musco to send quote for sports lighting broken out into areas
 - Owner Direct Purchase is on-going.
 - Budget refinement is on-going.

Doral Boulevard Pedestrian Bridge:

- RFP #2021-09:
 - Deadline to Opt-out of Technical Proposals due October 29th.
 - Technical proposals due November 3rd.
 - Addendum No. 8 "Revised Schedule" published on September 29th.
 - FDOT objects to a 16' lateral offset clearance, as it would require a Design Variation.
 - FDOT recommends a conference call with Karina Fuentes to discuss.
 - Technical proposals due on November 18th.
 - Technical Proposal Page Turn Meeting on November 30rd.
 - Addendum 10 has been released.

Trail Network:

- Sharrows:
 - Interlocal Agreement submitted to MDC on-going.
- Bike lanes:
 - H&J quantity take off approval is on-going.
 - Public Works Chief of Construction followed up:
 - Waiting for subcontractor proposal/pricing/quantities confirmation.

- o Public Works and PMT meeting to discuss responsibilities of the management of the construction held on October 12th.
- o Work order has been issued and sent to the contractor, pending contractor's signature.

Trails and Tails Park (Lighting Improvements):

- IT Department coordination is on-going.
- Permitting:
 - o Building sub-permit application complications resolved.
- General Activities:
 - o IT room construction estimated to begin early November.
 - o Conduit layout on the Parking Lot area is 40% complete.
 - Bollard installation is 25% complete.
 - o Conduit layout on the Share path/trails is 90% complete.
 - o Conduit layout on the park's big dog area 12% complete.
 - o Solar power bollards coordination with Park and Recreation Department concluded.
 - o Light poles scheduled for November 15th delivery.
 - Conduit installation to begin on day one, light pole installation to begin after November 15th delivery.
 - o Small Dog Park area to close on November 15th.

Additional Items:

- PMT weekly Status of Projects held every Wednesday.
- Fiscal Year 2022 Staffing Work Plan approved.
- PMT is working on End of Fiscal Year invoicing for all projects.

Planning and Zoning

Occupational Licensing

- 3- Business Tax Receipt renewals for FY 2020-2021 processed this week.
- 17- Business Tax Receipt applications for new businesses have been received this week.
- 164- Business Tax Receipt renewals for FY 2021-2022 processed this week.
- 0- Alcohol Packets have been signed.
- 1 Temporary Outdoor Dining Permit Issued

Planning and Zoning

- Addresses issued: 3
- Building Permits reviewed: 51
- Zoning Inspections conducted: 34
- Site plans reviewed/approved: 3
- Department of Planning and Zoning welcomed new Planner; Salmin Monoar.
- The Planning and Zoning Department participated in the Bonds Meeting Process Construction Management.
- The Planning and Zoning Director participated in the Mayor Agenda Review meeting.
- The Planning and Zoning Director attended the weekly meeting with Deputy City Manager.
- The Planning and Zoning Director had the biweekly Planning and Zoning Department staff meeting on Tuesday, October 26, 2021
- The Planning and Zoning Department participated in a meeting with Bridge Point Doral the developer for Lemon-Cook Property for the Rezoning Application Conceptual Master Plan and the Pattern Book.

