



Memorandum

To: Honorable Mayor and City Council

Date: October 18, 2021

From: Hernan M. Organvidez, Interim City Manager

Subject: **Weekly Council Update/ October 10 - October 16, 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

Slight increase (1%) in calls for service handled compared to last year.

Doral Police arrested a female teacher who was involved in an inappropriate relationship with a male (minor) student.

Police responded to the deaths of two elderly Doral residents. No foul play suspected.

Police responded to a Sexual Battery call involving an agent of the US Border Patrol who is suspected of sexually abusing his (minor) stepdaughter. Case was turned over to the Miami-Dade Police Department.

Police investigated a case of Cyber Sexual Stalking where the ex-boyfriend posted nude photos of his ex-girlfriend and emailed them to family members.

INFORMATION TECNOLOGY

ENERGOV update was successfully carried out.

Silverlight software was removed from all city computers.

The Statement of Work document from consultant Plante-Moran was received.

FINANCE

Audit has commenced.

Adjustments based on the Evergreen study are being made to the payroll.

HUMAN RESOURCES

Sexual Harassment training is ongoing.

Quote was received from NOVA University for a leadership training course.

PUBLIC WORKS

Installation of the AC unit on the 2nd floor is being done this week.

AC unit repairs at the Training and Community Center are pending the arrival of a new control board.

Laborers interviews are being conducted this week.

PUBLIC AFFAIRS

State of the City event is being coordinated.

Meeting with Economic Development to finalize the advertising schedule for the new fiscal year.

PARKS & RECREATION

Orange Bowl presentation at the football games.
Halloween events coming up this month.
The scoreboard at Doral Meadow Park is operational.

CODE COMPLIANCE

Handled a situation concerning overgrown hedges at NW 114 Avenue and 89 Street
Working with Tyler regarding minor details involving ENERGOV.

BUILDING

Smooth transition with ENERGOV
The new PERMIT clerk starts this week.
Budget Coordinator interviews were finalized.

PROCUREMENT

Uniform solicitations sent to all departments.

CITY CLERK

Preparing for the Council Meeting.

- Interim City Manager and Interim Deputy City Manager held weekly meeting with Chief Information Officer, Ms. Gladys Gonzalez.
- Interim City Manager and Interim Deputy City Manager held weekly meeting with Chief Financial Officer, Ms. Mati Menendez and Assistant Finance Director, Ms. Solangel Perez.
- Interim City Manager and Interim Deputy City Manager held meeting with Parks and Recreation Director, Ms. Erin Sullivan and Assistant Parks and Recreation Director, Mr. Lazaro Quintero regarding Doral Central Park Scope of Work.
- Interim City Manager held Agenda Review meeting with Councilwoman Mariaca for Council Meeting scheduled October 13.
- Interim City manager along with City Attorney held meeting with Attorney Joe Jimenez from Codina regarding Art Work.
- Interim Deputy City Manager held meeting with Chief Financial Officer, Ms. Matilde Menendez, Chief Information Officer, Ms. Gladys Gonzalez, Parks and Recreation Director, Ms. Erin Sullivan, Public Works Director, Mr. Carlos Arroyo, Assistant Finance Director, Ms. Solangel Perez, and Accountant, Mr. Alfred Pereira regarding ARPA Project Evaluation.
- Interim Deputy City Manager held weekly meeting with Building Director, Ms. Jane Decker.
- Interim Deputy City Manager held weekly meeting with Public Works Director, Mr. Carlos Arroyo and Assistant Public Works Director, Ms. Rita Carbonell.
- Interim City Manager and Interim Deputy City Manager attended Council Meeting held on October 13, 2021.

