



# Memorandum

**To:** Honorable Mayor and City Council

**Date:** September 07, 2021

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

**Subject: Weekly Council Update/ August 29 - September 04, 2021**

## **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 up 7% over previous week  
Traffic crash – two pedestrians struck  
Councilwoman Mariaca rode along with PD on Friday  
Officer Victor Ten named Crimestopper of the Year  
Meeting with AcadeMir School regarding ongoing traffic issue

### **INFORMATION TECHNOLOGY**

EnerGov Testing continues  
Tyler cashiering has issues when completing payments  
System cannot print BTR certificates  
September 23<sup>rd</sup> is still target date to go live

### **FINANCE**

Payroll approvals due  
End of Fiscal Year coming up

### **HUMAN RESOURCES**

4 employees out of the office with Covid-19  
Annual leave payout this coming Friday

### **PLANNING AND ZONING**

Administrative Assistant Seida Feliu starts in Planning and Zoning this week  
Zoning Agenda being finalized  
Chick-Fil-A taking over Applebee's on 41 Street

### **ECONOMIC DEVELOPMENT**

Ribbon cutting at Tint World  
MAC ventures affiliated with Real Madrid (7-10 acres of property)  
Doral featured by Beacon Council for Tech Growth  
Meeting Camacol Doral on Wednesday night

## **PUBLIC WORKS**

Police Training Center A/C unit working with temporary repair  
Working on police elevator project  
Bus Shelter installation

## **PUBLIC AFFAIRS**

Finalizing touches on 911 Ceremony  
Sergio's has agreed to sponsor and provide food  
Doral Government Center event Southcom Consul of Dominican Republic and El Salvador  
Best of the Best Doral Campaign ended with 2,400 + votes

## **PARKS AND RECREATION**

Interviews for Assistant Park Manager position  
Erin attending conference in Orlando

## **BUILDING**

Two Inspectors positions open  
40 Year Recertification will be revised to 30 Year Recertification

## **CODE COMPLIANCE**

No noise complaints received  
Testing EnerGov system  
Outside dining flyer being prepared

## **CITY CLERK**

Finalizing Agenda for next week

- Interim City Manager held Agenda Review for the Council Meeting on September 8th, 2021.
- Interim City Manager held weekly meeting with Information Technology Director, Ms. Gladys Gonzalez and Assistant Information Technology Director, Mr. Carlos Olivares.
- 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 Finance Director, Ms. Matilde Menendez.
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- 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.
- 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.

- Special Assistant to the City Manager, Mr. Rey Valdes held weekly meeting with Planning & Zoning Director, Mr. Javier Gonzalez and Assistant Planning & Zoning Director, Mr. Zafar Ahmed.
- 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 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.
      - 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 poured on August 27<sup>th</sup>.
    - KVC currently working on releasing forms and parapet formwork installation.
  - o The following activities have been performed based on the four week lookahead submitted on July 19<sup>th</sup>,
    - Shoring and precast joist installation is completed for BOH, multipurpose room, and lobby.
      - Shoring for the office area and the reception is complete.
    - Parapet rebar and formwork for the sloped roof is on-going.
  - 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.
    - Pending confirmation of KVC water truck availability.
    - Relocation is on hold until storm management system is installed.
- On-going construction submittals/RFI's.
- IT Department coordination is on-going.
  - 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 Site visit with AVI and City IT Department was held on August 31<sup>st</sup>.
  - o Finalized ACS equipment coordination between Contractor, door suppliers, City IT Department, and security vendor.

- o Site visit with AV Vendor and City IT Department to confirm location of AV equipment to be scheduled.
- AT&T pull box relocation on-going.
  - o Scheduled for late November as the area is used as laydown for materials.
- Art in Public Places:
  - o Planning and Zoning Department will confirm date for next committee presentation.
  - o AiPP Package submitted to Planning and Zoning on September 2<sup>nd</sup>.
- PM provided Parks and Recreation Department the building signage submittal.
  - o Doral Parks and Recreation Department provided confirmation on the Code of Ordinances and the park building operational hours.
  - o Pending required sign mock for Park's review

### **Morgan Levy Park:**

- Project completed.
- Financial closeout.
- MDC DERM Grease Trap permit review is on-going.
  - o EAC mechanical engineer visited the park on August 26<sup>th</sup> to record installed grease trap layout and site conditions.