- The Planning and Zoning Department participated in a meeting with applicant of Farmasi Site Plan to discuss 2nd Review comments.
- The Planning and Zoning Director attended a Webinar on Urban Heat Island and pavement Preservation.
- The Planning and Zoning Director participated in the Director's meeting.
- The Planning and Zoning Director met with councilmen and councilwomen for agenda briefings.
- The Planning and Zoning Director participated in a meeting with the Mayor and the City Manager to discuss the permit updates with Jim Carr of CC Homes on October 26th, 2021.
- The Planning and Zoning Director participated in the Local Planning Agency Meeting on October 27, 2021
- The Planning and Zoning Director participated in the Council Zoning meeting on October 27, 2021. The following items were approved by the Mayor and Councilmembers:
 - o item 21-4413 – Fourth Settlement Agreement -Section 8 between Century Midtown Properties, LLC and the City was approved with conditions
 The following 1st Reading Items were approved:
 - o Item 21-4465 -Ordinance# 2021-41 “Property Rights Element
 - o Item 21-4464 – Ordinance #2021-39 “Doral Décor District Comp Plan Text Amendment”
 - o Item 21-4466 – Ordinance #2021-38 “Doral Décor District FLUM Amendment”
 - o Item 21-4467 – Ordinance #2021-40“Doral Décor District LDC Text Amendment”
 - o Item 21-4412 – Ordinance #2021-33 “Midtown PUD Amendment”
 The following items were deferred:
 - o Item 21-4468 – Ordinance # 2021-37 “Amendment to Downtown Doral South DMU”
 - o Item 21-4469 – Ordinance # 2021-36 “Amendment to Downtown Doral South DMU”
- Planning and Zoning Director met with the City attorney for review of the Billboard Ordinance on October 28, 202.
- Planning and Zoning staff attended a meeting with Doral Square to review Doral Atrium Master Signage Package modification request proposed by the applicant.
- The Planning and Zoning Department participated in a pre-application meeting for a proposed commercial redevelopment of the property located at 8705 NW 35th LN.
- The Planning and Zoning staff met with the development team of Downtown Doral South to review comments on the improvements to NW 47 Street and Paseo – LMC Doral.

Economic Development

- Hosted Doral Small Business Summit in partnership with CAMACOL Doral, with participation of Prospera, CareerSource, Florida Minority Business Support Development Council, Miami Dade College, Coca Cola and Sedano's.
- Hosted PTSA Grant 2021-22 workshop for school administrators and PTSA boards.
- Attended 2021 Latino Business & Entrepreneurship Summit in Washington, DC (virtually).
- Participated in Aspen Institute Latino Business and Entrepreneurship Summit Intra-City Session to Drive Action.
- Attended ribbon-cutting event for

Building Department

- ADMIN: Assistant Director attended weekly staff meeting via Teams; Director attended weekly meeting with IDCM; Director held discussions regarding Budget Coordinator with IDCM; BO facilitated meeting with ISO BCEGS Rater; Director attended FCCMA Virtual Ethics Symposium; Attended Parks Bond Meeting.

- EnerGov Update: EnerGov 2021.1 known issues that persist and are being discussed amongst Tyler Community are submittals consistency, prof license status anomalies, and time out issues. Tyler has allocated more resources to our hosted site in recent days and staff are testing functionalities.
- HUMAN RESOURCES ACTIVITIES: Budget coordinator selection disapproved at IDCM level. Records Clerk position closed, and candidates are being vetted for interview. System Analysis position has closed. Vacancies: Building Inspector, Building Records Clerk, Mechanical & Structural Plans Examiner; Plumbing Plans Examiner will need to be reposted.
- PROJECTS: Director/BO attended meeting with ICM, IDCM, Mayor and CCHomes principles; FRB project development meeting.
- APPLICATIONS: 161 (dn) Online Applications Received (all departments)
- PERMIT & PLANS REVIEWS: 295 (up) Plan Reviews (all departments incl clerical)
- PERMITS ISSUED: 202 (up) Permits Issued (all departments) with a construction value of \$15.4 million (up) and \$426,970 permit fees collected (up)
- INSPECTIONS: 599 (up) Total Inspections Completed (all departments)
- SOLUTION CENTER PHONE CALLS: 1023 (up) total for 35+ hours (dn); 1,335 total calls (up) to all department extensions with 483 (43%) no answer (dn)
- LOBBY DATA (DORALQ): 197 (up) Total Building Dept Customers; 39 Lobby Daily Average, 14 mins (dn) Lobby Wait Time (Weekly Average), Average Time Spent Per Customer = 12 mins (dn))
- VELARO CHAT PORTAL: 2,886 (up) Online Visitors, 0 of 7 chats completed, Handle time 0m

Active files in Review Coordinator as of 10/27/21:

- Review Coordinator - New: 136; Approved: 36, Failed: 8
- Permit Status (FEES DUE): 536 (dn) permits with payments pending* (May include issue permits with reinspection fees, or payments not acknowledged yet; all trades and modules)
- Permit Status (SUBMITTED – ONLINE): 648 applications (dn) [may include reworks or 2nd round submittals]; (Backlog June (66), July (117), August (120), September (134), October (162) - *Backlog files may include items already touched or workflow has been abandoned; working on status change updates.
- Item Review Status (BLUEBEAM QUEUED): 291 items pending review by a trade or discipline (may include items with a Closed, Cancel or other global status)

Code Compliance

- 2021 Fall Session of the Mayor's Citizen Government Academy commenced with 22 registered participants and presentations by the City Attorney and City Clerk.

