



# Memorandum

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**To:** Honorable Mayor and City Council

**Date:** September 20, 2021

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

**Subject:** **Weekly Council Update/ September 12 - September 18, 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 even with last year YTD.

Police responded to a Deceased Person call where a 90-year-old man died.

Police responded to a Domestic Violence call and the man became violent with police and he was subsequently tased.

Police is investigating a road rage incident where a 21-year-old man's vehicle was fired upon at NW 12 Street and 88 Avenue.

The air conditioning unit is broken at the police station.

### **INFORMATION TECHNOLOGY**

ENERGOV – there are 24 open tickets which are critical.

All departments have completed 80% - 100% of testing.

Meeting with directors and managers of ENERGOV.

Waiting on SOPs from Tyler.

Working with Police Department reference a grant.

### **FINANCE**

Invoices need to be submitted by September 30.

First budget hearing was a success.

### **HUMAN RESOURCES**

Presentation on SharePoint recruiting platform.

HR is working with CROWE advisor.

One City employee is out with COVID.

### **PLANNING AND ZONING**

Continue testing the ENERGOV system.

Meeting with the organizers of the Haunted House.

Meeting with the Mayor regarding the upcoming zoning hearing.

Miami-Dade County is considering an ordinance to increase density on NW 12 Street from 79 Avenue to 107 Avenue.

### **PUBLIC WORKS**

The air conditioning unit at the Training and Community Center has been repaired.  
Working on repairing the air conditioning unit at the Police Station.  
Working on elevator project at the Police Department.

### **ECONOMIC DEVELOPMENT**

Project Puma – Phase 1: Involves the relocation of Univision’s Headquarters to Doral from New York City.

250 jobs with an average salary of \$150,000.

Phase 2: Involves the relocation of 500 -1,000 Televisa employees to Miami.

Meeting with parties interested in building a clean energy facility which would replace the Covanta site.

Meeting with the National Supermarket Association.

### **COMMUNICATIONS**

Coordinating an event on Saturday, September 18, at the Training and Community Center.

Planning for the State of the City Address.

Meeting with Planning and Zoning and Parks Departments reference the art project.

Meeting of the Commission on the Status of Women.

### **PARKS**

Grandparents brunch was well attended.

The Virtual Opera received 600 views.

Teacher Planning Day Camp scheduled for Thursday, September 16.

### **BUILDING**

7 Vacancies

ENERGOV testing continues

Meeting with Miami-Dade County re: ENERGOV input.

Processed 40+ permits on Saturday.

### **CODE COMPLIANCE**

Animal Welfare Committee Meeting.

Special Magistrate session scheduled for Thursday.

Outside Dining flyer being distributed.

Twenty-one (21) odor complaints were received.

- Interim City Manager along with Special Assistant to the City Manager, Mr. Rey Valdes attended meeting to Discuss Energov Upgrade 2021 Outstanding Ticket Resolution.
- Interim City Manager along with City Attorney Figueredo and City Clerk Diaz and Planning and Zoning Director, Mr. Javier Gonzalez held Agenda Review with Mayor Bermudez for the Council Zoning Meeting scheduled September 22nd.
- Interim City Manager along with Special Assistant to the City Manager, Mr. Rey Valdes held meeting with Councilwoman Cabral and Legislative Analyst, Mr. Christian Contreras to discuss Dominican Festival at Doral 2022 Proposal.
- Interim City Manager along with Special Assistant to the City Manager, Mr. Rey Valdes held weekly meeting with Information Technology Director, Ms. Gladys Gonzalez and Assistant Information Technology Director, Mr. Carlos Olivares.

