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**To:** Honorable Mayor and City Council

**Date:** August 27, 2021

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

**Subject: Weekly Council Update/ August 22 - August 28, 2021**

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## **City Manager's Office**

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

### **POLICE**

Calls for service are up 2% YTD.

Police investigated a bail out from a vehicle. The subject was found a short time and distance later. He was in possession of a concealed firearm. Further investigation revealed that he was recently placed on probation for carrying a concealed firearm.

Police responded to two calls reference a deceased person. Both cases were forwarded to the Miami Dade Police Department Homicide Bureau.

Police responded to a shot fired call in the 5700 block of NW 113 Avenue. Investigation revealed that a homeowner was working in his backyard when he was attacked by a possum. The homeowner retrieved a firearm and shot the possum killing it.

A resident found a four-year old autistic child wearing a diaper wandering around. The family was located, and the child turned over to the mother. The Department of Children and Families was notified.

Schools throughout the City welcomed back children for the beginning of the new school year.

Police present in all schools in Doral.

Police investigated two stolen vehicles and three vehicle burglaries.

### **INFORMATION TECHNOLOGY**

56 Open tickets on EnerGov.

30 Open tickets on EnerGov Update.

All City Departments continue to test.

CSS training next week for external users.

Issues with Bluebeam are being addressed with the vendor as well as Tyler

The design for the Building Department call flow should be finished this week.

Meeting this week with Plante Moran.

Meeting this week with Tyler.

### **FINANCE**

Closing out all Hurricane Irma related items by September 30.

All departments were related to submit any pending invoices.

Department directors were tasked to identify unused funding (\$225K) in their respective departments to fund an unforeseen expense in the Building Department.

Work on the internal audit continues.

## **HUMAN RESOURCES**

Eight employees out with COVID-19

Three employees quarantined as a result of exposure to COVID-19.

## **PLANNING AND ZONING**

Continue testing the customer portal on the EnerGov platform.

Conducting interviews for two vacant Planner positions.

Newly hired Administrative Assistant will start on Monday, August 30.

## **PUBLIC WORKS**

The A/C chiller at the Training and Community Center is broken and will take several weeks to repair. Looking for alternatives to remedy the situation until repairs are made.

Safety and security meeting for the Doral Government Center was rescheduled.

## **PUBLIC AFFAIRS**

9-1-1 event being finalized.

State of the City will take place in October.

## **PARKS**

The A/C chiller unit at Legacy Park needs repair or replacement.

A child was injured at a football game. The child suffered a fractured leg and was transported by Fire Rescue to the hospital.

Park Advisory Board Meeting scheduled for this week.

Senior citizens going to the Marlins game.

## **CODE COMPLIANCE**

Late evening noise detail will be conducted this week to address complaints of loud noise in Downtown Doral. Three complaints received this past weekend.

## **CITY CLERK**

Finalizing agenda for Wednesday's Zoning Meeting.

## **CITY MANAGER**

• Interim City Manager and Special Assistant to the City Manager, Mr. Rey Valdes attended August Cost Report for the Park Bond Projects meeting with AECOM Team, Finance Director, Ms. Matilde Menendez, Assistant Finance Director, Ms. Solangel Perez, Procurement Manager, Ms. Tanya Donigan and CIP Administrative Coordinator, Ms. Carmen Diaz.

• Interim City Manager held individual meeting with Council Members to discuss the Agenda for the Zoning Council Meeting.

• Special Assistant to the City Manager, Mr. Rey Valdes held weekly meeting with Building Department Director, Ms. Jane Decker and Building Official, Mr. Vince Seijas.

• Interim City Manager held weekly meeting with Public Affairs Communications Director, Ms. Maggie Santos.

• Special Assistant to the City Manager, Mr. Rey Valdes held weekly meeting with Code Compliance Director, Mr. Edgard Estrada and Assistant Code Compliance Director, Mr. Danny Del Toro.

- 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 Finance Director, Ms. Matilde Menendez.
- Interim City Manager along City Attorney Figueredo, City Clerk Diaz and Council Members attended Zoning Council Meeting.
- Interim City Manager held weekly meeting with Interim Chief of Police, Mr. Raul Ubieta and Interim Deputy Chief of Police Daniel Borrego.
- Interim City Manager held weekly meeting with Human Resources Director, Mr. John Prats and Assistant Human Resources Director, Ms. Rita Garcia.
- Special Assistant to the City Manager, Mr. Rey Valdes held weekly meeting with Economic Developer, Mr. Manuel Pila.
- Special Assistant to the City Manager, Mr. Rey Valdes held weekly meeting with Parks & Recreation Director, Ms. Erin Weislow and Assistant Parks & Recreation Director, Mr. Lazaro Quintero.
- Special Assistant to the City Manager, Mr. Rey Valdes along with Assistant Public Works Director, Ms. Rita Carbonell attended meeting with AcadeMir Charter School East, Miami-Dade County Traffic Engineering Division, and Doral Police to develop traffic impact mitigation methods.
- Special Assistant to the City Manager, Mr. Rey Valdes held weekly meeting with Public Works Director, Mr. Carlos Arroyo and Assistant Public Works Director, Ms. Rita Carbonell.
- Interim City Manager and Special Assistant to the City Manager, Mr. Rey Valdes held Bond Meeting Process with AECOM staff members regarding Construction Management.