- Director attended monthly Animal Welfare Committee meeting.
- Department assisted with parking logistics for the State of the City Address.
- Director and Assistant Director had a meet and greet meeting with new property manager of Vintage Estates residential community.

Finance Department

- Accounts Payable: Processed 76 invoices; 80 checks printed for a total of \$680,209.
- The department continues to work with the City's external auditors Caballero, Fierman, Llerena & Garcia, LLP on the 2021 fiscal year-end audit and gathering the documents required in the Planning phase of the audit.
- Journalled the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- Process Citywide payroll for pay period ending 10/24/2021

PROCUREMENT

- A total of 68 PO's were created for a total value of \$5,914,743.99.

CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 10/28/2021

- 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; Technical Proposals due on 11/18/21.

- 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: Anticipated Notice of Award 11/10/21.

- Solicitation No. and Title: RFQ No. 2021-17 – Transportation Master Plan Update
Dept: Public Works
Broadcast Date: 10/01/2021
Due Date / Bid Opening Date: 11/11/2021
Status: 16 Firms attended the Pre-Bid Meeting.

- Solicitation No. and Title: ITB No. 2021-18 – Stormwater Improvement - NW 89th Place & NW 24th Terrace
Dept: Public Works
Broadcast Date: 10/15/2021
Due Date / Bid Opening Date: 11/17/2021
Status: 17 Firms attended the Pre-Bid Meeting.

- Solicitation No. and Title: ITB No. 2021-19 – NW 82 Street and NW 114 Avenue Traffic Signal
- Dept: Public Works
- Broadcast Date: 09/15/2021
- Due Date / Bid Opening Date: 10/15/2021
- Status: 3 Submittals; bids are being evaluated.

Human Resources

CURRENT JOB POSTINGS

- AB Systems Technician, Information Technology, closes on 11/02/2021
- Building Inspector, Building Department, closes on 11/03/2021
- Chief of Engineering, Public Works Department, Open Continuous
- Park Service Aide, Parks Department, Open Continuous
- Planner, Planning & Zoning Department, Open Continuous
- Plans Examiner (Mechanical), Building Department, Open Continuous
- Plans Reviewer (PW), Public Works Department, Open Continuous
- Police Officer, Police Department, Open Continuous
- Receptionist/Recreation Service Aide, Parks Department, Open Continuous
- Recreation Service Aide, Parks Department, Open Continuous
- Structural Plans Examiner, Building Department, Open Continuous

SPECIAL PROJECTS

- HR continues to receive training certificates for the mandatory sexual harassment e-training for all City Employees. Deadline for Training is October 31, 2021.
- HR continues to manage and coordinate COVID-19 related exposures and quarantine periods as per the revised September 9, 2021, COVID-19 policy.

NEW HIRES

- Ms. Salmin Monoar, Planner, starting on Monday 10/25/2021
- Ms. Christina Carmona, Recreation Facility Manager, starting Monday 10/25/2021
- Marcelo Mendoza, Assistant Park Supervisor, starting Monday 11/01/2021

Information Technology

- Public Safety Support - This week, the PD IT upgraded the IA platform. IT assisted in getting PD users logged into the 311 system. Purchasing memo was completed and handed to Administration to purchase 2 CRD. All PowerShell versions were upgraded to 7.1. Our CAD platform was upgraded to version 21.3 Testing is being performed with Miami-Dade County dispatch to test GPS location when using PMDC.IT assisted in gathering server video needed for incidents that took place in the City. E-citation transmittal issue was fixed.
- Resolved 90 % support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Troubleshoot with the Microsoft Support team the issue that some users are presenting when they try to activate their Office subscription.
- IT Technician Troubleshoot the Ricoh Secure printer issue with Microsoft Support.
- Met with the access control vendor to troubleshoot the issues with the Parking Garage gates.
- Setup accounts for the new Planner for PZ department and the new Recreation Facility Manager for Park and Recreation department.
- Replaced UPS batteries for two users.
- Desk relocation for the Human Resources Manager in the HR Department.
- Provided support for the Council Meetings.
- Modified door schedule for night events.