- Interim City Manager along with Special Assistant to the City Manager, Mr. Rey Valdes held weekly meeting with Finance Director, Ms. Matilde Menendez and Assistant Finance Director, Ms. Solangel Perez.
- Interim City Manager along with Special Assistant to the City Manager, Mr. Rey Valdes held weekly meeting with Interim Chief of Police, Mr. Raul Ubieta and Interim Deputy Chief, Mr. Daniel Borrego.
- Interim City Manager along with Special Assistant to the City Manager, Mr. Rey Valdes held weekly meeting with Human Resources Director, Mr. John Prats.
- Interim City Manager along with Special Assistant to the City Manager, Mr. Rey Valdes 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 K. Estrada.
- Interim City Manager along with Special Assistant to the City Manager, Mr. Rey Valdes, City Attorney Figueredo, Public Works Director, Mr. Carlos Arroyo and Assistant Public Works Director, Ms. Rita Carbonell held meeting with CSX Transportation Division to discuss Railroad Crossing Closures.
- Special Assistant to the City Manager, Mr. Rey Valdes held weekly meeting with Parks and Recreation Director, Ms. Erin Weislow and Assistant Parks and Recreation Director, Mr. Lazaro Quintero.
- Special Assistant to the City Manager, Mr. Rey Valdes held weekly meeting with Planning and Zoning Director, Mr. Javier Gonzalez and Assistant Planning and Zoning Director, Mr. Zafar Ahmed.
- 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 along with Special Assistant to the City Manager, Mr. Rey Valdes held individual Agenda Review Meetings with City Councilmembers for the Council Zoning Meeting scheduled September 22nd.
- 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 will resume stormwater management installation once sloped landscaped area is backfilled.
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- A water truck will be used to irrigate the areas impacted by the existing irrigation system disruption.
  - Parapet and concrete countertops.
    - Contractor is currently working on roof parapet and concrete countertops reinforcement on the roof terrace.
  - KVC submitted four week lookahead on July 19<sup>th</sup>. The following activities will be performed in the upcoming weeks:
    - Shoring for the office area and the reception remains in place to be removed after parapets are poured.
    - Parapet rebar and formwork for the sloped roof is ongoing. Pending inspections.
    - MEP rough-in is upcoming once roof deck is completed.
    - Upcoming, elevator shaft 2nd floor upper roof rebar installation, formwork, and CMU walls. RFI #128
  - KVC is working on the irrigation line relocation is on-going.
    - Relocation is on hold until storm management system is installed.
  - Quote requested for furniture based on State Purchasing contracts and agreements through Department of Management Services (dms.myflorida.com)
- On-going construction submittals/RFI's.
- IT Department coordination is on-going.
  - Conduit and Junction boxes identified for cameras to be mounted on light poles.
    - Coordination with Codina on running wires up through the light poles is on-going.
  - Access Control contract agreement to be routed for execution.
  - Finalized location, elevation, and section of Interactive Display.
  - Conduit layout and sizing confirmed and approved by City IT, Contractor, and Design Team.
  - Final resolution sketch provided by J. Regidor on September 13<sup>th</sup>.
  - Conduit runs for future camera locations verified and updated at Downtown Doral Park (DDP) with security contractor and City IT on September 10<sup>th</sup>.
  - KVC confirmed future camera locations for DDP to coordinate placement of hand boxes with conduit runs on September 13<sup>th</sup>.
- AT&T pull box relocation on-going.
  - Scheduled for late November as the area is used as laydown for materials.
  - KVC will coordinate with AT&T to have the relocation of the box around late November or early December.
    - AT&T confirmed they have the relocation scheduled and coordinated with KVC.
- Art in Public Places:
  - Planning and Zoning Department will confirm date for next committee presentation.
  - Paid Doral Planning & Zoning fee payment on September 15<sup>th</sup>.
    - Review of DCAC AiPP package.
- Revision 19 & 20:
  - Submitted to Doral BD by B&A on August 11<sup>th</sup>.
  - Pending Doral BD revision.
    - Followed up on September 14<sup>th</sup> for the two pending disciplines.
- PM provided Parks and Recreation Department the building signage submittal.
  - Doral Parks provided confirmation on the Code of Ordinances and the park building operational hours. Pending sign mock for required Park's review.

## **Morgan Levy Park:**

- Project completed.
- Financial closeout.
- MDC DERM Grease Trap permit review is on-going.
  - o Subcontractor is addressing comments new requirements. PMT coordinating responses with subconsultant – August 19<sup>th</sup>.
  - o EAC revised set of drawings and DERM comments responses due September 16<sup>th</sup>.