### **White Course Park:**

- Permitting process is on-going:
  - o Miami Dade WASD permit is on-going.
    - Opinion of Title/Unity of Title is on-going.
- General construction activities:
  - o Building restrooms is on-going.
    - Wall electrical rough-in is on-going.
  - o Building door frames infill completed.
    - Plywood Deck was installed on August 31<sup>st</sup>.
    - Inspection of trusses and plywood scheduled on September 2<sup>nd</sup>.
    - Rainwater tank concrete slab poured on September 1<sup>st</sup>.
  - o Sewer lateral extension:
    - Sewer lateral installation between new and existing manhole installed September 1<sup>st</sup>.
    - Courtesy inspection with Miami Dade County approved on September 1<sup>st</sup>.
    - Trenches backfill and compaction will be ready by Friday September 3<sup>rd</sup>.
      - Density test scheduled for September 3<sup>rd</sup>.
  - o Site Utilities:
    - Electrical conduit layout has been completed.
    - Lighting pole location in conflict with new Sewer Manhole.
      - RFI is in process.
    - Irrigation sleeves installation completed.
    - Irrigation lines installation scheduled for September 13<sup>th</sup>.
  - o Site flat work:
    - South sidewalk and D curb completed (Adjacent to the parking lot).
    - Southwest and Midwest sidewalk completed.
    - Northwest sidewalk formwork and reinforcement has been completed.
    - Northwest sidewalk concrete pour 40% completed.
    - Shade system and pole footings on Fitness & Playground area excavated and compacted.

- Reinforcement scheduled for September 2<sup>nd</sup>.
- Density test scheduled for September 3<sup>rd</sup>.
- Concrete pour scheduled for September 7<sup>th</sup>.
- Concrete for footings at the fitness center area scheduled for September 3<sup>rd</sup>.
- East side of the site final grading on-going.
- Shade system pole footings excavation on playground area 90% complete.
- Irrigation sleeves installation is on-going.
  - Pending completion due to sewer extension.
- General activities:
  - RFI's Submittals are on-going.
  - Art in Public Places coordination is on-going.
  - Coordination with IT Department is on-going.
    - IT Department provided Vendor's quotes/proposals.
      - Camera's quote received September 1<sup>st</sup>.
    - Meeting with City IT Department and Artec to discuss the future controls and monitoring of the lighting system to be scheduled.
  - Site visit progress meeting was held September 1<sup>st</sup>.

#### **Doral Meadow Park:**

- Final payment was mailed out September 1<sup>st</sup>.

#### **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.
    - MDC Water and Sewer Permit is on-going.
      - Unity/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.
    - Offsite Work:
      - Tree permit for 87<sup>th</sup> media redesign approved.
    - Site Work:
      - Tree report.
      - Filling and grading are on-going.
      - Installing sheet pilings.
  - 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.
  - Technology contractor revised telecom sheets to reflect latest ACS updates
- Art in Public Places is on-going.
  - Berliner playground equipment confirmed that their products have been used with other municipalities as an art allocation.
- FF&E coordination is on-going.
  - Indoor Play Equipment options provided by Design Team has been reviewed and selected by Parks and Recreation.
  - Parks reviewed kitchen appliances and an additional ice machine is to be added to the demo kitchen as the layout has changed.
  - ChargePoint EV Charging Stations have been selected by the City based on the units installed at the Government Center & at the Doral Police Department Training & Community Center, which are dual output.
- Electrical Temporary FLP easement is on-going.
- Temporary parking for 2021 voting election is on-going.
  - Kaufman Lynn provided review Indemnity Agreement to PMT on August 31<sup>st</sup>.
- Kaufman Lynn, Bermello-Ajamil and the PMT conducting a final review of the Ball Field drainage grading plans.
- Owner Direct Purchase is on-going.