- Interim City Manager and Interim Deputy City Manager held weekly meeting with Interim Chief of Police, Mr. Raul Ubieta and Interim Deputy Chief of Police, Mr. Daniel Borrego.
- 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.
- Interim City Manager and Interim Deputy City Manager held weekly meeting with Public Affairs Communications Director, Ms. Maggie Santos.
- Interim Deputy City Manager held weekly meeting with Code Compliance Director, Mr. Edgard K. Estrada and Assistant Code Compliance Director, Mr. Danny Del Toro.
- Interim City Manager and Interim Deputy City Manager along with City Clerk Diaz and City Attorney Figueredo held After Action meeting with Department Directors.
- Interim Deputy City Manager held weekly meeting with Planning and Zoning Director, Mr. Javier Gonzalez and Assistant Planning and Zoning Director, Mr. Zafar Ahmed.
- Interim Deputy City Manager held weekly meeting with Parks and Recreation Director, Ms. Erin Sullivan and Assistant Parks and Recreation Director, Mr. Lazaro Quintero.
- Interim City Manager and Interim Deputy City Manager along with City Clerk Diaz and City Attorney Figueredo held Agenda Review meeting with Mayor Bermudez for Council Zoning Meeting scheduled October 27, 2021.
- Interim City manager and Interim Deputy City Manager 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.
 - Storm water drainage system installation has resumed.
 - Contactor completed exfiltration trench on the southwest corner of site
 - Currently working on south exfiltration trench construction.
 - Drainage system installation continues this week along the southern portion of site.
 - Manholes in place on southern on portion of site.
 - Drainage structures S-9 and S-7 are in place now.
 - Contactor working with exfiltration trenches preparation.
 - Two (2) 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 Waterproofing progress: Contractor will bring additional fill this week.
 - o Parapet and concrete countertops.
 - Roof parapet and concrete countertops reinforcement on the roof terrace is on-going.

- Contractor poured fall protection walls along the north egress path and the area in front of the elevator.
 - Pending concrete steps for egress path and access gate to elevator machine room.
- KVC submitted four week lookahead on July 19th. The following activities will be performed in the upcoming weeks:
 - Shoring for the office area, main art space and the reception is being removed now that the parapets are poured.
 - Parapet rebar and formwork for the sloped roof and roof terrace is completed.
 - Working on the main roof terrace area parapets and countertops.
 - Steps that will lead from the park to the roof terrace are completed.
 - Pending wall protection sidewalls.
 - MEP rough-in commenced with piping on the BOH area.
 - This week electrical conduit wiring will continue.
- 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.
 - AT&T pull box relocation on-going.
 - KVC coordinated with AT&T to have the relocation of the box around late November or early December.
 - Scheduled with KVC for late November as the area is used as material laydown space.
 - Art in Public Places:
 - 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:
 - JC White Purchase Order was approved.
 - KVC September invoice submitted for approval.

Morgan Levy Park:

- Project completed.
- MDC DERM Grease Trap permit review is on-going.
 - Revised set of drawings and DERM comments responses uploaded to DERM for final review and approval.
 - DERM reviewed documents and there are comments that have not been addressed on the previous submittal. Review comments sent back to EAC to pick up.
 - Review comments sent back to EAC to pick up. As of October 13th, there are no updates received from EAC.

White Course Park:

- Permitting process is on-going:
 - Miami Dade WASD permit is on-going.
 - Pending sketch on Lennar's Easement parcel.
 -
- General construction activities:
 - Monument sign construction is 90% complete.
 - Restrooms Building is on-going.
 - MEP rough-in is 90% complete.
 - Restroom interior walls stucco is 95% complete.
 - Gypsum board 40% complete.

- Lighting fixtures housing installation 80% complete.
 - Facade stone veneer and cast stone installation 100% complete.
 - Rainwater harvesting tank installation complete.
 - Pump irrigation system 80% complete.
 - Electrical panels installed.
- Sewer lateral extension completed.
 - Palm tree and grass to be installed simultaneously with park's landscape.
- Site Utilities:
 - Lighting pole bases installation 90% complete.
 - Irrigation lines installation is 60% completed.
- 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 85% complete.
 - Rain garden grading is 50% complete.
- Off-leash dog areas:
 - Pouring of the concrete curb, concrete pad and pavilion final grading and compaction completed.
 - Fence posts installation is complete.
- Putting green:
 - Final grading 90% complete. Missing final lift.
- Pavilions:
 - Soil compaction & Concrete slabs pour completed.
- Playground area:
 - Shade cover pole footings concrete pour 75% complete.
 - New delivery date of playground equipment is November 22nd.
- Fitness area:
 - Concrete slab placement 100% complete.
 - Installation of fitness equipment to begin this week.
- 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 resubmitted responses to WASD comments on October 4th, 2021.

- o Budget refinement is on-going.