## **Capital Improvement Project Manager**

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

- General Construction Activities:
  - o Drainage installation/excavation
    - Drainage system installation on north and west portions of the site is on-going.
    - KVC provided a surveyor to locate the existing utilities in conflict with proposed drainage system.
      - Survey data was provided to B&A's engineers.
    - B&A provided updated information for the stormwater management system based on survey information.
      - KVC is currently reviewing.
  - o Flat portion of roof/terrace deck scheduled to be poured August 27<sup>th</sup>.
    - Contractor requested permission to start pouring at 5:00 A.M.
    - Permission was granted by the BD Official on August 26<sup>th</sup>.

- o KVC submitted four week lookahead on July 19<sup>th</sup>. The following activities will be performed in the upcoming weeks:
  - Shoring and precast joist installation is completed for BOH, multipurpose room, and lobby.
    - Shoring for the office area and the reception is on-going.
  - Parapet rebar and formwork for the sloped roof.
    - Concrete pour to be scheduled.
  - Roof level deck formwork completed and ready to pour deck.
  - Elevator shaft roof reinforcement and formwork.
- o KVC completed tree root pruning/tree protection in the park on August 6<sup>th</sup>.
  - Four (4) Live Oaks were relocated in the Downtown Doral Park Area.
  - Tentative relocation date is November 2021 (90 days after root pruning).
- o KVC is working on the irrigation line relocation is on-going.
  - KVC will prepare a timeline of events.
  - On hold until storm management system is installed.
- o Contractor silt fence installation for construction parking area is completed and ready for inspection.
  - City of Doral Building Department approved inspection.
- On-going construction submittals/RFI's.
- IT Department coordination is on-going.
  - o Access Control Contract Agreement was executed.
    - Purchase Order to be requested.
  - o Conduit and Junction boxes identified for cameras to be mounted on light poles.
    - Currently coordinating with Codina on running wires up through the light poles.
  - o Finalized location, elevation, and section of Interactive Display.
    - Purchase Order requested.
  - o Conduit layout and sizing confirmed and approved by IT Department, Contractor, and Design Team.
- AT&T pull box relocation on-going.
  - o Scheduled for late November as the area is used as laydown for materials.
  - o KVC will provide the current schedule to have the relocation of the box around late November or early December.
- Art in Public Places:
  - o Planning and Zoning Department will confirm date for next committee presentation.
- OAC meeting was held on August 25<sup>th</sup>.

**Morgan Levy Park:**

- Project completed.
- Financial closeout.
- MDC DERM Grease Trap permit review is on-going.

**White Course Park:**

- Permitting process is on-going:
  - o Miami Dade WASD permit is on-going.
    - Currently working on the opinion of Title/Unity of Title with City's Attorney and outside council.
- General construction activities:
  - o Wall electrical rough-in is on-going.
  - o Building door frames infill is on-going.

- Trusses installed August 23<sup>rd</sup>.
  - Sewer lateral extension:
    - Sewer lateral installation & inspection passed (partial).
    - Installation between new manhole and existing manhole to begin August 30<sup>th</sup>.
    - GreyStar confirmed palm relocation.
    - Trenches backfill and compaction completed.
      - Density test passed on Monday 23<sup>rd</sup>.
  - Site Utilities:
    - Electrical conduit layout 90% complete.
    - Pending sewer extension completion.
  - Site flat work:
    - South sidewalk and D curb completed (Adjacent to the parking lot).
    - Southwest and Midwest sidewalk completed.
    - Northwest sidewalk formwork and reinforcement 30% complete.
    - Northwest sidewalk concrete pour schedule for August 30<sup>th</sup>.
    - Shade system and pole footings on Fitness area excavated and compacted.
      - Density test scheduled for August 26<sup>th</sup>.
    - Shade system pole footings excavation on Playground area 20% complete.
  - Irrigation sleeves installation is on-going.
    - Pending completion due to sewer extension.
- General activities:
  - RFI's Submittals are on-going.
    - Parks and Recreation approved Directional Signage "Wayfinding Exhibit".
  - Art in Public Places coordination is on-going.
    - Coordinating design/content on educational banners with Public Affairs and Parks & Recreations Departments.
  - Coordination with IT Department is on-going.
    - IT Department to provide Vendor's quotes/proposals.
      - Hybrid Fiber Cabling Purchase Order requested.
  - Unity of Title provided by the Legal Department on August 25<sup>th</sup>.
  - OAC meeting was held on August 25<sup>th</sup>.