#### Doral Boulevard Pedestrian Bridge:

- RFP #2021-09:
  - Technical proposals are due September 17<sup>th</sup>.

#### Trail Network:

- Sharrows:
  - Interlocal Agreement submitted to MDC on-going.
- Bike lanes:
  - H&J quantity take off approval is on-going.
  - Public Works Chief of Construction followed up on September 1<sup>st</sup>.

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

- IT Department coordination is on-going.
- Conduit layout on the Parking Lot/trails area is 85% complete.
- Project Manager requested information regarding what to do with the solar power bollards to Park and Recreation Department.
  - P&R provided update September 2<sup>nd</sup> and currently waiting on procurement response.
- Progress meeting was held on September 2<sup>nd</sup>.

#### Additional Items:

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

#### Planning and Zoning

##### Occupational Licensing

- 25 Business Tax Receipt renewal for FY 2020-2021 processed this week.
- 8 Business Tax Receipt applications for new businesses have been received this week.

- 138 Business Tax Receipt renewal for FY 2021-2022 processed this week.
- 1 Alcohol Packets have been signed.

## **Planning and Zoning**

- Addresses issued: 8
- Building Permits reviewed: 58
- Zoning Inspections conducted: 37
- Site plans reviewed/approved: 1
- The Planning and Zoning Director submitted the candidate selections form for the Planner positions.
- The Planning and Zoning Director participated in the meeting regarding the Bridge Point Doral Distribution Center.
- The Planning and Zoning Director participated in an EnerGov Testing Environment to test the new system login and report any issues.
- The Planning and Zoning Director 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 Director participated in a Public Zoning Workshop regarding Chick-Fil-A Site Plan.
- The Planning and Zoning Director participated in a meeting to discuss comments for Atrium Site Plan Review.
- The Planning and Zoning Department Director participated in the weekly Doral/EnerGov Review meeting.
- The Planning and Zoning Director participated in a meeting to formalize the permit use for 2900 NW 109 Avenue. Doral.
- The Planning and Zoning Director participated in a meeting regarding Décor District Uses.
- The Planning and Zoning Director participated in the COD Review of EnerGov Tickets.
- The Planning and Zoning Director participated in a meeting related to Doral BTR Invoices.

## **Economic Development**

- Attended Miami Intracity Cohort Meeting re: areas of focus for Aspen Institute program.
- Participated in Coral Gables Economic Assessment interview committee.
- Met with Business Flare re: Doral Décor District website.
- Coordinated meeting with Make My Move re: Introduction/Relocation of Employees with Remote Jobs to Doral.
- Met with Mack Ventures and Planning and Zoning Assistant Director re: site selection for potential sports training facility in Doral.
- Met with Steve Racoosin re: sustainable and odorless alternatives to recovery facility.
- Coordinated logistics and promotions for CAMACOL Doral/SBA webinar on EIDL-PPP programs on September 22.
- Coordinated panelists with Miami Community Ventures Executive Director 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.
- Met with Beacon Council Tech Committee Sub-Group re: interview for Amplify #MiamiTech Project
- Interviewed by Invest Miami reporter for Doral special section.

- Completed Q2 Quarterly Economic Report.
- Met with Right Coast Realty re: developments report.
- Coordinated and attended Tint World ribbon cutting event.
- Administered ongoing 2020 CBO Grants, Façade Grants, PTSA Grants.