## **White Course Park:**

- Permitting process is on-going:
  - o Miami Dade WASD permit is on-going.
    - Opinion of Title/Unity of Tittle was received on September 10<sup>th</sup>.
    - Pending sketch on Lennar's Easement parcel.
- General construction activities:
  - o Restrooms Building is on-going.
    - MEP rough-in is on-going, 35% complete.
    - Roofing underlayment completed.
    - Restroom stucco color samples completed.
    - Sidewalk finishing samples schedule for September 20<sup>th</sup>.
    - Carriers' Durock installation completed.
  - o Sewer lateral extension completed.
    - Palm tree and grass to be installed simultaneously with park's landscape.
  - o Site Utilities:
    - Lighting pole bases schedule arrived on September 16<sup>th</sup>.
      - Lighting pole location in conflict with new playground fence.
        - RFI is in process.
      - Lighting pole location in conflict with playground fence.
        - RFI in progress.
    - Irrigation lines installation is on-going. 30% Completed.
  - o Site flat work:
    - Northeast survey layout for sidewalk completed.
    - East side of the site final grading on-going.
  - o Off-leash dog areas:
    - Fence posts installation completed.
    - Forming work and reinforcement for concrete curb, concrete pad & pavilions on going.
  - o Putting green:
    - Concrete curb poured completed.
    - Final grading on going.
  - o Pavilions:
    - Soil compaction & Concrete slabs pour – on going.
  - o Fitness area:
    - Shade cover pole footings concrete poured complete.
    - Fitness equipment arrived at site September 10<sup>th</sup>.
  - o Playground area:
    - Shade cover pole footings reinforcement on going.
    - Concrete pour scheduled for September 17<sup>th</sup>.
- General activities:
  - o RFI's Submittals are on-going.
  - o Art in Public Places.

- Art in Public Places banners received September 14<sup>th</sup>.
  - Pending quote on printing prices in order to submit package.
- Parks approved Putting Green and Rain Barrel signage for AiPP.
- Parks and Recreation approved the Panel Artwork Update (TTT Blocks) for the WCP Playground proposed by Rep Services on September 10<sup>th</sup>.
- IT Department coordination is on-going.
  - Coordinating with IT Department to provide Vendor's quotes/proposals.
  - Lighting systems controls and monitoring presentation by Visonaire, with Artec and Sesco, for the City.
- Site visit progress meeting was held September 15<sup>th</sup>.
- Site meeting with parks to go over salt-rock on sidewalk finish and restroom stucco.
- Parks and Recreation, IT Department and the PMT had a meeting with Artec Manufacturing, LLC for the Lighting System for White Couse Park on Friday September 10<sup>th</sup>.
- PM requested information about the Keying System and Cores required by the City to Parks and Recreation Department. A meeting had been scheduled to discuss the locking mechanism.

**Doral Meadow Park:**

- Project completed.
  - Letter of project completion routed for City Manager signature.

**Doral Central Park:**

- Permitting process and activities are 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.
    - BA Submitted revisions 5 and 6 with the latest WASD water and Sewer.
  - MDC Water and Sewer Permit is on-going.
    - Unity/Opinion of Title was submitted to Water and Sewer 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> Ave. ROW.
- Site Work:
  - Drainage
    - Finishing work in the NW corner.
    - 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, N.W. corner.
    - Adding the first lift of fill to facilitate pipe installation and prevent pipe flotation.
    - Rec Center building pad is being compacted.
  - Installing sheet pilings.
    - Sheet pile installation to be completed this week.
    - Embankment and cap preparation activities to begin next week.
  - Ductbank Installation
    - Working at the north end of the project.
- Phase IV Recreational Center/Lake Wall Foundation:

- o City of Doral Building Department rework review completed.
  - Bermello-Ajamil submitted revision 4.
  - MDC Fire waiting for resubmittal (WASD permit).
  - MDC CORE waiting for resubmittal (WASD permit).
- Phase II & III Amphitheater, Ballfields and Skate Park:
  - o City of Doral Building Department review completed.
    - Bermello-Ajamil working on rework design.
- General Activities:
  - o Weekly OAC meetings are held every Thursday.
  - o IT Department coordination is on-going.
    - ACS still pending update from Osborn Engineering for conduit layout/termination.
  - o Art in Public Places is on-going.
  - o FF&E coordination is on-going.
    - Life Fitness' modifications to PO terms & conditions are in review by the City.
    - Update to demo kitchen space in Rec Center to include ice machine for Parks staff use.
  - o Electrical Temporary FLP easement is on-going.
  - o Temporary parking for 2021 voting election is on-going.
    - Change Order No. 8 was executed.
    - KL started working on the construction of the temporary parking.
  - o Kaufman Lynn, Bermello-Ajamil and the PMT conducting a final review of the Ball Field drainage grading plans.
  - o Owner Direct Purchase is on-going.
    - ODP Agreement is in review by the Legal Department.
  - o Budget refinement is on-going

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

- RFP #2021-09:
  - o Technical proposals are due September 29<sup>th</sup>.
  - o Addendum No. 7 issued (minimum clearance from pavement – lateral offset; elevators considered optional).
    - Advertised on September 17<sup>th</sup>.
  - o Deadline for Design-Build Firm to “opt out” on October 1<sup>st</sup>.