**Doral Meadow Park:**

- Final invoice submitted to Finance Department.

**Doral Central Park:**

- Permitting Process is on-going:
  - CLOMR permit is currently under review by FEMA.
    - Tentative completion review date is by end of September.
  - Phase I Soil Improvements:
    - City of Doral Building Department permit issued.
      - Pending Water and Sewer approval.
    - MDC Water and Sewer Permit is on-going.
      - Unity of Title and Opinion of Title requested to the Legal Department.
      - Pending to received status on the purchasing of the State Land by the City Manager's Office.
      - PMT is working with Public Works Department on the Sketch and Legal for 92<sup>nd</sup> Avenue ROW.
  - Phase IV Recreational Center/Lake Wall Foundation:

- City of Doral Building Department rework review completed.
  - Bermello-Ajamil submitted revision.
- MDC Fire waiting for resubmittal (WASD permit).
- MDC CORE waiting for resubmittal (WASD permit).
- Phase II & III Amphitheater, Ballfields and Skate Park:
  - City of Doral Building Department review completed.
    - Bermello-Ajamil addressed comments.
    - Plans to meet the temporary irrigation needs of Phase 2/3 on turnover are being finalized.

**General Activities:**

- Weekly OAC meetings are held every Thursday.
- IT Department coordination is on-going.
  - Following ACS coordination meeting with Design Team/Contractor/PMT/City, revised Telecom sheets and Door Hardware and Door Schedule sheets have been revised.
  - City IT security vendor, Security 101, to provide power requirements from ACS revisions.
- Art in Public Places approved for Council Recommendation.
  - Design Team addressing/implementing committee comments.
- FF&E coordination is on-going.
  - PM provided to Parks and Recreation link to select Indoor Playground for review on August 24<sup>th</sup>.
- Electrical Temporary FLP easement is on-going.
- Temporary parking for 2021 voting election is on-going.
- 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:
  - Decisions on the different firms ATC's were sent on August 17<sup>th</sup>.
    - Some of the ATC's were approved, others will require an addendum.
    - Technical proposals due September 3<sup>rd</sup>.

**Trail Network:**

- Sharrows:
  - Interlocal Agreement submitted to MDC on-going.
- Bike lanes:
  - H&J quantity take off approval is on-going.

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

- IT Department coordination is on-going.
  - IT meeting with PMT and Designer to discuss comments was held on August 24<sup>th</sup>.
- Conduit layout on the Parking Lot/trails area is 70% complete.
- Project Manager requested information regarding what to do with the solar power bollards to Park and Recreation Department.
- Progress meeting was held on August 25<sup>th</sup>.

**Additional Items:**

- PMT weekly Status of Projects held every Wednesday.
- Preparing Fiscal Year Staffing Work Plan.

- August Cost Budget Report meeting with City Manager's Office and Finance Department was held on August 23<sup>rd</sup>.

Reimbursable permit expenses invoice submitted August 26<sup>th</sup>.

## **Planning and Zoning**

### **Occupational Licensing**

- 31 Business Tax Receipt renewals for FY 2020-2021 processed this week.
- 9 Business Tax Receipt applications for new businesses have been received this week.
- 98 Business Tax Receipt renewals for FY 2021-2022 processed this week.
- 0 Alcohol Packets have been signed.

### **Planning and Zoning**

- Addresses issued: 3
- Building Permits reviewed: 24
- Zoning Inspections conducted: 18
- Site plans reviewed/approved: 2
- Planning and Zoning Director participated in agenda briefings with councilmembers for the Council Zoning Meeting scheduled on August 25th, 2021.
- Planning and Zoning Department interviewed (7) candidates for the Planner position.
- The Planning and Zoning Director participated in a meeting to discuss the removal of palm trees underneath power lines in front of the Baptist Hospital.
- The Planning and Zoning Department tested EnerGov 2021 and reported issues to the IT Department. .
- The Planning and Zoning Department participated in the Bonds Meeting Process Re: Construction Management.
- The Planning and Zoning Department attended a meeting with IT Department to discuss the Planning and Zoning internal dashboard.
- The Planning and Zoning Director attended the weekly Staff Meeting.
- The Planning and Zoning Director attended the weekly EnerGov 2021 1.2 Upgrade meeting.
- The Planning and Zoning Director participated in a meeting with ADA Engineering to discuss the LID Implementation Project
- The Planning and Zoning Director participated in a meeting to discuss an update on BTR expired and renewal notices with Kenia Palau, Chief Licensing Officer.
- The Planning and Zoning Department Director participated in the weekly Doral/EnerGov Review meeting.
- The Planning and Zoning Department presented a total of 9 planning/zoning items to the LPA and City Council on August 25, 2021.