## **Building Department**

- ADMIN: Director attended weekly staff meeting via Teams; Director/BO attended weekly meeting with Special Assistant to the ICM; Director hosted monthly SFBOA Webinar/Meeting; Director held Chiefs/Supervisors Meeting; Director attended FCCMA Webinar: Building Safety, Understanding the Broward/MDC Building Safety Inspection Program; Parks Bond Meeting
- EnerGov Update: Director attended weekly meeting w/ Directors; Director met with BD SME's to gauge direction of testing after EReviews issues; Director setup training with BD SME's for PW/PZ Review Coordinators; Director met with ICM, Special Assistant, IT Director & AD, and BO to discuss status of testing effort and request to determine Go Live potential; Director requested review of tickets inventory with stakeholders prior to Discussion with EnerGov, several tickets closed as a result; Director hosted External Tester Webinars with 12 key external users and attended monthly CSS Webinar with BTR;
- HUMAN RESOURCES ACTIVITIES: Salary adjustment completed for Ms. Erica Valdes. Alex Blanco, Plumbing Plans Examiner, last day was Friday, Sept 3. Mr. Carlos Furones started Monday 8/30 as Plumbing Inspector.
- PROJECTS: Met w/ Expediting consultants to review outstanding plans and projects and provide overview of strategic objectives as team moves into software upgrade.
- APPLICATIONS: 138 (up) Online Applications Received (all departments)
- PERMIT & PLANS REVIEWS: 162 (dn) Plan Reviews (all departments incl clerical)
- PERMITS ISSUED: 119 (up) Permits Issued (all departments) with a construction value of \$4.8 million (up) and \$87,333 permit fees collected (up)
- INSPECTIONS: 538 (up) Total Inspections Completed (all departments)
- PHONE CALLS: 818 (up) total for 26+ hours (--); 1,145 total calls (up) to all department extensions with 546 (47%) no answer (--)
- LOBBY DATA (DORALQ): 230 (up) Total Building Dept Customers; 46 Lobby Daily Average, 19 mins (up) Lobby Wait Time (Weekly Average), Average Time Spent Per Customer = 15 mins (dn))
- VELARO CHAT PORTAL: 3,458 (dn) Online Visitors, 0 of 8 chats completed, Handle time 0m

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

- Review Coordinator numbers not valid until fix verified in test environment and upgraded (New: 264; Approved: 169, Failed: 3)
- Permit Status (FEES DUE): 485 (up) permits with payments pending\* (See previous

accomplishments for caveat)

- Permit Status (ISSUED, INSPECT): 2,738 (up) active permits (1186,1552)
- Permit Status (SUBMITTED – ONLINE): 647 applications (up) (Backlog April (5), May (7), June (78), July (172), August (359)) - \*Backlog files may include items already touched or workflow has been abandoned; working on status change updates.
- Item Review Status (BLUEBEAM QUEUED): 447 (dn) item reviews pending in all depts/trade

### **Code Compliance**

- Department participated in the Miami Dade County ARM360 training.
- Vacant Code Compliance Officer position was posted by the Human Resource Department on City website for two weeks.
- Department is working with the Planning & Zoning Department to put together an outside dining action plan to properly notify businesses with temporary outside dining that their approval expires 12/31/2021.
- Director settled outstanding lien for case from 2019.

### **Finance Department**

- Accounts Payable: Processed 140 invoices; 148 checks printed for a total of \$662,859.
- Journalled the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- Processed the Citywide payroll for the pay period ending August 29, 2021.
- Prepared for the First Budget Hearing for the FY 2022 Proposed Budget.
- Kicked off the Fiscal Year-End process for current FY 2021.
  - August 31st was the final day to request operating purchase orders.
  - Collaborated with City Department Heads on the purchase orders to carry forward to the new fiscal year.

### **PROCUREMENT**

- A total of 38 PO's were created for a total value of \$2,101,730.

### **CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 09/01/2021**

- 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
- Chief of Engineering, Public Works Department, Open Continuous
- Code Compliance Officer I, Code Compliance, Closes 09/14/2021
- 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
- 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 processed the annual leave pay out as per policy for 143 employees
- HR continues to manage and coordinate COVID-19 related exposures and quarantine periods
- HR worked with the City Manager's Office to finalize the new Recruitment/Selection policy
- HR worked with IT to create a new electronic (SharePoint) driven recruitment/selection process
- HR continues to work with the Crowe internal Auditors, providing requested documents
- HR finalized the agreement with AARP to participate in their program. Communications were initiated to identify workers.