### **Trail Network:**

- Sharrows:
  - o Interlocal Agreement submitted to MDC on-going.
- Bike lanes:
  - o H&J quantity take off approval is on-going.
  - o Public Works Chief of Construction followed up on September 7<sup>th</sup>.
    - Contractor is reviewing quantities.

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

- IT Department coordination is on-going.
  - o Coordination meeting to be scheduled.
- General Activities:
  - 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 85% complete.
  - o Conduit layout on the park's big dog area 12% complete.

- o Project Manager requested information regarding what to do with the solar power bollards to Park and Recreation Department.
  - Procurement Department is coordinating with auctioneers to determined value market.
- o Progress meeting was held on September 15<sup>th</sup>.
- o Horsepower Electric subcontractor is working in two directional bore to install the wires for irrigation zone damaged.

**Additional Items:**

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

**Planning and Zoning**

**Occupational Licensing**

- 21 Business Tax Receipt renewals for FY 2020-2021 processed this week.
- 17 Business Tax Receipt applications for new businesses have been received this week.
- 766 Business Tax Receipt renewals for FY 2021-2022 processed this week.
- 1 Alcohol Packets have been signed.

**Planning and Zoning**

- Addresses issued: 6
- Building Permits reviewed: 53
- Zoning Inspections conducted: 32
- Site plans reviewed/approved: 2
- The Planning and Zoning Department participated in an Energov Testing Environment to test the new system login and report any issues.
- The Planning and Zoning Department participated in the Bonds Meeting Process Construction Management.
- 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 Department participated in a meeting to discuss Energov Upgrade 2021 Outstanding Ticket Resolution
- The Planning and Zoning Director participated in the Mayor Agenda Review meeting.
- The Planning and Zoning Department Director participated in the weekly Doral/EnerGov Review meeting.
- The Planning and Zoning Director participated in a meeting regarding New House with Building Department.
- The Planning and Zoning Director participated in the After Actions Meeting.
- The Planning and Zoning Director participated in a meeting regarding Loyola Elementary and Preschool.
- The Planning and Zoning Director participated in the update on BTR expired list & Renewal Notices meeting.

**Economic Development**

- Provided information to Beacon Council Tech Committee Sub-Group re: Amplify #MiamiTech Project
- Participated in City Learning and Action Lab Miami EESC Meeting re: access to capital to support minority certification.

- Met with Chef Cristy owner re: new plans for Downtown Doral Arts District property.
- Met with Business Flare re: Décor District and Arts District sites.
- Met with Rafael Flores, Brewed on Wheels re: new business orientation.
- Met with Fabian Lewis, Bernardo Lew re: new pharmaceutical distribution business from Argentina via Enterprise Florida referral.
- Met with Steve Racoosin re: presentation on total recovery facility projects.
- Met with Max Rolla, Agroandina Fresh Products re: new agricultural distribution business from Colombia via Enterprise Florida referral.
- Coordinated addition of Goldman Sachs 10K Small Businesses to CAMACOL Doral/SBA webinar on EIDL-PPP programs on September 22.
- Coordinated program with Beacon Council Foundation's Miami Community Ventures for 'Help Wanted: Hiring Solutions in the 305' workshop on October 14.
- Coordinated program with Florida State Minority Supplier Development Council representative and Business Valuations partner for workshop on November 4.
- Provided quotes for Invest Miami special section.
- Printed Q2 Quarterly Economic Report.
- Attended meeting with Parks and Recreation Director, Planning and Zoning Director, Planning and Zoning Assistant Director and Public Affairs Director re: promoting Call To Artists and next steps.
- Attended Sapphira Prive ribbon cutting event.
- Met with Carmine Provenzano, NextWave Safety via Beacon Council referral re: new business relocation.