### **Economic Development**

- Met with Goldman Sachs 10,000 Small Businesses team and business development partners including Miami Dade County Small Business Development, United Way, Prospera, Ascensus, Miami Bayside Foundation, Baptist Health, Aire Ventures, Broward County Office of Economic and Small Business Development, GMCVB Multicultural Tourism & Development re: expanding ongoing partnership with Goldman Sachs 10,000 Small Businesses Program and partner network to support small businesses.
- Met with Beacon Council re: Project Puma relocation of corporate HQ to Doral.
- Met with Wurtec representative re: relocation to Doral.
- Met with Berkadia representative re: update on developments in Doral.
- Met with Mack Ventures re: site selection for potential sports training facility in Doral.
- Coordinated logistics and promotions for SBDC @ FIU workshop series 'Step Up Your Start-

Up' sessions on September 29 (English) and December 7 (Spanish).

- Coordinated agenda with Miami Community Ventures Executive Director for 'Help Wanted: Hiring Solutions in the 305' workshop on October 14.
- Coordinated agenda with Florida State Minority Supplier Development Council representative and Business Valuations partner for workshop on November 4.
- Coordinated meeting with Beacon Council Technology Committee re: special project to highlight tech growth in Doral, Coral Gables and Miami Lakes.
- Met with CAMACOL Doral re: scheduling of small business summit event in October.
- Met with DORCAM and Peer Music Publishing re: Latin Grammy partnership.
- Completed Planning and Zoning/Economic Development recap presentation for September City Council meeting.
- Wrote content for Q2 Quarterly Economic Report.
- Coordinated Spend Local registration and videos for Miami International Mall artist spaces, Coffee and Hair, Chico Malo and Tap 42.
- Coordinated ribbon-cutting requests for Tint World and Nacqua Medical.
- Administered ongoing 2020 CBO Grants, Façade Grants, PTSA Grants.

### **Building Department**

- ADMIN: Director attended weekly staff meeting via Teams; Director attended EnerGov Testing Update Meeting
- EnerGov Update: Director met with EG Team to discuss "In Review" Review Coordinator issue
- HUMAN RESOURCES ACTIVITIES: Completed 9th interview for permit clerk and selection forwarded to HR for processing. Candidate received for BD Inspector. Formal resignation received for Alex Blanco, Plumbing Plans Examiner. AA Seida has accepted position to move to PZ AA/Outdoor Events Coordinator.
- IT ACTIVITIES: IT Sr. Network Analyst updated phone routing and team advised of best practices for call forwarding.
- APPLICATIONS: 100 (dn) Online Applications Received (all departments)
- PERMIT & PLANS REVIEWS: 236 (up) Plan Reviews (all departments incl clerical)
- PERMITS ISSUED: 112 (dn) Permits Issued (all departments) with a construction value of \$2.9 million (dn) and \$79,231 permit fees collected (up)
- INSPECTIONS: 355 (dn) Total Inspections Completed (all departments)
- PHONE CALLS: 758 (dn) total for 26+ hours (dn); 1,024 total calls (dn) to all department extensions with 490 (47%) no answer (dn)
- LOBBY DATA (DORALQ): 212 (up) Total Building Dept Customers; 42 Lobby Daily Average, 15 mins (--) Lobby Wait Time (Weekly Average), Average Time Spent Per Customer = 21 mins (-))
- VELARO CHAT PORTAL: 3,589 (dn) Online Visitors, 5 of 9 chats completed, Handle time 4:17m

Active files in Review Coordinator as of 8/17/21:

- Review Coordinator numbers not valid until fix verified in test environment and upgraded (New: 292; Approved: 184, Failed: 4)
- Permit Status (FEES DUE): 457 (up) permits with payments pending\* (See previous accomplishments for caveat)
- Permit Status (ISSUED, INSPECT): 2,713 (up) active permits (1143,1570)
- Permit Status (SUBMITTED – ONLINE): 552 applications (up) (Backlog April (5), May (8), June (79), July (195), August (265)) - \*Backlog files may include items already touched or workflow has been abandoned; working on status change updates.
- Item Review Status (BLUEBEAM QUEUED): 459 (dn) item reviews pending in all depts/trade

### **Code Compliance**

- Director attended monthly Animal Welfare Committee meeting.
- Director met with City Manager's Office, City Attorney, and developer's legal counsel to discuss various issues.
- Majority of the department attended S.F.A.C.E. zoom training where the topic of discussion was the Special Magistrate process.

### **Finance Department**

- Accounts Payable: Processed 323 invoices; 55 checks printed for a total of \$518,434.
- Budget Preparation for FY2022
- Journalled the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).

### **PROCUREMENT**

- A total of 17 PO's were created for a total value of \$114,542.

### **CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 08/25/2021**

- 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 II – Round II Evaluation Committee Scheduled for 08/23/2021.
- 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 09/03/21.