## **Information Technology**

- AV Team + Vendor conducted AV system maintenance at Glades 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
  - Resolved 90 % support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
  - Provided new Desktop for Executive Assistant to the City Manager.
  - Troubleshoot second floor door at Doral Legacy Park issue with the Intersection Technology Systems Analyst.
  - Setup account, iPad and iPhone for new Plumbing Inspector for the Building Department.
  - Troubleshoot and resolved the Ward fuel software report issue with E.J. Ward support and the Database Administrator.
  - Modified door schedule for night events.
  - Continue to work on reconciliation of physical inventory of IT equipment.
- Public Safety Support - This week, the PD IT the PD IT Supervisor attended a LPR webinar. The City Mangers assistant was given a desktop to send out city emails. The Deputy City manager was assisted in putting his city emails on his iPad. An issue was corrected when an officer was writing a report on MCT. IT assisted with a training held in the EOC
- Systems Administration. This Week:  
 Review and Keep the backups if they are 100% operational.  
 Weekly Virtual change management Meeting with team.  
 Assisted the Helpdesk in Police department to unlock his account and change his password.  
 Weekly Virtual security meeting with team.  
 Decommissioned the old ESXi hosts, clusters and Datacenter in City Hall  
 Decommissioned the old ESXi hosts, clusters and Datacenter in Police Department  
 Installed new Virtual Server to DBA replace old server.  
 Decommissioned three old ESXi hosts at the NAP.  
 Removed some unnecessary sharing from servers.  
 Meeting with the team to fix some security issues  
 DBA Requested a custom backup of Camera server  
 The change that was made on SQL failed so I had to Restore the Server from backup.  
 Migrated the restored data to datastore and deleted the deprecated server.  
 Meeting with IT director and vendor to plan the deletion of expired files in our archiving system
- Security Manager  
 This week, over 76 emails were reported and analyzed for malicious intent. Continued remediation from security audit findings. Successfully remediated printing issues for City users. Conducted audit of security group members. Met with vendor to acquire licenses to increase password security.
- Network Administration:  
 Earned a New Network Professional Security Certification.
- Supported the City Hall Help Desk team during troubleshooting of Network Services.
  - Supported the AV analyst during troubleshooting with the CCTV system.
  - Troubleshooting of Network Admission Services for users from the CM office.
  - Elaborated and provided a custom call report to the PW departments and to the City's management.
  - Continued to work with vendors on renewing IT services.

- Continued with the provision of new network security appliances.
- Participated in internal and external meetings.
- Continued to monitor the Network and performed actions based on incidents.

- 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.

- Database Administrator:

1.- Refreshed the Internal and External Dashboards as usual at the beginning of each month, running the manual processes that together with the automated ones populate the graphs.

2.- Attended meetings with the Bluesource North America Representative to discuss the EV reports.

3.- Installing and Configuring a new server for the Production Environment with Windows Server 2019, this one will replace the SVC01 Windows Server 2008 version, the Visualcrone application will be migrated.

4.- Attended the Webinar: "Faster SQL Servers Without Changing Queries or Indexes with Brent Ozar".

- 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
- Attended review of Energov tickets meeting with City Staff
- Attended Energov upgrade weekly meetings with Directors
- Sent daily report of active users during the day on the Test environment

- Application Development- This week:

- Created document location in CRM for CC.
- Helped on the BTR set up.
- Created Case Types in CSS for PZ.
- Modified required location for PZ CSS applications.
- Worked on HR Interview app, ready to use.
- Tested PID to Energov ID after running the cleanup in TEST.
- Started working on payment notification.
- Participated in EnerGov meetings.

- 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 verification of data with 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 47% completed

- WCCD 37120- Yearly Smart City Certification Project

Performing last calculation for food produced in the City of Doral and then re-submit for Auditor verification. This week we completed all the review for information. We will re-submit workbook for review this week when we receive some pending answers.