Doral Boulevard Pedestrian Bridge:

- RFP #2021-09:
 - o Deadline to Opt-out of Technical Proposals due October 29th.
 - o Technical proposals due November 3rd.
 - o Addendum No. 8 “Revised Schedule” published on September 29th.
 - o 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.
 - o Technical proposals due on October 27th.
 - o Technical Proposal Page Turn Meeting on November 3rd.

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:
 - 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.

Trails and Tails Park (Lighting Improvements):

- IT Department coordination is on-going.
- Permitting:
 - o Building sub-permit application re-submitted to the Building Department.
- General Activities:
 - o IT room construction estimated to begin October 1st.
 - 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 is on-going.
 - o Progress meeting held on October 12th.

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.
- New Project Manager was announced on Bond Meeting.

Planning and Zoning

Occupational Licensing

- 18- Business Tax Receipt renewals for FY 2020-2021 processed this week.
- 18- Business Tax Receipt applications for new businesses have been received this week.
- 323- Business Tax Receipt renewals for FY 2021-2022 processed this week.
- 3- Alcohol Packets have been signed.

Planning and Zoning

- Addresses issued: 1
- Building Permits reviewed: 41
- Zoning Inspections conducted: 21
- Site plans reviewed/approved: 1
- Zoning verification letters: 2
- The Planning and Zoning Director participated in the selection Committee meeting for RFP No. 2021-11 Design-Build Adaptive Reuse.
- The Planning and Zoning Department participated in the Bonds Meeting Process Construction Management.
- The Planning and Zoning Director conducted the bi-weekly Staff Meeting.
- The Planning and Zoning Department attended the weekly EnerGov 2021 1.2 Upgrade meeting.
- The Planning and Zoning Department participated in the City Council Meeting.
- The Planning and Zoning Department participated in the weekly Doral/EnerGov Review meeting.
- The Planning and Zoning Director participated in the Director's meeting.
- The Planning and Zoning Department participated in the After-Action meeting.
- The Planning and Zoning Department participated in a meeting regarding JTP Church.
- The Planning and Zoning Department participated in a meeting regarding outdoor seating for Chef Mariano.
- The Planning and Zoning Department participated in the FDOT MDC Tentative Five Year Work Program Public Hearing.

Economic Development

- Hosted 'Help Wanted: Hiring Solutions in the 305' workshop on October 14.
- Coordinated promotions for 'Minority Business Tools for Growth and Prosperity' business outreach workshop with Florida State Minority Supplier Development Council, Miami Dade County and Business Valuations partner on November 4.
- Distributed PTSA Grant 2022 documents to schools.
- Served as liaison to Economic Development Advisory Board.
- Met with Imagick re: aviation industry opportunities.
- Posted new Business Outreach Coordinator position through HR portal.
- Met with Public Affairs re: Advertising opportunities in 2022.
- Presented department recap to City Council.
- Met with Public Affairs re: logistics of Honduran business delegation and prepared presentation.
- Coordinated ribbon cutting requests and Spend Local inquiries.
- Coordinated new business inquiries from two Miami International Mall clients.
- Aided Art in Public Places promotion with South Florida arts organizations.

Building Department

- ADMIN: Director attended weekly staff meeting via Teams; Director/BO attended weekly meeting with IDCM; Director/BO attended Council Meeting and After Action; Director participated in UM School of Construction Management Technology Subcommittee meeting; Director/BO attended MDC Municipal Roundtable; Attended Parks Bond Meeting. Director hosted a Team Building Activity as part of the monthly staff meeting.

