



Memorandum

To: Honorable Mayor and City Council

Date: October 25, 2021

From: Hernan M. Organvidez, Interim City Manager

Subject: Weekly Council Update/ October 17 - October 23, 2021

City Manager's Office

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

POLICE

Police investigated a traffic crash where a pedestrian was struck by a vehicle. Pedestrian received non-life-threatening injuries.

Police investigated a Missing Person case. The person suffered from mental issues and had been Baker Acted by Miami Dade Police.

Police responded to two natural deaths involving elderly residents.

Police held a car wash fundraiser to benefit Breast Cancer Awareness.

Two officers passed the written phase of the Sergeant's Exam and will be now moving on to take the Assessment Center phase in the near future.

A PSA class graduates this Friday, and a new class begins this week.

IT

ENERGOV performance issues have been resolved.

Different departments are working with Tyler to resolve minor issues.

Repair of the garage doors has been prioritized.

FINANCE

The 2021-2022 budget has been filed with the State of Florida.

Finance is working on the annual audit.

HUMAN RESOURCES

The Crowe audit has been completed. Currently waiting on recommendations.

Two new employees starting today.

ECONOMIC DEVELOPMENT

Successful week with the Beacon Council.

Coordinating a visit from the Honduran Consulate and business leaders.

Working with the Public Affairs department to create a new website.

Working with Camacol.

Grant expenditures increased by over 1,000%

A delegation from Indonesia is tentatively scheduled to visit the Doral Government Center.

PLANNING & ZONING

New planner starts work today.
Focusing on completing Building permits.

PUBLIC WORKS

Waiting on control board to complete the repairs on the AC unit at the Police Training and Community Center.
Stormwater inspections at NW 56 Street and 79 Avenue being conducted this week.
Interviews for Laborer positions being conducted this week.

PUBLIC AFFAIRS

Blood One Drive will be held this week.
United States Southern Command will be holding a retirement party for outgoing Admiral Faller.
Mayor Bermudez will be reviewing talking points for the State of the City Address.

PARKS AND RECREATION

Halloween Dog Custom Event was well attended.
Community Meeting will be held on Thursday at Legacy Park to discuss the COVANTA plant.
Movie night is scheduled for Friday evening.

CODE COMPLIANCE

Special Magistrate Session scheduled for this week.
The process to close a business not licensed has begun.
Military Advisory Board will be meeting this week.

BUILDING

Will resume conducting customer surveys.
Will be coordinating interviews for Budget Coordinator.
Team building activity.

PROCUREMENT

Expediting purchase orders.
Working with Finance to finalize the end-of-year process.

- 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 along with Mayor and Councilmembers attended Dedication of the Doral Police Department's Training Lab Simulator in the Memory of Officer Kevin Valencia.
- Interim City Manager and Interim Deputy City Manager and City Attorney Figueredo held meeting with Kaufman Lynn to discuss Doral Central Park project.
- Interim Deputy City Manager held weekly meeting with Building Director, Ms. Jane Decker and Building Official, Mr. Vince Seijas.
- Interim City Manager along with City Attorney Figueredo and Chief Financial Officer, Ms. Matilde Menendez held Investment Committee Meeting with PFM Solutions regarding Investment Performance for Quarter Ended September 30th.

- Interim Deputy City Manager held weekly meeting with Chief Financial Officer, Ms. Matilde Menendez and Assistant Finance Director, Ms. Solangel Perez.
- Interim City Manager and Interim Deputy City Manager and City Attorney Figueredo held meeting with Parks and Recreation Director, Ms. Erin Sullivan and Assistant Parks and Recreation Director, Mr. Lazaro Quintero.

Capital Improvement Project Manager

Doral Cultural Arts Center:

- General Construction Activities:
 - o Drainage installation/excavation
 - Storm water drainage system installation has resumed.
 - Contactor completed exfiltration trench on the southwest corner of site
 - Currently working on south exfiltration trench construction.
 - Main stormwater system excavations and structures installation completed this week.
 - 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 for the second lift this week.
 - o Contractor will send an irrigation line repair timeline by end of the week.
 - o Parapet and concrete countertops.
 - Roof parapet and concrete countertops reinforcement on the roof terrace is 90% complete.
 - Pending rooftop bar countertop pour.
 - Pending concrete steps for egress path and access gate to elevator machine room.
 - Fall protection walls on the north egress path and the area in front of the elevator completed.
 - o The following activities will be performed in the upcoming weeks:
 - Contractor continues cleaning interior spaces. Working on interior plumbing and wiring.
 - Steps protection sidewalls concrete pour scheduled for October 20th.
 - MEP rough-in continues this week. Roof drain piping and chiller lines installation in progress.
 - Elevator shaft 2nd floor to upper roof rebar installation, formwork, and block walls (upcoming).
 - RFI response received, contractor started CMU walls erection. Elevator machine and cab is scheduled for mid-November.
 - o KVC completed tree root pruning/tree protection in the park on August 6th.
 - Four (4) Live Oaks will be relocated from the Downtown Doral Park area into the project site.
 - Three (3) additional trees are scheduled to be relocated for the BOH drop off driveways (N.E 53rd Terrace).
 - Contractor will need to close the southern sidewalk along NW 53rd Terrace. Contractor has a PW permit but will modify if needed to close sidewalk longer as they need to prune the root system 90 days prior to relocation.

- Shoring for the office area, main art space, and the reception is now completely removed. Contractor continues cleaning interior spaces to begin finishes.
- On-going construction submittals/RFI's.
 - IT Department coordination is on-going.
 - o Coordinating with Codina on running wires up through the light poles.
 - AT&T pull box relocation on-going.
 - o KVC coordinated with AT&T to have the relocation of the box around late November or early December.
 - o Scheduled with KVC for late November as the area is used as material laydown space.
 - Art in Public Places:
 - o Planning and Zoning Department to confirmed date for next committee presentation.
 - Revision 19 & 20 is being review by City of Doral Building Department.
 - FF&E:
 - o JC White Purchase Order was approved.
 - City of Doral Mayor to visit the project site on October 26th.
 - PM provided to Parks and Recreation Department the building signage submittal. Doral Parks provided confirmation on the Code of Ordinances and the park building operational hours.
 - o Sign submittal approved and released.
 - o All building signage will use "Doral Cultural Arts Center".

Morgan Levy Park:

- o Project completed.
- o MDC DERM Grease Trap permit review is on-going.
 - o Held call with DERM on October 19th.

White Course Park:

- o Permitting process is on-going:
 - o Miami Dade WASD permit is on-going.
 - Pending sketch on Lennar's Easement parcel.
- o General construction activities:
 - o Monument sign construction is 90% complete.
 - o Restrooms Building is on-going.
 - MEP rough-in is 90% complete.
 - Restroom interior walls stucco is 95% complete.
 - Gypsum board 40% complete.
 - Lighting fixtures housing installation 90% complete.
 - Facade stone veneer and cast stone installation 100% complete.
 - Rainwater harvesting tank installation complete.
 - Pump irrigation system 80% complete.
 - Electrical panels installed and wired.
 - o Sewer lateral extension completed.
 - Palm tree and grass to be installed simultaneously with park's landscape.
 - o Site Utilities:
 - Lighting pole bases installation 95% complete.
 - Irrigation lines installation is 70% completed.
 - o Site flat work:
 - Northeast and Mideast formwork, reinforcement and concrete poured for sidewalks and pavilions is 95% complete.
 - East side of the site final grading is 85% complete.
 - Rain garden grading is 50% complete.

- o Off-leash dog areas:
 - Final lift 100% complete
 - Pending artificial turf.
 - Fence posts installation is complete.
- o Putting green:
 - Final grading 95% complete.
 - Pending artificial turf.
- o Pavilions:
 - Soil compaction & Concrete slabs pour completed.
- o Playground area:
 - Shade cover pole footings concrete pour 75% complete.
 - Anchor Bolts are installed and ready for concrete.
 - New delivery date of playground equipment is November 22nd.
- o Fitness area:
 - Concrete slab placement 100% complete.
 - Installation of fitness equipment to begin this week.
- o General activities:
 - o RFI's Submittals are on-going.
 - o Art in Public Places.
 - Art in Public Places banners received September 14th.
 - Quotes for educational banner were requested in order to submit final package.
 - o IT Department received P.Os.
 - o 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:
 - o 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.
 - o MDC Water and Sewer Permit is on-going.
 - BA re-submitted responses to WASD comments on October 4th, 2021.
 - WASD requested the city states that they are the solely responsibility for the obtaining the easement over private land.
 - WASD Permit in final stamping stage
 - o MCD 87th Street off site (median work) tree relocation permit submitted.
 - Received 87th tree removal permit.
- Phase I Soil Improvements:
 - o City of Doral Building Department permit issued.
 - Pending Water and Sewer approval.
- Phase IV Recreational Center/Lake Wall Foundation:
 - o MDC Fire waiting for resubmittal (WASD permit).
 - o MDC CORE waiting for resubmittal (WASD permit).
 - o KL has been directed to hold work on geothermal system.