Project is 93% 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 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.
- Continued working with Vigilant Solution to resolve TAS alerts Intermittent connectivity issue.
- Assisted Help Desk Supervisor in troubleshooting door card reader issue at Legacy Park.
- 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/smart city meeting with Florida Department of Agriculture & Consumer Services.
  - As per smart city, conducted and calculated food agriculture production, yield per acres and weight for the City of Doral.
  - Contacted Miami Dade GIS team about GIS data issue from their end.
  - GIS meeting with public works dept about new school construction.
  - Trained to users about GIS route on tablet.
  - As per planning/zoning dept's request, created and provided GIS Existing public art located within the City of Doral map.
  - Created and tested python script download GIS data. Scheduled weekly upload GIS data to system.
  - As per public works dept's request, created user account and set up on GIS software.
  - Created basemap imagery from 2014 to present and published as web map service -WMS server- for internal users.
  - As per code compliance's request, created and provided GIS Odor Complaint Report - 12 months map.
  - Trained public works staff about GIS software.

- Communicated users' support.
- Continue to rebuild and test systems.
- Weekly GIS maintenance.

## **Parks and Recreation**

- Parks Director attended weekly meeting with the Special Assistant to the City Manager to discuss ongoing department items.
- Special Needs Coordinator attended Special Olympics Certification course at G Holmes Braddock High School.
- Parks Director and Recreation Administrator attended annual FRPA conference in Orlando, Florida.
- Parks staff held Assistant Park Manager interviews.
- Parks Director and Cultural Events Specialist met with grant consultants to discuss the Cultural Grant Panel.
- Parks Director and Assistant Director met with PD to discuss Park Ranger transition to parks.
- Parks Director & Cultural Events Specialist attended the Cultural Grant Panel Review & scoring meeting with the State of Florida division of Arts & Culture regarding the City's cultural programming grant application.
- Tackle Football Games were held at Doral Meadow Park.

## **Police Department**

### Arrests

- Felonies: 6
- Misdemeanors: 10
- Traffic: 3
- Warrants: 13
- DUI: 0

### Traffic Citations

- Hazardous Moving Violations: 550
- Non-Hazardous Moving Violations: 724
- Disabled Parking Violations: 17

### Civil Citations

- Civil Citations: 7

### Notable Arrests & Incidents

Disorderly Conduct/ Breach Of The Peace

Cannabis/ Possession/ 20 Grams or Less: Marijuana

Doral Police Officers were conducting school zone traffic enforcement in the area of 97th Avenue and 24 Street when they observed a blue Nissan speeding in the school zone. A traffic stop was conducted at which point the male driver became enraged and started screaming and causing a scene in front of the school. Suspected marijuana was discovered by officers on the driver side door panel. The male driver was arrested and transported to TGK.

Grand Theft 3rd Degree  
Carrying Concealed Weapon

Doral Patrol Officers were patrolling the area of 87th Avenue and I3 Street and observed a white Mercedes with a bicycle rack that was obscuring the license plate. Officers conducted a traffic stop and discovered and discovered that the vehicle had been reported stolen by Miami Police Department. Officers also discovered a large bowie style knife with a black sheath readily accessible in the space between the drives side seat and console. 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  
08/26/2021 to 09/01/2021

- Downtown Doral (Visibility)
- 7390 NW 53rd St. Downtown Doral Charter Elementary (Traffic, Visibility).
- 5300 NW 102nd Ave. Morgan Levy Park (Visibility).
- 8360 NW 33rs St. Renaissance Middle School (meeting with Staff)
- 10311 NW 58th St. Divine Savior Academy (PP4K planning).
- 1515 NW 79th Ave (Award)
- 11100 NW 27th St. Doral Academy Football game.
- 8360 NW 53rd St. Downtown Elementary Charter School traffic
- 10311 NW 58th St. DSA Ref. PP4K
- 8360 NW 53rd St. Downtown Elementary Charter School traffic
- NW 79th Ave/52nd St. Doral Shopping Plaza Business check
- 2900 NW 109th Ave. Loyola K-5 met with Staff and Students.
- 5101 NW 104th Ave. Doral Greens H.O.A. meeting
- 9690 NW 41st St. Smoothie King Area Check spoke with staff.
- 6805 NW 107th Ave. The Mansion Area check
- 7200 NW 107th Ave. Vintage Area check
- Modern Doral 75 (Auto Theft Initiative)
- Modern Doral 45 (Auto Theft Initiative)
- Modern Doral 60 (Auto Theft Initiative)
- Mansions at Doral (Auto Theft Initiative)