- EnerGov Update: EnerGov 2021.1 Go Live kicked off on Thursday, October 7th with a successful transition by open of business on Friday, October 8th. Several staff worked Monday, October 11th reviewing data transfer and reporting any issues. Issues appear to be minor and/or carryovers from originally converted data. Silverlight removal on October 12th presents small issues for those screens in EnerGov that have not reached full parity in HTML5. System slowness, Prof License issues, etc. are small hurdles.
- HUMAN RESOURCES ACTIVITIES: Please join me in welcoming Ms. Jeily Cabrera, Permit Clerk. Budget Coordinator interviews expect to be conducted Monday, October 18th.
- BCEGS Planning: BO conducted surveys in preparation of annual BCEGS audit. BCEGS is the Building Code Effectiveness Grading Schedule and is managed by ISO. The audit focuses attention on consistency in SOPs, plan review and inspection processes, staff licensing and tenure; the BCEGS rating affects local constituents' property insurance ratings.
- PROJECTS: Floodplain Ordinance Revision was approved on 2nd Reading; Doug Williams Group will be restarting the customer service satisfaction survey
- APPLICATIONS: 152 (dn) Online Applications Received (all departments)
- PERMIT & PLANS REVIEWS: 262 (up) Plan Reviews (all departments incl clerical)
- PERMITS ISSUED: 122 (dn) Permits Issued (all departments) with a construction value of \$6.8 million (dn) and \$114,314 permit fees collected (dn)
- INSPECTIONS: 483 (dn) Total Inspections Completed (all departments)
- PHONE CALLS: 872 (up) total for 23+ hours (dn); 1,300 total calls (up) to all department extensions with 595 (46%) no answer (dn)
- LOBBY DATA (DORALQ): 191 (up) Total Building Dept Customers; 48 Lobby Daily Average, 16 mins (up) Lobby Wait Time (Weekly Average), Average Time Spent Per Customer = 15 mins (up))
- VELARO CHAT PORTAL: 3,138 (dn) Online Visitors, 2 of 9 chats completed, Handle time 0m

Active files in Review Coordinator as of 10/12/21:

- Review Coordinator numbers not valid until fix verified in test environment and upgraded (New: 62; Approved: 134, Failed: 13)
- Permit Status (FEES DUE): 494 (up) permits with payments pending* (May include issue permits with reinspection fees, or payments not acknowledged yet; all trades and modules)
- Permit Status (SUBMITTED – ONLINE): 608 applications (dn) [may include reworks or 2nd round submittals]; (Backlog June (68), July (126), August (158), September (186), October (70) - *Backlog files may include items already touched or workflow has been abandoned; working on status change updates.

Code Compliance

- Code Compliance Officer worked in Columbus Day holiday, patrolling the City for various holiday violations.
- Department presented Out west Business Park Condominium Association with the Keep Doral Beautiful Award for the month of October during Council meeting.
- Resolution for the purchase of eleven body-worn cameras for the Code Compliance Department was approved on consent in October Council meeting.
- Assistant Director met with City Attorney to discuss and draft a stipulation agreement for a 2011 case to come into compliance within six months.

Finance Department

- Accounts Payable: Processed 78 invoices; 155 checks printed for a total of \$1,677,755.
- 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.
- Journalized the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- Processed the Citywide payroll for the pay period ended October 10, 2021.

PROCUREMENT

- A total of 44 PO's were created for a total value of \$1,319,132.

CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 10/13/2021

- 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 10/27/21.
- 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; Final Selection Posting on 10/15/21.
- 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: 11/04/2021
Status: Pre-Bid Meeting Scheduled for 10/14/2021.
- 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: 8 Firms attended the Pre-Bid Meeting.

Human Resources

CURRENT JOB POSTINGS

- Accounts Payable Specialist, Police Department, Closes on 10/22/2021
- Assistant Community Center Supervisor, Parks Department, Closes on 10/28/2021
- Building Records Clerk, Building Department, Closes on 10/22/2021
- Business Outreach Coordinator, Planning & Zoning Department, Closes on 10/28/2021
- Chief of Engineering, Public Works Department, Open Continuous
- Clerical Aide, Police Department, Closes on 10/22/2021
- Finance Clerk, Finance Department, Closes on 10/22/2021
- Park Service Aide, Parks Department, Open Continuous
- Planner, Planning & Zoning Department, Open Continuous
- Plans Examiner (Building), 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
- Receptionist/Recreation Service Aide, Parks Department, Open Continuous
- Recreation Service Aide, Parks Department, Open Continuous
- Special Needs Programs Aide/RSA, Parks Department, Closes on 10/28/2021
- Structural Plans Examiner, Building Department, Open Continuous
- System Analyst, IT/Building Departments, Closes on 10/22/2021
- Transportation Manager, Public Works Department, Closes on 10/28/2021

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 received a quote from Nova University to implement a Leadership Training Course at the City of Doral. HR has reached out to FIU to compare available programs.
- HR continues to manage and coordinate COVID-19 related exposures and quarantine periods as per the revised September 9, 2021, COVID-19 policy.
- HR completed and submitted all Personnel Action Forms and related memorandums for the implementation of the new Compensation study and Pay Plan.
- HR continues to respond to Crowe Auditor inquiries