- 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: 2 Technical Proposals Received; Price Proposals due on 09/21/21.

- 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: Award Recommendation made.

- Solicitation No. and Title: ITB No. 2021-16 – Purchase of Holiday Tree

Dept: Parks & Recreation

Broadcast Date: 08/20/2021

Due Date / Bid Opening Date: 09/17/2021

Status: Pre-Bid meeting scheduled for 09/03/21.

## **Human Resources**

### **CURRENT JOB POSTINGS**

- Accounting Clerk, Parks & Recreation, Closes on 09/03/2021
- Building Inspector, Building Department, Open Continuous
- Facility Manager, Public Works Department, Open Continuous
- Laborer I, Public Works Department, Open Continuous
- Mechanical Inspector (PT), Building Department, Open Continuous
- Planner, Planning & Zoning Department, Open Continuous
- Plans Examiner, Building Department, Open Continuous
- Plans Examiner (Mechanical), Building Department, Open Continuous
- Plans Reviewer (PW), Public Works Department, Open Continuous
- Plumbing Inspector, Building Department, Open Continuous
- Police Officer, Police Department, Open Continuous
- Project Inspector, Public Works Department, Open Continuous
- Transit Road Supervisor, Public Works Department, Open continuous
- Receptionist/Recreation Service Aide, Part-time, Parks, Open Continuous
- Recreation Service Aide, Part-time, Parks, Open Continuous

### **SPECIAL PROJECTS**

- HR processed the annual leave pay out as per policy for 143 employees
- HR updated the pay and classification plans as the Evergreen Solutions, LLC recommendations
- HR continues to manage and coordinate COVID-19 related exposures and quarantine periods
- HR worked with the City Attorney's Office to create a revised policy for Recruitment/Selection
- HR completed the draft 2021 Employee Manual and submitted for Interim City Manager review
- HR submitted revised COVID-19 related policies and procedures for Interim City Manager review
- HR continues to work with the Crowe internal Auditors, providing requested documents
- HR participated in the Virtual Florida Workplace Well-being Award celebration event as a Gold Status recipient.

## NEW EMPLOYEES

- Maria Hernandez Gutierrez, Structural Plans Examiner, starts on 08/23/2021
- Ivan Gonzalez, Laborer I, starts on 08/30/2021
- Diego Martinez, Rehired from Furlough List, Recreation Service Aide, starts on 08/23/2021
- Carlos Furones, Plumbing Inspector, starts 08/23/2021

## Information Technology

- AV Team setup/supported/live streamed Zoning + LPA meeting
- 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 assisted Help Desk with user issues/tickets
- AV Team Provided pre-bid/bidding recordings to Finance Department
- Public Safety Support - This week, the PD IT sent the final notes over to the CAD vendors to finalize the build for Doral PD. IT obtained a quote to add a module to the RMS. IT is working without RTOC to get the intersection cameras online. PD Servers were rebooted to add Microsoft security updates. One Squad began testing the Daily Activity via the CAD. iPad inventory has been completed. IT is working with Microsoft to expand the disk space capacity on a shared drive server.
- Security Manager  
This week, over 102 emails were reported and analyzed for malicious intent. Continued remediation from security audit findings. Continued to remediate the issue with printing for various users. Continued auditing the password policy. Attended committee meetings to provide IT Security related input. Addressed email related issues for some users in the City.
- Network Administration
- Modified call flows for the Building Department. This included configuration of new advanced features.
- Assisted PD IT Techs during troubleshooting of network services for different users.
- Assisted the AV Analyst during the verification of audio services at the CH Council Chambers.
- Continued to work on systems remediation and following best practices as advised by a city's partner.
- Elaborated custom phone reports and presented them to management.
- Continued to monitor the Network and performed actions based on incidents.
- Began provisioning new network security appliances.
- Met with the Design Team and the Contractor and addressed concerns for the Doral Trails and Tails Park Project.
- Evaluated and requested hardware pricing to support network services on a new project at the CH Garage.
- Systems Administration. This Week:  
Review and Keep the backups if they are 100% operational.  
Went to NAP to replace the server with issue. It is working fine after replacing the motherboard.  
Upgraded the last 2 ESXi hosts. all Hosts are with same version.  
Upgraded the Video Data store to version  
Weekly Virtual Meeting with team.  
Removed the directly printer sharing and GPO from all departments  
Virtual Meeting with Microsoft to test the data migration for Police Department.  
Completed August's server Windows Update.

Meeting with Microsoft to migrate data in Police Department file server.  
Worked with file system archiving company to review the system processes.  
Meeting with Dell to include all servers to collect information to update the hardware.  
Meeting with Veritas to check possibility to have report of items about to expire.  
Assisted the DBA to register new Gateway for PowerBI  
Created a new group and grant access to access the LAPs.  
Worked with Microsoft to test shadow copy in a file server.