- o Phase II & III Amphitheater, Ballfields and Skate Park:
 - o Bermello-Ajamil submitted rework design.
 - o On hold due to WASD permit.
- Construction Activities:
 - o Drainage.
 - Work in the NW corner is completed.
 - Installed structures, solid pipe, and exfiltration pipe at the north side.
 - Adjusting structure tops to finish grade and backfill pipe for densities is on-going.
 - o Filling and grading are on-going.
 - Progress on embankment and grading on the S.W. corner is on-going.
 - Adding the first lift of fill to facilitate pipe installation and prevent pipe installation and flotation is on-going.
 - o Installing sheet pilings.
 - Sheetpile installation to be completed.
 - Embankment and cap preparation activities is on-going.
 - o Ductbank Installation
 - Telecom Ductbank installation is complete.
- General Activities:
 - o Weekly OAC meetings are held every Thursday.
 - o City's court
 - 92nd ROW dedication.
 - Obtaining DCP South side 7.5' x 50' easement for WASD.
 - Clearing DCP SW corner NW 29th St. easement and ROW rededicating the unused ROW to the Central Park pending City Attorney review and recommendation.
 - CLOMR Management resubmittal by December 21st, 2021.
 - Completing the purchase of the State Land SE corner.
 - o KL regraded the Voter Temp Parking Lot to address flooding issues.
 - o Weekly OAC meetings are held every Tuesday.
 - o IT Department coordination is on-going.
 - o Art in Public Places is on-going.
 - o FF&E coordination is on-going.
 - Received indoor furniture proposal from JC White and relayed to Parks for review.
 - o Owner Direct Purchase is on-going.
 - 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 November 18th.
 - o Technical Proposal Page Turn Meeting on November 30rd.

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 late October.
 - o Conduit layout on the Parking Lot area is 40% complete.
 - Bollard installation is 25% complete.
 - o Conduit layout on the Share path/trails is 90% complete.
 - o Conduit layout on the park's big dog area 12% complete.
 - o Solar power bollards coordination with Park and Recreation Department concluded.
 - o Light poles scheduled for late November delivery
 - 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

- 20- Business Tax Receipt renewals for FY 2020-2021 processed this week.
- 25- Business Tax Receipt applications for new businesses have been received this week.
- 102- Business Tax Receipt renewals for FY 2021-2022 processed this week.
- 2- Alcohol Packets have been signed.

Planning and Zoning

- Addresses issued: 46
- Building Permits reviewed: 68
- Zoning Inspections conducted: 27
- Site plans reviewed/approved: 6
- Zoning verification letters: 1
- The Planning and Zoning Department participated in the Bonds Meeting Process Construction Management.
- The Planning and Zoning Director participated in the Mayor Agenda Review meeting.
- The Planning and Zoning Director attended the weekly meeting with Deputy City Manager.
- The Planning and Zoning Department participated in a meeting with the Applicant regarding the Modification to the Pattern Book and Amended Development Agreement for Midtown Doral.
- The Planning and Zoning Director participated in the Director's meeting.
- The Planning and Zoning Department submitted (2) items for the November 10, 2021 Council Meeting.

- The Planning and Zoning Department participated in a pre-application meeting for a proposed commercial redevelopment of the property located at 8705 NW 35th LN.
- The Planning and Zoning Director participated in a pre-application meeting to discuss site improvements for the property located at 8490 NW 58th Street.