NEW HIRES

- Mr. Noel Gil, Police Officer, started on 10/12/2021
- Mr. Christian Diaz- Police Service Aide, started on 10/12/2021
- Ms. Salmin Monoar, Planner, starts on Monday 10/25/2021
- Ms. Maria Chourio, Receptionist/Recreation Service Aide, starts on Tuesday 10/19/2021
- Ms. Elena Troia, Receptionist/Recreation Service Aide, starts on Monday 10/18/2021

Information Technology

- Systems Administration. This Week:
Review and Keep the backups if they are 100% operational.
Run Backup report to send to audit.
Weekly security team meeting.
Transferred the recovered disk from backup data storage to VMware data storage to complete the disaster recovery process.
Review the archiving servers and removed the backup mode from Vault storages to resume the archiving and return to production.
Synchronized the Windows Update Server and downloaded 12 new updates.
Started the October Server Windows Update process for some pilot servers.
Weekly team meeting

Meeting with Vendor to change the retention policy of the files

Meeting with Microsoft to change the MFA permissions

Changed the Idrac password for some servers.

- Resolved 90 % 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.
 - Troubleshoot the Ricoh Secure printer issue.
 - Setup a new Laptop for the Planning and Zoning Assistance Director.
 - Met with the access control vendor at Morgan Levy Park for the configuration and setup of the Controller and readers in the system.
 - Provided support for the Council Meetings.
 - Modified door schedule for night events.
 - Continue to work on reconciliation of physical inventory of IT equipment.
- Network Administration:
- Supported the City Hall Helpdesk during troubleshooting of internet services by users from the Park's Department. Modified security to grant access.
 - Assisted the City Hall Help Desk during the installation of network devices for access control at Doral Morgan Levy Park.
 - Continued to work on the security migration of network security appliances. Visited the Main Data Center and physically installed the new hardware.
 - Supported the AV System Analyst during troubleshooting of CCTV services.
 - Configured the City's Phone System to properly announce the Holiday Recording during Columbus Day.
 - Elaborated custom phone reports and presented them to management.
 - Continued to monitor the Network and performed actions based on incidents.
 - Continued to work on remediations and following best practices as advised by a city's partner. Collaborated with peers and provide advice on how to mitigate the issues.

• Security Manager

This week, over 78 emails were reported and analyzed for malicious intent. Continued remediation from security audit findings. Deployed a City-wide security awareness evaluation. Attended the FDLE CJIS training. Began enforcing password policy.

• Public Safety Support - This week, the PD IT continues to work with our RTOC vendor to bring in City and Intersection cameras. The PD IT supervisor attended the annual FDLE symposium. IT continues to implement the new PDF reader. 2 laptops were set up for new users joining Doral PD. IT assisted in setting up a virtual meeting for the PSA graduation.

• Data Integration Engineer:

1.- 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.
2.- Performed Indexes Maintenance Plans in one of the disks on the Cluster SQL's server. To improve the performance of the databases and clean up the disk the logs retention policy has been updated.

3.- Working on the Economic Development Internal Dashboard, the "Grants Budgeted Annually" metric has been updated with the last report provided by the Economic developer.

• 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
- 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
- Assisted different departments with log in and access to newly upgraded system
- Assisted users and provided guides and documentation for new features of upgraded system

• Application Development- This week:

- Created report for building inspections: waiting for deployment assistance.
- Updated cashiering integration settings in production environment.
- Investigated IO issue for Permits changing status.
- Worked on Tyler 311 with Energov.
- Updated workflow for HR SharePoint list route.
- Updated HR Inquiry app for new requirements.
- Participated in EnerGov meetings.

• GIS Administration- This week:

- Continue to conduct systems and communicate with vendor and internal Information Tech team.
- Information Tech Staff meeting.
- Research GIS products.
- Clean up GIS folders.
- As per planning/zoning dept's request, created and provided Location and Aerial Map Downtown Doral parcels 35-3007-008-4680 and South Transfer Property.
- As per planning/zoning dept's request, created the adaptive reuse area to future land use map.
- Troubleshoot and tested 3rd party application.
- Communicated users support.
- Continue to rebuild and test systems.
- Weekly GIS maintenance.

• 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.

Project is 69 % completed.

• HRIS New System Project

Council meeting has given approval to start working with vendor.