- Resolved 93 % support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Desk relocation in Park department.
- Provided support for the Council Meetings.
- Troubleshoot Ricoh Secure Printer issue with the IT security manager and the Sr. Systems Analyst.
- Met with Security 101 technician to troubleshoot the Garage North Entrance, City Clerk Entrance and the A/V Room 1st FL door.
- Modified door schedule for night events.
- Continue to work on reconciliation of physical inventory of IT equipment.

• Smart City projects are underway:

• FPL 2 LPR Poles/Public Safety Project:

Vendor informed Site 1 is being located. Waiting on Miami Dade for sites 27 and 30 as this week will be resubmitted after addressing comments received.

Project is 69 % completed.

• HRIS New System Project

Evaluation committee met for RFP decisions. team is evaluating detail requirements for each module utilized in the HR department including payroll, time & attendance, performance, learning, core HR and e-forms versus RFP provided. Evaluation Committee will continue meeting.

Project is 21 % completed

• Upgrade Facility Dude Project

We are performing testing with each department including Parks, Streets, Facilities and Storm Water. We will be continue next week testing full process flow with Test plan and acceptance criteria in environment for Stormwater, Parks, Streets and Facilities. We had one on one sessions with consultant for interface connector and IT will be coding the API between Tyler311 and new Assets Essential system. Our City of Doral team continues to perform many tasks to perform Clean up on excel sheets including users, assets, locations, GIS layers and data required. We are designing how will we perform roll-out including requestors of each department.

Project is 37% completed

• WCCD 37120- Yearly Smart City Certification Project

Auditors have submitted comments, we are updating information for our workbook. We just received from Department of Agriculture food security environmental information. This week we completed all the review for information. We will re-submit workbook for review next week when we receive some pending answers.

Project is 92% completed

• Application Development- This week:

• Set up broken link checker for website.

• Updated Cloudfinary.

• Worked on HR Interview app.

• Worked on PID to EnerGov clean up, script to run in TEST provided to Tyler.

• Worked on My Reviews clean up.

• Modified Doral-Q menu for BD.

- Participated in Dude Solution meeting.
- Participated in EnerGov meetings.
- Database Administrator:
  - 1.- Working on the CDPlus Attachments project, a meeting was attended with the Tyler Representative to review final details. The SAAS team from Tyler is working to upload attachments in the test environment to start running tests with the SME's.
  - 2.- Assisted the Finance Accountant to refresh the SQL Cubes jobs and database for the Cashiering Production Environment.
  - 3.- Assisted the Help Desk Supervisor in troubleshooting an issue with the Police Department Ward Fuel System reports.
  - 4.- Working on migrating the existing Power Bi Database to a new repository server, the PowerBI gateway was installed on the new server and began to map the Internal Dashboards to the new repository.
  - 5.- Working with the GIS Developer to confirm the users have access to the GIS System with the new access policy.

- 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
  - 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
  - Attended meeting for EnerGov testing process implementation
  - Continued test of new system in terms of configuration and setup
  - Reported issues found during testing process of new version
  - Assisted the Finance department with Munis access and workflow modifications
  - Met with testers from different departments to confirm login and access needed
  - Attended implementation phase 2 reconfiguration meeting
  - Attended EnerGov upgrade weekly meetings with Directors
  - Sent daily report of active users during the day on the Test environment.

- 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.

We are doing tests of moving old permitting attachments to new enterprise system to facilitate users process soon.

- GIS Administration- This week:
  - Continue to conduct systems and communicate with vendor and internal Information Tech team.
  - Information Tech Staff meeting.
  - Researched GIS products.
  - As per planning/zoning dept's request, created and provided GIS location map 9815 NW 41 ST.
  - As per planning/zoning dept's request, geocoded and provided GIS business tax receipt voided licenses location map.
  - GIS meeting with public works dept & planning/zoning dept about tree inventory.
  - Tested to users on GIS tablet.
  - As per planning/zoning dept's request, created and provided GIS Existing public art located within the City of Doral map.
  - As per planning/zoning dept's request, created and provided GIS aerial location map folio: 35-3020-048-0030.

- As per public works dept's request, GIS Transition to from Mobile311 to Asset Essentials.
- Set up and received access GIS aerial imagery by new vendor.
- As per police dept's request, upgraded GIS school information maps GIS portal (English and Spanish).
- As per finance dept's request, provided communication service tax.
- Communicated users support.
- Continue to rebuild and test systems.
- Weekly GIS maintenance.
- 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 Site 1, 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 Course, Trails n Tails and Central Park.
- Continued working with AV Tech on CCTV camera failures throughout city facilities.
- Replaced damaged WAP at Legacy Park with the assistance of the Sr. Network Admin.
- Working with Vigilant Solution to resolve TAS alerts connectivity.