Economic Development

- Coordinated with Beacon Council to support relocation of Windstar Cruises HQ to Doral.
- Met with Dr. Juan Carlos Corredor of Farmaceutica Internacional de Alto Costo in Cali, Colombia re: establishing a medical device distribution business in Doral.
- Hosted 54-member Honduran business delegation in coordination with Honduran Consul General and Honduran American Chamber of Commerce on October 15.
- Attended Doral Family Journal business networker at Sergio's Restaurant on October 15.
- Coordinated with Public Affairs to promote CAMACOL Doral event 'Small Business Summit' on October 27.
- Coordinated with Public Affairs to promote 'Minority Business Tools for Growth and Prosperity' business workshop with Florida State Minority Supplier Development Council, Miami Dade County and Business Valuations partner on November 4.
- Coordinated with Doral schools and PTSAs to organize PTSA Grant 2021-22 workshop.
- Met with Business Flare re: consulting project timeline.
- Met with Coco Mata, Top Group Miami re: business and sponsorship opportunities.
- Met with Pete de la Torre, CAMACOL Doral re: logistics of upcoming events.
- Met with Business View Magazine and Public Affairs director re: advertising opportunity.
- Coordinated ribbon cutting and Spend Local requests.
- 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 held discussions regarding Budget Coordinator with ICM, IDCM, Finance Director & AD; Asst Director attended Agenda Review; Attended Parks Bond Meeting.
- EnerGov Update: EnerGov 2021.1 latency issues persisting with staff reporting CSS interruptions and anomalies. Continue working with external users to provide manual upload services as needed to keep processes moving. Attended webinar "Improving Software Administration & Configuration Activities Using EnerGov Assist & CSAM. Item for post Go Live assistance submitted by IT for November agenda.
- HUMAN RESOURCES ACTIVITIES: Budget Coordinator interviews conducted Monday, October 18th and candidate selection forwarded to HR for processing. Vacancies: Building Inspector, Building Records Clerk, Mechanical & Structural Plans Examiner; System Analyst position for Development Services is also open.
- PROJECTS: Electrical Plans Examiner responded to building fire at 45/114 and placarded structure on 10/19. Building Official responded to resident complaint at 94/41 regarding concrete shrinkage and settlement and set meeting for Thursday, 10/21. Building Official responded to resident complaint of cracked floor tile at 47/114 and set meeting for Friday, 10/22.
- APPLICATIONS: 196 (up) Online Applications Received (all departments)
- PERMIT & PLANS REVIEWS: 200 (dn) Plan Reviews (all departments incl clerical)

- PERMITS ISSUED: 54 (dn) Permits Issued (all departments) with a construction value of \$2.8 million (dn) and \$47,049 permit fees collected (dn)
- INSPECTIONS: 438 (dn) Total Inspections Completed (all departments)
- PHONE CALLS: 606 (dn) total for 15+ hours (dn); 1,086 total calls (up) to all department extensions with 482 (44%) no answer (dn)
- LOBBY DATA (DORALQ): 160 (dn*) Total Building Dept Customers; 53 Lobby Daily Average, 19 mins (up) Lobby Wait Time (Weekly Average), Average Time Spent Per Customer = 16 mins (up) *Holiday week
- VELARO CHAT PORTAL: 2,759 (dn) Online Visitors, 0 of 8 chats completed, Handle time 0m

Active files in Review Coordinator as of 10/20/21:

- Review Coordinator - New: 152; Approved: 100, Failed: 5
- Permit Status (FEES DUE): 564 (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): 648 applications (dn) [may include reworks or 2nd round submittals]; (Backlog June (67), July (121), August (138), September (151), October (171) - *Backlog files may include items already touched or workflow has been abandoned; working on status change updates.

Code Compliance

- Department held monthly Special Magistrate hearing for the month of October, where 27 cases were successfully presented.
- Director attended special Military Affairs Advisory Board meeting.
- Department issued final cease and desist letter to local business for continuing to operate without required licenses and occupancy standards.
- Director & Assistant Director met with Public Works Director and Deputy City Manager to discuss upcoming beautification initiatives in the residential areas of the City.

Finance Department

- Accounts Payable: Processed 65 invoices; 49 checks printed for a total of \$922,818.
- The department continues to work with the City's external auditors Caballero, Fierman, Llerena & Garcia, LLP on the 2021 fiscal year-end audit and gathering the documents required in the Planning phase of the audit.
- Journalled the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).

PROCUREMENT

- A total of 75 PO's were created for a total value of \$94,793,098.

CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 10/21/2021

- Solicitation No. and Title: RFP No. 2021-09 – Construction of Pedestrian Bridge - FDOT
Dept: Public Works
Broadcast Date: 04/01/2021
Due Date / Bid Opening Date: 05/05/2021
Status: 3 Shortlisted Firms; Technical Proposals due on 11/18/21.
- Solicitation No. and Title: RFP No. 2021-11 – Design-Build Adaptive Re-Use Infrastructure Development
Dept: Public Works
Broadcast Date: 04/15/2021
Due Date / Bid Opening Date: 05/14/2021
Status: Anticipated Notice of Award 11/10/21.
- Solicitation No. and Title: RFQ No. 2021-17 – Transportation Master Plan Update
Dept: Public Works
Broadcast Date: 10/01/2021
Due Date / Bid Opening Date: 11/04/2021
Status: 16 Firms attended the Pre-Bid Meeting.
- Solicitation No. and Title: ITB No. 2021-18 – Stormwater Improvement - NW 89th Place & NW 24th Terrace
Dept: Public Works
Broadcast Date: 10/15/2021
Due Date / Bid Opening Date: 11/17/2021
Status: Pre-Bid Meeting Scheduled on 10/27/21.
- Solicitation No. and Title: ITB No. 2021-19 – NW 82 Street and NW 114 Avenue Traffic Signal
Dept: Public Works
Broadcast Date: 09/15/2021
Due Date / Bid Opening Date: 10/15/2021
Status: 3 Submittals; bids are being evaluated.

Human Resources

CURRENT JOB POSTINGS

- Assistant Community Center Supervisor, Parks Department, Closes on 10/28/2021
- AB Systems Technician, Information Technology, closes on 11/02/2021
- Building Inspector, Building Department, closes on 11/03/2021
- 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 (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
- 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 has begun working with different local venues to host the upcoming Employee Holiday Event
- HR is currently working with Cine Bistro to host an Employee Appreciation Event

NEW HIRES

- Ms. Maria Chourio, Receptionist/Recreation Service Aide, started on Tuesday 10/19/2021
- Ms. Elena Troia, Receptionist/Recreation Service Aide, starts on Monday 10/18/2021
- Ms. Salmin Monoar, Planner, starting on Monday 10/25/2021
- Ms. Christina Carmona, Recreation Facility Manager, starts Monday 10/25

Information Technology

- Resolved 92 % support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Troubleshoot with the Microsoft Support team the issue that some users are presenting when they try to activate their Office subscription.
- IT Technician Troubleshoot the Ricoh Secure printer issue with Microsoft Support.
- Met with the access control vendor to troubleshoot the issues in the multipurpose room and Doral Legacy Park.
- Replaced UPS batteries for two users.
- Desk relocation for the new Accounting Clerk for the Park and Recreation Department.
- Deployed Adobe Acrobat Pro for 8 users.
- Troubleshoot the Garage Overhead Door 1 SE and the Garage Overhead Door 2 SW with Public Works and the Intersection Technology Systems Analyst.
- 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 added 10 vehicles to the AVL solution. The Internal Affairs software was updated to the latest version. Budget IT related items were entered in the agenda for November's Council meeting. The IT supervisor attended an ARPA grant webinar. The final build of the Motorola PMDC custom pack for Doral was delivered, it will be tested next week with Miami-Dade County. Intersection cameras were imported into our RTOC platform. IT will work with the vendor to locate them properly on the map and optimize the viewing quality.
The main PD door was fixed after a fuse was blown.
- Systems Administration. This Week:
Review and Keep the backups if they are 100% operational.
Worked with the vendor to generate report to change the retention for the files that need to meet new retention policies.
Connected with backup support to collect logs to check the errors.

Increased space in the GIS Server.

I re-run the backups that failed yesterday and they worked with success today.

Weekly team meeting.

Fixed the backup credential for two servers.

Windows update scheduled task installed and restarted most servers last night, all successfully.

I re-run the backups that failed yesterday, and they worked with success today.

Meeting with the archiving support to rebuild the indexes for new searches.

Meeting with vendor to quote and analyze the new video repository.

- Security Manager

This week, over 90 emails were reported and analyzed for malicious intent. Continued remediation from security audit findings. Completed City-wide security assessment. Began enforcing password policy. Attended Security workshop.

- Provisioned new phones for the City's Attorney's office. Also, configured advanced phone features.

- Supported the Sr. Systems Analyst during an investigation of services disruptions.

- Finalized the configuration for the new network security appliances. Performed the migration to the new hardware appliances.

- Applied new licenses to the Firewalls' Central Manager.

- Continued to work on remediation's and following best practices as advised by a city's partner.

- Continued to monitor the Network and performed actions based on incidents.

- Participated in external and internal meetings.

- Supported the Intersections Analyst during troubleshooting of service disruptions.

- Elaborated custom phone reports and presented them to management.