Project is 21% completed

• Upgrade Facility Dude Project

We are performing Go live preparations. Completion of verification of data with testing with each department including Parks, Streets, Facilities and Storm Water is almost done. We are completing Test plan and acceptance criteria in environment for Stormwater, Parks, Streets and Facilities. We are waiting on going alive Nov 1 while IT Team completes coding of interface connector with the API between Tyler311 and new Assets Essential system. Our City of Doral

team has performed 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 67% 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.

Parks and Recreation

- Parks staff held Receptionist/Recreation Service Aide Interviews.
- Parks Director & Assistant Director attended meeting to discuss Central Park/Scope of Work with the City Manager's office.
- Parks Director & Assistant Director met with Jack Kardys to discuss future department development.
- Parks Assistant Director met with IT to discuss weekly asset essential project agenda.
- Parks Director attended weekly meeting with Acting Deputy City Manager to discuss ongoing department items.
- The Silver Club hosted a trip to Brickell City Centre on 10/13 with 12 participants.
- The Silver Club hosted Bingo Night at Doral Glades Park on 10/15.
- Fall B Youth & Adult Programs Registration begins on 10/15.
- Youth Basketball League held games at Doral Legacy Park.
- Special Needs Specialist held weekly Basketball & Softball practices.
- Events staff hosted Howl-O-Ween at Trails & Tails Park on 10/16.
- Broncos Football & Cheerleading Homecoming games were held on 10/16 at Doral Meadow Park.
- Ecoadventure class was held on 10/16 at Doral Glades Park in partnership with Miami Dade County Parks.

Police Department

Arrests

- Felonies: 5

- Misdemeanors: 5
- Traffic: 2
- Warrants: 7
- DUI: 0

Traffic Citations

- Hazardous Moving Violations: 448
- Non-Hazardous Moving Violations: 349
- Disabled Parking Violations: 16

Civil Citations

- Civil Citations: 2

Notable Arrests & Incidents

Grand Theft 2ND Degree/20K-100K

Concealing Weapon/Carrying

Doral Patrol Officers were summoned to the area of 8651 NW 13th Terrace reference a stolen vehicle being tracked by the victim. Officers began canvassing the area and located the vehicle parked at the aforementioned location. The vehicle was unoccupied, and officers began surveilling the vehicle. Officers observed a male subject approach the stolen vehicle and upon spotting a marked City of Doral Police vehicle, the male subject began walking away from the vehicle. The male subject was then seen entering a taxicab and an investigative traffic stop was initiated. Upon contacting the male subject, officers observed the male subject holding a dart-firing stun gun model taser. The key to the stolen vehicle was located inside the taxi the male subject was riding in. 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

10/07/2021 to 10/13/2021

- Logistics with Luis Padilla from Publix @ 7550 NW 104th regarding:
 1. Donation of for upcoming Cancer Awareness carwash 10-16-21.
- Logistics for Turkey Drive.
- Trump 4400 NW 87 Av DPD case 211011019716.
- This morning via a request received from Mr. Del Toro from Code Enforcement, NRU met with the new Agronomy Director from the Trump Hotel, Mr. Williams (RPI) at the Hotel.
- NRU accompanied Mr. Williams via a tour of the Silver Course in the Trump Hotel, as he pointed out that, the following areas of vegetation were extremely trimmed by unknown parties.
 1. Greens @ Doral -Rear (pond area) NW corner of Greens @ Doral
 2. DORAL PALMS
 3. DORAL DUNES
 4. VILLAGE OF DORAL LAKES