### **Building Department**

- ADMIN: Director attended weekly staff meeting via Teams; BO attended weekly meeting with Special Assistant to the ICM; Director attended 2-day CRS Workshop; Director attended last virtual meeting of 3rd Cohort of ICMA ELDP program;
- EnerGov Update: Weekend Payment-a-Thon was able to issue about 40 permits and touch 100 others; Director and fellow directors met with the General Manager of Tyler Civic Services (EnerGov) to review outstanding tickets and priorities; Director attended virtual call with Miami-Dade County RER on their implementation of Bluebeam/EnerGov; BDSC & IT Project Manager collaborated to finalize last BD forms; Director attended weekly meeting w/ Directors; BDSC & Chief Building Inspector conducted internal 1-hour Seminars; Team attended online meeting with Jason DeFoe
- HUMAN RESOURCES ACTIVITIES: Budget Coordinator Position (former AA II) position posted; 7 vacancies remain
- PROJECTS: International Corporate Park DRI

### INCOMPLETE / DRAFT

- APPLICATIONS: 161 (up) Online Applications Received (all departments)
- PERMIT & PLANS REVIEWS: 106 (dn) Plan Reviews (all departments incl clerical)
- PERMITS ISSUED: 130 (dn) Permits Issued (all departments) with a construction value of \$7.8 million (up) and \$137,905 permit fees collected (up)
- INSPECTIONS: 408 (dn) Total Inspections Completed (all departments)

- PHONE CALLS: 730 (dn) total for 24+ hours (dn); 1,012 total calls (dn) to all department extensions with 439 (43%) no answer (dn)
- LOBBY DATA (DORALQ): 159 (dn) Total Building Dept Customers; 39 Lobby Daily Average, 16 mins (--) Lobby Wait Time (Weekly Average), Average Time Spent Per Customer = 15 mins (dn))
- VELARO CHAT PORTAL: 2843 (dn) Online Visitors, 0 of 1 chats completed, Handle time 0m

Active files in Review Coordinator as of 9/14/21:

- Review Coordinator numbers not valid until fix verified in test environment and upgraded (New: 266; Approved: 118, Failed: 16)
- Permit Status (FEES DUE): 448 (dn) permits with payments pending\* (May include issue permits with reinspection fees, or payments not acknowledged yet; all trades and modules)
- Permit Status (ISSUED, INSPECT): 2,818 (up) active permits (1286,1532)
- Permit Status (SUBMITTED – ONLINE): 740 applications (up) [may include reworks or 2nd round submittals]; (Backlog May (7), June (75), July (154), August (275), September (232) - \*Backlog files may include items already touched or workflow has been abandoned; working on status change updates.
- Item Review Status (BLUEBEAM QUEUED): 608 (dn) item reviews pending in all depts/trade

### **Code Compliance**

- Department held monthly Special Magistrate hearing for the month of September, where 21 cases were successfully presented.
- Director attended special Animal Welfare Committee meeting.
- Code Compliance Officers and Supervisors attended NPDES training hosted by the Stormwater Utility Manager to review requirements and revisions to Chapter 30 of the Code of Ordinances.
- Department commenced the distribution of the temporary outside dining flyers to local restaurants who are currently enrolled in the program.

### **Finance Department**

- Accounts Payable: Processed 200 invoices; 146 checks printed for a total of \$864,028.
- Prepared the advertisement for the 2nd Budget Hearing scheduled for 9/22.
- Journalled the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- Processed Citywide payroll for the PPE 09/12/2021.

### **PROCUREMENT**

- A total of 14 PO's were created for a total value of \$410,852.48

CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 09/15/2021

- 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: Award Recommendation made.
- 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 09/17/21.
- 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: 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: 5 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: Pre-Bid Meeting Scheduled for 09/28/2021.

## **Human Resources**

### **CURRENT JOB POSTINGS**

- Building Inspector, Building Department, Open Continuous
- Chief of Engineering, Public Works 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
- Police Officer, Police Department, Open Continuous
- Structural Plans Examiner, Building, 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 began working with individual Department Directors to implement the new Interview question and benchmarks that are now part of the interview and selection process.
- HR continues to manage and coordinate COVID-19 related exposures and quarantine periods as per the revised September 9, 2021, COVID-19 policy.
- HR continues to work with the Crowe internal Auditors.
- HR sent began working with individual City departments to identify AARP workers. HR forwarded a resume to the Building Department.
- HR is working closely with Finance and Work Square LLC, to identify an Accountant 3 temporary employee.
- HR initiated and completed a wellness project by distributing wellness kits to our police department. The wellness kit project is to show appreciation for all their hard work and service to the community.
- HR completed wellness packages for new City of Doral Employees.
- HR initiated talks with local business as we plan for the 2021 Employee Holiday Event.