### **Parks and Recreation**

- Parks Director and Cultural Events Specialist met with DORCAM to discuss upcoming events.
- Assistant Parks Director attended Parks & Recreation advisory board meeting.
- Parks Director attended 9/11 Ceremony Logistics meeting.
- Parks Director and Assistant Director met with Codina to discuss Downtown Doral Holiday Concert Series.
- Parks Director attended weekly meeting with the Special Assistant to the City Manager to discuss ongoing department items.
- The Silver Club hosted a trip to Miami Marlin's Park.
- The Silver Club hosted a virtual seminar on Hypertension: How to Maintain a Healthy Blood Pressure with 10 participants.
- Tackle Football Games were held at Doral Meadow Park.
- Special Needs specialist held weekly Bowling practices at Bird Bowl with 36 participants.
- Special Needs specialist held weekly Softball practices.
- Special Needs specialist held weekly Basketball practices.
- Special Needs specialist held weekly Feel the Beat Dance classes.

### **Police Department**

#### Arrests

- Felonies: 11
- Misdemeanors: 8
- Traffic: 5
- Warrants: 9
- DUI: 1

#### Traffic Citations

- Hazardous Moving Violations: 573

- Non-Hazardous Moving Violations: 716
  - Disabled Parking Violations: 7
- Civil Citations
- Civil Citations: 1

#### Notable Arrests & Incidents

Credit Card/ Fraudulent Use of \$100 or More  
 Identification/ Personal/ Fraudulent Use/ Possession

Doral Police Officers were dispatched to a business in the area of 1212 NW 82 Avenue in reference to a fraud in progress. Upon arrival, officers learned from the victim that an unknown person using her identity and credit card had rented a room at the aforementioned location. Victim informed the officers that no one was authorized to use her credit card. Officers then made contact with the person at the room who advised them that someone that he does not know had rented the room for him. The male subject was subsequently arrested and transported to TGK for processing.

Firearm/ Weapon/ Ammunition/ Possession/ Convicted Felon  
 Resisting Officer Without Violence to His Person  
 Probation Violation

Doral Patrol Officers were patrolling the area of 87 Avenue and 36 Street and observed a black Chevy Doge Camaro tapping on his breaks consistently and with very dark window tints. Officers initiated a traffic stop. While speaking to the driver, officers observed a gun holster in the cupholder of the center console. Officers asked the driver if he was currently in possession of a firearm, and he stated no. Officers asked the driver to step out of the vehicle when the driver began running from officers and was later apprehended. Officers discovered a black revolver. 38 specials in the glove box. The male subject was arrested and transported to TGK.

#### 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

08/19/2021 to 08/25/2021

- Research on DPD case 210816-015732 @ 10412 NW 66th St Ms. Davis-Lockard. Regarding unfounded allegations of her dog off leash when outside. Contact with Code, RTOC and report request.
- Follow up with HOA Board VP Mr. Wetzel in Costa Verde NW 97 Av & 33 St regarding the final signing of the new Safecam affidavit.
- Menorca Traffic concerns emailed to Traffic Enforcement
  1. NW 115th Ct & 84th-82 St Speeding & Stop Sign Violation.
  2. NW 116th Av & 86th-84 St Speeding & Stop Sign violations all during afternoon rush hours.
- Menorca-traffic sign request @ NW 86th St & 115th Ct-Curve. Email to Rita in Transportation.

- 1700 NW 96 Av Mr. Sanchez, Embarques Colonial coordinating a crime prevention information meeting.
- Doral Cay 5850 NW 104th Ct follow up with the property manager regarding recent vehicle criminal mischiefs reported. Requesting Crime prevention meeting Monday Aug 23 @ 7pm, in the clubhouse. DR210818015860 @ 5965 NW 104th Path.
- Doral Cay I contacted the victim Mr. Bustamante 210819-015961 @ 6055 NW 104 Path. Rocks possibly thrown from Landmark South building adjacent to this road. We agreed to meet to survey the area where it is coming from.
- Corsica and Menorca Follow up with Sgt. E. Fernandez requesting radar trailers in the community.
- Corsica follow up with Rita C.-traffic engineer regarding issues of speeding and accidents along NW 112th Ct & 74th-78th.
- Corsica -I followed via email with Lt. Arazi regarding
  1. Speeding along NW 80th Lane between 109 Av & 112th Av
  2. Speeding along NW 112th Av from NW 74th St-78 St. (The Fire Station -to the rotunda)
  3. Residents on the intersection on or near NW 7700 block & 112th, alleged there were previous 17's in which vehicles went on to the front lawn and or the easement
  4. Vehicles speeding have damage and or crashed into the monument on NW 112th Av & the 7700 block
  5. There are requesting, borrowing staffing and calls an area check, when possible, between 2300-0100.
  6. All traffic concerns also occur mostly during 2300-0100 every day.
- Summit -Ingrid the property manager coordinated crime prevention meeting for 8/25 Wed @ 530pm in the community regarding stolen vehicles.
- Coordinated with DOT, Motors, and K9 to participate in Miami Dade College Safety Day on September 15, 2021 @ 930am-1pm.
- 7450 NW 104th Ave. Publix Plaza (Visibility and contact with the public).
- 7600 NW 98th Pl. (Visibility)
- 10311 NW 58th St. PP4K planning.
- 7600 NW 98th Pl. Glades Park. (Visibility) (Pick up book bags).
- 9851 NW 58th St. (ref. Allegro event).
- 6700 NW 104th Ave. Doral Math & Science Academy (met with staff and drop off book bags).
- Downtown Doral. (Visibility)
- 8300 NW 53rd St. (meeting with Director of Security).
- 10651 NW 19th St. Renaissance Elementary. (Met with staff and drop off book bags).
- 8360 NW 33rs St. (met with staff and drop off book bags).
- 8905 NW 114th Ave. (met with staff and drop off book bags).
- 10311 NW 58th St. Divine Savior Academy (ref. Traffic).