5. VILLAGE OF DORAL PINES

6. NRU agreed to attend and follow up with the upcoming association meetings and request assistance from Homeowners Associations in notifying the residents
7. Mr. Williams was encouraged to follow with their counsel in a civil process, as they have successfully done in the past.
8. NRU will continue to monitor the areas.
9. A case card was issued to Mr. Williams.
 - Follow up with Johanna Kay Allied property manager for Doral Green regarding meeting on 10/14/21 in DPCC @ 7pm, traffic enforcement feedback in DPCC.
 - Forwarded an email to HOA's and Property Manager regarding Cancer Awareness Carwash.
 - Doral Commons Plaza 7550 NW 104 Av Business follow logistic Turkey Drive-ramp.
 - 7570 NW 104th Av McDonalds ongoing follow up with Vandalism to air control. She will provide DPD case to follow up with GIU. Student @ Ronald Reagan was identified via Video.
 - 7550 NW 104th Av Publix finalized logistics and catering for PSA 10 academy graduation 10-15-21 KH. Confirmed with Luis GM that order of turkeys have been placed. Confirmed with Luis logistics for Carwash Fundraiser.
 - Publix 8455 NW 53 Ter, meeting with GM JC regarding logistics-pumpkins for FN -event.
 - Apex suspicious person attempting to open apartment door DPD flyer 2021-196 requesting public friendly version.
 - Requested from RTOC history of citations and traffic stops within the Doral Park area last 90 days.
 - Meeting with Ernesto Seafood 2800 NW 112th Ave regarding registering them as a city vendor for future food drives.
 - DARE @ Renaissance Elementary.
 - Meeting with Cesar from Fleet to move City Speed radars to NW 112 Av from 74th-90 St. Addressing Speeding complaints from Palmera.
 - 7450 NW 104TH Ave. Publix (Business check).
 - Menorca/Madeira (residential check).
 - 10311 NW 58th St. Divine Savior Academy (school check).
 - 10191 NW 58th St. El Arepazo (ref. Pink car).
 - 3500 NW 89th Ct. Bridgeprep Academy (met with principal ref. Safecam/Trespass presentation).
 - 7586 NW 104th Ave. G-102 Petland (ref. Safecam/Trespass presentation).
 - 11300 NW 41st St. Academir Academy (school detail).
 - 1200 NW 78th St. Casa Luis Steak House (ref. Safecam/Trespass presentation).
 - 8200 NW 114th Ave. Legacy Park (park check).

Upcoming H.O.A.s and Meetings

Thursday 10/14 700p Townhomes of Doral Oaks 5001 NW 104th Av
Thursday 10/14 8am Miami Global Shield Conference @ Marriott Biscayne Bay
Friday 10/15 8am Miami Global Shield Conference @ Marriott Biscayne Bay
Saturday 10/16 9am NW 87 AV & 17 St Sunshine.
Breast Cancer Awareness Car Wash Fundraiser
Tuesday 10/19 7pm Doral Park BOD HOA Meeting 5001 NW 104th AV
Wednesday 10/20 7pm Elan Community meeting 8425 NW 41 ST
Thursday 10/21 7pm Village of Doral Oaks HOA meeting 5001 NW 104th Av
Saturday 10/23 8am Cancer Awareness Softball tournament @ Doral Legacy Park
Monday 10/25 7pm Village of Doral Oaks HOA Meeting 5001 NW 104th Av
Tuesday 10/26 5pm Canarias-Urbania-Tahiti Developer Board Meeting Zoom

Wednesday 10/27 7pm Doral Woods HOA meeting 5001 NW 104th Av
Thursday 10/28 7pm Doral Lakes HOA meeting 5001 NW 104th Av

Public Affairs

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 68,869 (53 additional followers)
- SOCIAL MEDIA HIGHLIGHT: Twitter mentions increased 28%; Twitter followers increased by 20.
- *TOP POST OF THE WEEK- Instagram post about Howl-o-ween was highest reach in the week (6k in reach; 122 interactions)
- Promoted multiple city events/initiatives including but not limited to: Parks bond progress update (Trails), Best of the Best daily winner spotlight, Call to Artists, Comcast Business Grant, State of the City
- Design/Web Projects – completed Décor District Webpage
- Meeting with media companies for potential advertising opportunities in new fiscal year
- Film Permits:
 - o Miami Dade College Doral Glades Park (local commercial)
- Events:
 - o Coordination of State of the City – October
- Videos:
 - Published – Resident Spotlight – Marco Salvador
 - In production – Hispanic Heritage Celebration Highlight Video
 - In production – State of the City Highlight Video

Public Works

- Parking Garage Retrofit Design (Wantman Group) - NTP set for October 11th; Design completion date December 6th.
- Government Center Safety & Security Measures (TGSV) - COR #2 has been reviewed by City and AOR. Anticipated NTP for construction is October 25th, 2021

Transportation:

- Participated in the RFP No. 2021-11 Design-Build Adaptive Reuse Selection Committee Meeting.
- Held the Mandatory Pre-Bid Meeting for RFQ # 2021-17 Transportation Master Plan Update 2022.
- Attended the Miami-Dade Transportation Planning Organization (TPO) Transportation Planning Council (TPC) Meeting.