## Information Technology

- Resolved 91 % support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Continue to work in the missing mobile devices from AirWatch.
- Met with the Security 101 vendor to replace the hinge at the City Clerk entrance door.
- Modified door schedule for night events.
- Troubleshoot credit card issue at Doral Legacy Park.
- Continue to work on reconciliation of physical inventory of IT equipment.
  
- Public Safety Support - This week, the PD IT will be visiting local business's that will participate in the SafeCam program to ensure their surveillance system is NDAA compliant. The core boxes that will attach to the local business have been turned on and pinged by our RTOC vendor. the RTOC platform has been brought online and now accessible via the RTOC. the IT storage was cleaned out. the PD servers have begun accepting the new Microsoft security updates and are being rebooted. IT continues to work on the Crowe security assessment.
- AV Team repaired audio in RTIC and replaced projector lamp Legacy Park
- 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
  
- Network Administration: Continued with the provision of new network security appliances and began migration.
- Visited Doral Legacy Park and installed new network equipment.
- Elaborated custom phone reports and presented them to management.
- Supported the City Hall Help desk during network troubleshooting.
- Continued to monitor the Network and performed actions based on incidents.
- Assisted the Data Base Administrator during the implementation of new monitoring features.
- Worked in conjunction with the Sr. Developer due to services disruptions.
  
- Systems Administration. This Week:  
Review and Keep the backups if they are 100% operational.  
Meeting with Vendor and City clerk to plan the training with users.  
Created a group for each department to manage records liaisons.

Meeting with backup solution to review the Ransomware protection.  
Removed one share that was no longer necessary in the server.  
Removed a group from another share that were not correct.  
Upgraded the hardware components that don't require restart for the 13 hosts at the NAP  
Worked with the DBA to fix the Crowe findings.  
Synch with WSUS server to start September's Server Windows update,  
Started the Server Windows Update with some pilot servers.  
Removed a disk that was no longer in use in a Police Server.  
Increased space in our document server to import more data.

- Security Manager

This week, over 92 emails were reported and analyzed for malicious intent. Continued remediation from security audit findings. Began replacement of legacy applications. Continued to audit password policy.

- Application Development- This week:

- Participated in Automations Review with Tyler.
- Worked on BTR email invoice renewal.
- Worked with Tyler on 311.
- Tested new charge code for a fee and Munis batch.
- Participated in EnerGov meetings.

- Database Administrator:

1.- Worked on the migration of the Printer System database to a new repository, with this, we were able to update the service account and applied Database Security – Public Role Access to Extended Procedures requested by the Crowe audit.

2.- Assisted the Finance Accountant to refresh the SQL Cubes jobs and database for the Cashiering Production Environment.

3.- Attended meeting with the Public Works Department Director to go over the Internal Dashboard metrics data, changes requested have been applied and dashboard published in production.

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

5.- Performed clean-up disk space for disks on the SQL's servers.

6.- Assisted the Intersection Technology Systems Analyst on the configuration for Site 13 MI & 13M2.

- GIS Administration- This week:

- Continue to conduct systems and communicate with vendor and internal Information Tech team.
- Information Tech Staff meeting.
- Research GIS products.
- GIS virtual meeting with vendor about system solution.
- GIS virtual meeting with vendor about GIS Data Reporting Mini Webinar.
- As per planning/zoning dept's request, troubleshoot and resolved GIS software license error.
- As per public works dept's request, provided basemap and set up on user's desktop GIS software.
- As per planning/zoning dept's request, provided base map and set up on user's desktop GIS software.
- As per planning/zoning dept's request, published GIS development projects web map application to GIS portal website.
- Troubleshoot and resolved Miami Dade County GIS data issue.
- 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 I, 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.
- Completed the integration of LPRs and Trafcam cameras at NW 36th St and 79th Av
- Site I3), also started testing of data collection with the assistance of the Sr. DB Admin.