#### Upcoming H.O.A. Meetings

- 9/1/21 Doral Greens 5101 NW 104th Ave. Doral Country Club. 6:30PM-9:30PM.
- 9/2/21 Palmera 8400 NW 102nd Ave. 6:30PM-9:30PM.
- 9/7/21 Vesada 10540 NW 78th St. 6:30-9:30PM.
- 9/8/21 Doral House 5101 NW 104th Ave. 7:00-10:00PM.
- 9/8/21 Doral Greens 5101 NW 104th Ave. 6:30-8:30PM.
- 9/9/21 Doral Townhouse Oaks 7:00-10:00PM.
- 9/9/21 Doral Greens 6:30-8:30PM.
- 9/14/21 Executive Committee 5101 NW 104th Ave. 7:00 PM.
- 9/14/21 PP4K Meeting Doral City Hall 8401 NW 53rs Terr. 6:30 PM.
- 9/16/21 Doral Lakes 5101 NW 104th Ave. 7:00-10:00PM.

9/27/21 Village of Doral Oaks 5101 NW 104th Ave. 7:00-10:00PM.

Office of Emergency Management:

- Presented Office of Emergency Management (OEM) functions class to PSA Academy #10.
- Prepared OEM orientation class for police new recruits.
- Participated on FEMA's "Guide to Points of Distribution" Training.
- On Monday, August 23, reviewed FEMA's "Notice of Funding Opportunity for 2021 Hazard Mitigation Assistance (HMA) Grants – Webinar #1"
- On Tuesday, August 24, gave orientation class on Emergency Management function to new recruits.
- With County Emergency Management Mitigation planner, reviewed Flood Mitigation Assistance (FMA) grants requirements.
- Reviewed International Association of Emergency Managers (IAEM) recertification requirements.
- Created situation reports, and shared NWS Miami, National Hurricane Center, COVID-19, and other relevant news with Directors. Information also included weekly data (new format) provided by the Florida Department of Health (FDOH), reinstated County daily Covid-19 dashboard, and FEMA Mitigation Grants = Flood Mitigation Assistance (FMA) and Building Resilient Infrastructure and Communities (BRIC) grants.

**Public Affairs**

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 63,306 (27 additional followers)
- SOCIAL MEDIA HIGHLIGHT: Facebook Engagement is up 10% (1.2k); Facebook Page Views is up 13%.
- \*TOP POST OF THE WEEK- Instagram throwback post of Mayor and his family at opening of Doral Government Center in 2012 (reached 7,245)
- Promoted multiple city events/initiatives including but not limited to: Vaccinations, Testing, 1st day of school, FDOT lane closures, Commission on the Status of Women survey
- Design/Web Projects – Miami Herald/Nuevo Herald ads, 9/11 event program, Budget Ad FY 21-22
- Event Coordination:
  - o 9/11 20th Anniversary Event – 9/11
- Participated in interview panels for Building Permit Clerk
- Videos:
  - Published – Doral Shines – Active and Healthy ENG
  - Published – Doral Shines – Active and Healthy SPA
  - Published – Open Employment Video for City Staff
  - In Production – Spend Local – Locos X Grill
  - In Production – Doral Shines – Resident Spotlight
  - In Production – Virtual Opera Welcome Video
  - In Production – Adventures of Alex the Egret – Clean up after your pet ENG
  - In Production – Adventures of Alex the Egret – Clean up after your pet SPA

## **Public Works**

- Performed morning arrival and afternoons dismissal field inspections of AcadeMir Charter School East
- Met with AcadeMir Charter School East administration, Miami-Dade County Traffic Engineering Division, and Doral Police to develop traffic impact mitigation methods
- Helped the Planning & Zoning Department conduct interviews for the Planner position
- Issued Notice to Proceed to Gannett Fleming for the development of Doral Trolley Route