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

- Systems Administration. This Week:

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

Weekly change management meeting.

Fixed the index for all volumes in our archiving system.

Weekly team meeting.

Meeting to renew the archiving system support.

Reinstalled the antivirus in a server and the performance is much better.

Completed October Server Windows Update.

Enabled MFA to helpdesk supervisor.

Increased the mailbox size restriction to PD.

Increased CPU and RAM to Domain Controllers in PD to install proxy and agents.

Assisted the Security Manager to install the Azure Agent in one server in Police department.

- Security Manager

This week, over 176 emails were reported and analyzed for malicious intent. Continued remediation from security audit findings. Began testing password policy for the Doral Police Department. Assisted the Help Desk Supervisor in troubleshooting and identifying the root cause of an access control issue.

- System Analyst- This week:

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

- Created tickets with Tyler support for newly reported issues

- Followed up on all opened tickets with Tyler support and City Hall respective departments

- Coordinated meetings between Tyler support and city staff for different issues

- Assisted the Finance department with the financial system access and workflow modifications

- Review and follow up on articles in Tyler Community page

- Worked on configuration for post upgrade implementation as needed

- Troubleshooted issues from newly upgraded system

- Assisted users and provided guides and documentation for new features of upgraded system

- Assisted citizens with portal account registration and login issues

- Application Development- This week:

- Created python script to transform .dat files from the County into sql tables.

- Updated GIS views (test environment) to include properties Building Value.

- Scaled up website based on used memory percentage.

- Assisted with 311 api.

- Assisted PD with 311.

- Data Integration Engineer:

- 1.- Working to update the Interface from Tyler 311 to New asset essentials dude solutions.

- 2.- Working on the Public Works Internal Dashboard to add new metrics for the electric charges stations, developing a script to bring the data from the vendor system to SQL through an API.

- 3.- Attended the IDERA webinar "Maintain the responsiveness of SQL Server databases".

- 4.- Applied Windows Update on the SQL servers.

- Smart City projects are underway:

- FPL 2 LPR Poles/Public Safety Project:

Vendor informed Site 1 is being completed, area is being restored. Waiting on Miami Dade for sites 27 and 30 as this week will be resubmitted after addressing comments received. Vendor has submitted to the city of Doral MOT permit requirements.

Project is 69 % completed.

- HRIS New System Project

Legal is reviewing agreement, we are waiting approval to start the Project Charter and meet with Paycom to start initiation phase.

Project is 21% completed

- Upgrade Facility Dude Project

We are continue performing trainings with Technicians, Requestors and Supervisors this week. Parks and PW are completing verification of data with testing with each department including Parks, Streets, Facilities and Storm Water which are almost done. We are completed Test plan and acceptance criteria in environment for Stormwater, Parks, Streets and Facilities. We will obtain sign-off from Parks and PW this week before going alive. We are waiting on going alive Nov 1 without interface connector with the API between Tyler311 and new Assets Essential system. Before we Go alive Our City of Doral team will need to update and clean inventory, users, assets, locations, GIS layers and data required. We are designing how will we perform roll-out including requestors of each department.

Project is 87% completed

- WCCD 37120- Yearly Smart City Certification Project

We completed last comments waiting on certification of the City of Doral and then re-submit for Auditor verification. We re-submitted workbook for review last week waiting on certification.