## **Parks and Recreation**

- Parks Director attended weekly meeting with the Special Assistant to the City Manager to discuss ongoing department items.
- Parks staff held Accounting Clerk interviews.
- ITB 2021-16 Holiday Tree Bid Opening
- Parks Director met with Public Affairs & Planning and Zoning to discuss promoting call to artists & next steps.
- Parks Director attended Parks & Police 4 Kids Meeting.
- Parks staff at Doral Legacy Park attended meeting for basketball gym preventative maintenance program.
- Parks Assistant Director met with Gannett Fleming at Doral Legacy Park to discuss the temporary chiller connection project.
- Parks Director and Assistant Director met with the Project Management team for site visits at Doral Central Park and Doral White Course.
- Silver Club Bingo night was hosted on Friday at Doral Legacy Park.
- Special Needs Specialist held weekly Bowling practices at Bird Bowl
- Special Needs Specialist held weekly Basketball & Softball practices.
- Tackle Football Games were held at Doral Meadow Park.
- Wellness Wednesday Tai Chi Class was hosted at Doral Glades Park.
- Teacher Planning Day Camps were held at Morgan Levy Park & Doral Legacy Park.
- The Hispanic Heritage Art Exhibit held the opening reception on Friday in Downtown Doral Park.

## **Police Department**

### Arrests

- Felonies: 9
- Misdemeanors: 5
- Traffic: 5
- Warrants: 10

### Notable Arrests & Incidents

Stolen Property/ Dealing in  
Controlled Substance/ Possession: Suspect Crystal Methamphetamine  
Unlawful Possess of a Stolen Credit Card  
Drug Paraphernalia/ Possession W/Intent to Use

Doral Patrol Officers were alerted via the License Plate Reader of a stolen tag in the area of NW 107th Avenue and 25th Street. Officers began canvassing the area and observed the vehicle traveling north bound on 107th Avenue and 33rd Street. Officers conducted a traffic stop and a male driver was detained. Search incident to arrest of the male's vehicle revealed a champion bag which was located on the front seat of the vehicle. Officers located numerous of narcotics and a stolen credit card inside the bag. 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 09/09/2021 to 09/15/2021

- Logistics for Active shooter presentation at Miami International Mall. Mall presentation 1455 NW 107 Ave to mall tenants.
- Meeting with Joanna Kay from Allied on behalf of Doral Greens regarding Speeding Vehicles and noise by vehicles along NW 52 St and NW 102 Av all hours of the day.
- Mr. Morales from Doral Sands provided closure on the alleged stolen vehicle in the community and coordinated NRU to attend via Zoom meeting on 9/15 @ 7pm.
- Sedano's 10720 NW 58 St. Business contact regarding shoplifters, have decreased.
- Doral Greens NW 102 Av & 52 St Speeding Concerns from resident Sullivan.
- Doral Isles Antilles 10965 NW 59 St meeting with Mr. Alexander and 10957 NW 59 St Mr. Acaban regarding a dog nuisance concern. Mr. Alexander is the dog owner DPD case 46228.
- Coordinate with HOA President Rick Morales Doral Sands HOA meeting on Wed, 9/15. Pending Zoom invite.
- Meeting with Ingrid from Vesta Properties Pinnacle in regard to HOA meeting attendance on 9/16 Thursday 645pm @ 10551 NW 88th St.
- Finalized with 5th grade lead Ms. Alfonso @ Renaissance Elementary DARE teaching schedule 6 classes on T/W/TH T & TH 1230p Wed @ 130p. Six 5th grade classes 150 students.
- Mr. Pierre Christ from Doral Greens contacted NRU regarding commercial vehicles using NW 102 Av 41st-58 St as a travel lane weekday during lunch times. Information was related to the Commercial Vehicle Unit.
- HOA president from Dimensions contacted NRU regarding an ongoing noise concerns coming from 4800 NW 116th CT.
- Corsica -Vehicles improperly parked on NW 80 St between 111th Ct -112th Av afternoon to evenings.
- Contact with the City of Doral Clerks Office, to obtain list of storage businesses in Doral.
- Doral Academy High Florida Governor Ron DeSantis Visit detail.
- Doral Park Country Club 5001 NW 104 Av-meeting updates.
- Residence Inn 3450 NW 91 Av-business contact Hotel Watch. Met with staff.