- System Analyst- This week:

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

- Created tickets with Tyler support for newly reported issues

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

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

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

- Review and follow up on articles in Tyler Community page

- Worked on configuration for post upgrade implementation as needed

- Troubleshooted issues from newly upgraded system

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

- 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.- Applied Windows Update on the SQL servers.

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

- Application Development- This week:

- Created store procedures for issue permits and payments.

- Monitored email queue table.

- Updated IO Email: Inspection Results.

- Fixed website calendar issue.

- Assisted with Tyler 311.

- Participated in Dude solution project 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.
- GIS meeting with vendor about real-time transportation/parking.
- As per planning/zoning dept's request, added new field in GIS software and overwrite it to system. Created scripts, tested web app and into production.
- As per planning/zoning dept's request, created the adaptive reuse area to future land use map.
- Redeveloped GIS web app and created another web app for building dept.
- 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.
- Working with contractor to completed conduit repairs and fiber run between SEC and NEC pole at NW 107Av & 25 St (Site22).
- Started with the installation of the UPS ,Meanwell 48V power supply ,breaker panel and surveillance camera server at Morgan Levy Park IT room.
- Started the coordination of the LPR system installation at Site I with HP Electric and Vetted Security Solutions.
- Smart City projects are underway:
- FPL 2 LPR Poles/Public Safety Project:
Vendor informed Site I is being completed; area is being restored. Waiting on Miami Dade for sites 27 and 30 as this week will be resubmitted after addressing comments received. Vendor has submitted to the city of Doral MOT permit requirements.
Project is 69 % completed.
- HRIS New System Project
Legal is reviewing agreement, we are waiting approval to start the Project Charter and meet with Paycom to start initiation phase.
Project is 21% completed
- Upgrade Facility Dude Project
We are performing trainings with Technicians, Requestors and Supervisors this week. Parks and PW are completing verification of data with testing with each department including Parks, Streets, Facilities and Storm Water which are almost done. We are completed Test plan and acceptance criteria in environment for Stormwater, Parks, Streets and Facilities. We will obtain sign-off from Parks and PW this week before going alive. We are waiting on going alive Nov 1 without interface connector with the API between Tyler311 and new Assets Essential system. Before we Go alive Our City of Doral team will need to update and clean inventory, users, assets, locations, GIS layers and data required. We are designing how will we perform roll-out including requestors of each department.
Project is 77% 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

Parks and Recreation

- Parks Director attended weekly meeting with Acting Deputy City Manager to discuss ongoing department items.
- Parks Director & Assistant Director met with the City Manager & City Attorney to discuss Doral Central Park.
- Youth Basketball League held games at Doral Legacy Park.
- Special Needs Specialist held weekly Basketball & Softball practices.
- Special Needs Coordinator attended the Special Needs Advisory Board meeting on 10/19.
- The Silver Club hosted a Luncheon & Seminar discussing Medicare Part D at Doral Legacy Park with 30 participants.
- Events team held Trunk-or-Treat & Movie Night at Downtown Doral Park on 10/22.
- Events team held Wellness Wednesday in partnership with Mind Body Social at Doral Legacy Park on 10/20.
- Full Moon Yoga was held at Doral Glades Park on 10/20 with 50 participants.
- Parks staff and Public Works installed Pumpkins, Hay Bales & Fall decorations at City monuments.

Police Department

Arrests

- Felonies: 4
- Misdemeanors: 10
- Traffic: 0
- Warrants: 6
- DUI:

Traffic Citations

- Hazardous Moving Violations: 342
- Non-Hazardous Moving Violations: 286
- Disabled Parking Violations: 6

Civil Citations

- Civil Citations: 1

Notable Arrests & Incidents

Lewd/Lascivious Battery on a Child 12-16

Concealing Weapon/Carrying

Doral Police Detective were task to investigate a Lewd and Lascivious Battery case. Detectives met with the victim who is a minor regarding the allegations. Victim told detectives, she went to a party where she played the “truth or dare game” with other people that attended the party along with the male subject. The victim told detectives that during the game, she was dared to perform oral sex on the male subject who is an adult.

The victim also told detectives that this act had been recorded by another person and then was shared to others via text messages. Detectives confirmed this allegation utilizing investigative tools that the male subject had in fact committed the crime against the victim. The male subject was arrested and transported to TGK.