Project is 97% 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 and Electrical engineer on the design/permit of Site1, 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 Course, Trails n Tails and Central Park.
- Continued working with AV Tech on CCTV camera failures throughout city facilities.
- Working with contractor to completed conduit repairs and fiber run between SEC and NEC pole at NW 107Av & 25 St (Site22).
- Started with the installation of the UPS ,Meanwell 48V power supply ,breaker panel and surveillance camera server at Morgan Levy Park IT room.
- Started the coordination of the LPR system installation at Site 1 with HP Electric and Vetted Security Solutions.
- Completed ARPA estimates on infrastructure and equipment needed to build future LPR sites.
- GIS Administration- This week:
- Continue to conduct systems and communicate with vendor and internal Information Tech team.
- Information Tech Staff meeting.
- Research GIS products.
- Follow up with vendors about GIS products.
- Created and tested python script and arcade script.
- Contacted Miami Dade County GIS team about GIS data.
- As per planning/zoning dept's request, created and provided an aerial map for Section 8.
- Troubleshoot, tested and published GIS web apps for building dept.
- Communicated users support.
- Continue to rebuild and test systems.
- Weekly GIS maintenance.

Parks and Recreation

- Department staff met with vendor at Trails & Tails Park to discuss painting Trails & Tails Building
- Assistant Director met with PMT and contractor to discuss upcoming work in the dog areas and finalize schedule.
- Park Staff worked with the Boy Scouts Troop 552 to host a Trunk or Treat at the Park for the scouts' participants.
- Events staff held monthly Art After dark on Wednesday. 25 participants gathered virtually and learned to knit chunky blankets.
- Parks Director attended weekly meeting with Interim Deputy City Manager to discuss on-going department items.
- Assistant Community Center Supervisor position closed on Thursday 10/29. Staff began reviewing applicants to coordinate interviews in the next two weeks.
- Event Staff held the Trunk or Treat and Movie Night at Downtown Doral Park on Friday 10/29. This event was rescheduled from the previous week when it was cancelled due to poor weather.
- Assistant Director and Superintendent of Park Operations attended meetings with IT and park staff to conduct final trainings on new maintenance work order system in preparation for going "Live" on Monday, November 1st. This system will replace the previous facility maintenance software.
- Doral Broncos Tackle Football held their last games of the 2021 season on Saturday October 30th at Doral Meadow Park. We look forward to celebrating their hard work at their awards ceremony later in November.

Public Affairs

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 64,220 63,955 (265 additional followers)
- SOCIAL MEDIA HIGHLIGHT: Instagram reach increased 68% (16.6k) ; Instagram engagement increased by 79%.
- Promoted multiple city events/initiatives including but not limited to: Animal Ordinances, Halloween Safety, CAMACOL summit, State of the City, #DoralDoggies campaign
- Design/Web Projects –Updates to City website, Faith-based Gala Ad
- Film Permits:
 - o Kingdom Reign Entertainment at Downtown Doral Park/ Downtown Doral (documentary – “My Killer Body”)
- Events:
 - o Video/Photo coverage of Baptist new facility opening
 - o Coordination and execution of State of the City event
 - o Coordination and execution of UN Collaborative Signing Ceremony

- Videos:
- Published – Spend Local – Casa Linda
- Published – State of the City Intro Video
- Published – (3) videos played during State of the City speech (public safety, infrastructure, parks & recreation)
- In production – November Monthly Preview
- In production – Inside Doral – State of the City
- In production – Inside Doral – Baptist Opening

Public Works

- Held a Plat Committee Meeting.
- Citywide Sidewalk Improvements (Phase 2) - New Tree re-mediation package and permit request has been sent to MDC -RER; pending payment of recent mitigation for MDC to start review process. Marlin working on final plans to resubmit to MDC-FDOT for review and concurrence.

Transportation:

- Attended the 2021 Citizen's Independent Transportation Trust (CITT) Annual Municipal Workshop, Day 2: Funding
- Sent the City executed the Interlocal Agreement to Miami-Dade County for management of the Parking Violations Bureau.
- Met with the Eugenia B. Thomas administration to review the City's developed Traffic Operations Plan (TOP) prior to the principal's sign-off.
- Attended the Southeast Florida Truck Parking Workshop.
- Held a progress meeting with the Miami-Dade Transportation Planning Organization (TPO) for Quick Build Project.