- Renaissance Charter Elem- 10651 NW 19 St- Teach DARE classes.
- Vanderbilt Community contact with residence, education reference leaving vehicle open and key fob in vehicle and valuables in vehicles.
- Biarritz Community contact with residence, education reference leaving vehicle open and key fob in vehicle and valuables in vehicles.
- 5001 NW 104th Ave. Townhouse OAKs/Doral Greens H.O.A. meeting (Contact with residence, education reference leaving vehicle open and key fob in vehicle and valuables in vehicles. Non-emergency calls, Doral 311, safety tips, school zone, noise ordinance, see something, say something).

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

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.

9/28/21 Allegro 55 4720 NW 85 Avenue. 7:00-9:00 PM.

#### Office of Emergency Management:

- Began review of FEMA's Natural Hazard Flood Retrofit Program Toolkit document.
- With County OEM, coordinated upcoming ARM360 training for assessment teams.
- Shared highlights on DHS/OIG Report regarding ineffectiveness of Flood Mitigation Assistance (FMA) grants to reduce or eliminate Severe Repetitive Loss (SRL) properties.
- With PA, updated Comprehensive Emergency Management Plan (CEMP) on the city's website to reflect resolutions adopting newest Flood Plain Management Plan a.k.a. 2020 Local Mitigation Strategy (LMS), and the 2018 Statewide Mutual Aid Agreement.
- Created situation reports, and shared NWS Miami, National Hurricane Center, COVID-19 and other relevant news with Directors, DPD command and satellite cities. Information also included weekly Covid reports provided by the Florida Department of Health (FDOH), reinstated County daily Covid-19 dashboard, etc.
- Continued the "National Preparedness Month" social media outreach that includes building emergency/hurricane kit and the Doral Alerts system.

#### **Public Affairs**

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 63,617 (120 additional followers)
- SOCIAL MEDIA HIGHLIGHT: Facebook Post Reach is up 16% (9k); Facebook Page Views is up 14% (272).
- \*TOP POST OF THE WEEK- Instagram post highlighting the 9/11 20th Anniversary Commemorative Ceremony (7k in reach; 440 interactions)
- Promoted multiple city events/initiatives including but not limited to: 9/11 Event Commission on the Status of Women survey, Camacol Doral Membership, 2nd Budget hearing Announcement, Best of the Best daily winner spotlight
- Design/Web Projects – Call to Artist Flyer, Animal Committee Pet Tips Flyer, Certificates, White Course Park Signage, Budget Ad 21-22
- Attended Commission on the Status of Women Advisory Board Meeting as liaison
- Walkthrough with US SOUTHCOM for upcoming event

- Visited businesses at Cityplace to promote Spend Local program
- Events:
  - o Coordination of State of the City – October
  - o Logistics for El Salvador Reception
  - o Doral TV coverage of Hispanic Heritage Opening Event
- Videos:
  - 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
  - In Production – Spend Local – Tropico
  - Hispanic Heritage Celebration Highlight Video

## **Public Works**

- ITB 2020-31 “Sub Basin H-8 Phase II Stormwater Improvements”: Notice to proceed has been executed and dated April 26, 2021. The awarded Contractor, Maggolo Inc., completed the installation of drainage along NW 52nd Street and along NW 77th Court up to NW 56th Street. Only pending section along NW 77th Court at the intersection at NW 54th Street. Next phase will be to complete roadway restoration along NW 77th Court and complete the pending section. Next week the contractor will begin drainage installation along NW 56th Street between NW 77th Court and NW 78th Avenue.
- Stormwater Improvement Grant: On Wednesday, September 15th the Stormwater Division met with the Florida Department of Environmental Protection (DEP) for the grant kick off meeting. The City was awarded a \$200,000 DEP grant for the stormwater improvement project at NW 89th Place (25-21) and NW 24th Terrace (89-25).

## **Transportation**

- Met with CSX to discuss the impacts to the proposed railroad crossing maintenance closures on NW 87 Avenue and NW 107 Avenue.
- Provided the responses to the comments from “The Landmark NAG” that were provided as part of The Landmark Traffic Calming Study.
- Participated virtually at the Miami-Dade Transportation, Mobility, and Planning Board meeting regarding the Better Bus Network Agenda Item.
- Met with Miami-Dade Transportation Planning Organization regarding the TPO Quick Build and to discuss the project design variance.
- Gannet Fleming completed the travel time runs for the development of the Route 2 Trolley Schedule.