Use of Antishoplifting/Inventory Device

Petit Theft

Doral Patrol Officers were summoned to the area of 1455 NW 107th Avenue regarding a theft. Upon arrival, officers met with the victim who told them that the female subject was observed concealing items inside of her purse. The female subject was then detained as she exited the location until police arrived. The female 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

10/14/2021 to 10/20/2021

- Logistics and Flyer conversion and announcement on the Jumbotron for the Halloween Safety event 10-26-21 @ City Place 8450 NW 36 St.
- Follow up on attending the Doral Gates HOA meeting in September.
- Meeting with Lidia Property Manager of Doral Atlantic dropped of Pink Car and collected American Cancer Donation. NW 74 St & 107 Ave.
- Forwarded concern received from Ms. Canchola regarding vehicle using center lane during arrivals @Downtown Doral Upper school.
- Initial contact with Ms. Linares unknown address, phone, or community name- received via email-regarding neighbor throwing lit cigarette butts into her yard.
- Follow up with Palmetto Ford and Finance regarding box truck rentals for the Thanksgiving Food Drive.
- I forwarded a concern that was received for traffic crash reported under Doral Police Case 210913-017733 to Sgt. Ten III.
- Logistics for the cancer awareness Softball Tournament Cancer Fundraiser. Checked BBQ's and propane tanks. All working, tanks need to be filled.
- Publix Doral Commons 7550 NW 104 Av logistics for Citizens Academy.
- Papa John's Pizza NW 97 Av & 41 St Citizens Academy logistics.
- Fellowship Christ Church inquiry regarding fundraising with Police Pink Car
- Global Shield Network Conference (City of Miami).
- Cancer Awareness Car Wash Event.
- 10500 NW 74th St. Atlantic Apartment rental (ref. pink car, met with staff).
- 6700 NW 104th Ave. Doral International Art and Math school.
- 7586 NW 104th Ave. Love Fries (Safe Cam/Trespass program).
- 10450 NW 41st St. Hellman's Worldwide (Logistic)
- 8651 NW 13th Terr. Walmart (Logistic).
- 5300 N 102nd Ave. Morgan Levy Park check.

Upcoming H.O.A.s and Meetings

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 63,955 (86 additional followers)
- SOCIAL MEDIA HIGHLIGHT: Facebook page views increased 12%; Twitter followers increased by 9.
- *TOP POST OF THE WEEK- Facebook post Citizen's Academy registration (1.1k in reach; 52 click throughs resulting)
- Promoted multiple city events/initiatives including but not limited to: CSX Railway Closures, Call to Artists, CAMACOL summit, State of the City, #DoralDoggies campaign
- Design/Web Projects – State of the City program, Updates to City website
- Meeting with media companies for potential advertising opportunities in new fiscal year
- Completion of State of the City Talking Points
- Attended Commission on the Status of Women Advisory Board Meeting as liaison
- Film Permits:
 - o Telemundo/NBC at Downtown Doral Park (reality show – “Asi se Baila”)
 - o Telemundo/NBC at Downtown Doral Park (reality show – “Nuestra Belleza Latina”)
- Events:
 - o Coordination of State of the City – October
 - o Logistics for Southern Command Reception
- Videos:
 - Published – Hispanic Heritage Celebration Highlight Video
 - In production – State of the City Highlight Video
 - In production – State of the City – Speech b-roll
 - In production – Spend Local – Casa Linda

Public Works

- Addressed comments for Chapters 9, 15, and 18. Still working on 3 & 17 to complete the APWA Accreditation process. Final date to submit everything that is pending 10/28/2021.
- The Safety & PWD Training Program Plan has been approved and a schedule has been developed in Microsoft Teams to have all PWD employees receive the required trainings on the frequencies that are needed from the FMIT library of trainings.

- Attended the Forum “Net Zero by 2050: Implications for South Florida”
- Received approval of application to become a member of the Florida Sustainable Director’s Network (FSDN) by Glen Hadwen, Sustainability Manager for City of Fort Lauderdale and member of the State Board.

Transportation:

- Attended the 2021 Citizen’s Independent Transportation Trust (CITT) Annual Municipal Workshop, Day 1: Reporting & Compliance.
- Met with Miami-Dade County and the Miami-Dade Public School Board to discuss the traffic study and recommendations for the proposed Dr. Toni Bilbao Preparatory Academy expansion.
- Met with A&P Consulting Transportation Engineers to discuss the findings and recommendations of the NW 107 Avenue and NW 86 Street and NW 88 Street Assessment.
- Conducted field assessment to identify new trolley stops for the Route 2 service expansion.