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:

- Review of FEMA Natural Hazard Retrofit Program Toolkit documents provided by County Office of Emergency Management (OEM) Mitigation bureau.
  - Participated on FEMA's webinar #2 Notice of Funding Opportunity (NOFO) for 2021 Hazard Mitigation Assistance (HMA) Grants.
  - With County OEM, coordinated and participated in the ARM360 Damage Assessment training for City Departments.
  - Provided Parks and Recreation Department with Hurricane Guides to be distributed at parks locations.
  - Participated in FEMA's HMA Grants Application Pitfalls webinar.
  - Began review of Department of Homeland Security (DHS) report on obstacles to properly administer Flood Mitigation Assistance (FMA) grants for SRL properties, part of FEMA's HMA grants.
  - With Public Affairs, updated emergency preparedness website.
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- 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 data (new format) provided by the Florida Department of Health (FDOH), reinstated County daily Covid-19 dashboard, FEMA PA funding for disaster operations in a Pandemic, FEMA's notification on Partial Implementation of the Federal Flood Risk Management Standard for All Hazard Mitigation Assistance Programs, etc.
  - Promoted Covid-19 vaccination, testing and new monoclonal antibody treatments on social media platforms in partnership with Miami-Dade County and FDOH.

#### **Public Affairs**

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 63,393 (87 additional followers)
- SOCIAL MEDIA HIGHLIGHT: Facebook Engagement is up 64% (2k); Facebook Post Reach is up 24% (10.6k).
- \*TOP POST OF THE WEEK- Instagram post with most interaction this week was for Movie Night, promoting the public to vote on their preferred movie (356 interactions)
- Promoted multiple city events/initiatives including but not limited to: FDOT lane closures, Commission on the Status of Women survey, Camacol Webinar, 1st Budget hearing Announcement, Best of the Best campaign winners
- Design/Web Projects – Economic Development Report Q2/Q3, Zoning Workshop Flyer, Best of the West Winner Ads, Tweaks to City website to facilitate Energov user experience
- Event Coordination:

o 9/11 20th Anniversary Event – 9/11

- Attended Islands of Doral HOA Meeting for resident outreach
- Media Inquiries Re: Covanta (Nuevo Herald, Univision, Telemundo)
- Media Inquiries Re: Census 2020 Data (Univision)

• Videos:

Published – Spend Local – Locos X Grill

Published – 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

In Production – Spend Local - Tropicico

### **Public Works**

- Parking Garage Retrofit Design (Wantman Group): WGI submitted design proposal of \$7,276. Executing memo to take to council since WGI is not in the new pool of design vendors.
- Police Facility Elevator: Engineer is in the process of signing & sealing the drawings electronically for submission to the City's building department and MDC.

### **Transportation:**

- Sub Basin H-8 Phase II: Intersection of NW 54 Street and NW 77 Court scheduled for next week Tuesday, September 7. Following week will be installation of Drainage between NW 55 St to NW 56 St. Roadway restoration to also occur.
- Performed field reviews during the afternoon dismissal of the following schools:
  - o AcadeMir Charter School East
  - o Doral Academy Elementary School
  - o Doral Academy Middle/High School
- Held a Plat Committee Meeting.
- Met with the Miami Parking Authority to discuss the terms and conditions of Interlocal Agreement for the City's Parking Implementation Pilot Program.