



Memorandum

To: Honorable Mayor and City Council

Date: July 26, 2021

From: Hernan M. Organvidez, Interim City Manager

Subject: **Weekly Council Update/ July 18 - July 24, 2021**

City Manager's Office

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

POLICE

- Calls for service were up by 12%
- Police responded to an armed robbery at the Bath and Body Works inside International Mall where a man armed with a can of bear repellent stole some candles and sprayed some of the employees and patrons as he was fleeing. The subject ran out of the mall and hailed a taxicab. Approximately 35 people were treated on the scene by Fire-Rescue for exposure to the chemical agent. One employee of the store had to be transported to an area hospital. This case attracted wide media exposure by local and national television and newspapers.
- Police investigated a traffic crash where a cyclist was struck by a vehicle on I 14 Avenue and 53 Street. No serious injuries.
- Police is monitoring the upcoming Rolling Loud Festival scheduled in Miami Gardens this weekend. As it's happened in the past many of the attendees stay in Doral hotels and frequent our businesses.

INFORMATION TECHNOLOGY

- Worked with TYLER staff throughout the weekend as we prepare for the upgrade test.
- Consultant to provide a "smug screen" as part of the testing environment.

FINANCE

- An employee of the Finance Department tested POSITIVE for COVID-19.
- Other employees are being tested.
- Final Budget Draft being presented.
- Staff working on the 5-year budget.

PLANNING & ZONING

- Public Arts Advisory Board Meeting this week: A Call for Artists process is on the agenda.
- Decorative Bicycle Racks.
- Conducting interviews for Planner.

HUMAN RESOURCES

- Two City employees have tested POSITIVE for COVID-19.
- Waiting for Evergreen Final Report.

PUBLIC WORKS

- Conducting interviews for Assistant Public Works Director.
- Interviewing for Laborers. This will provide greater coverage.
- Installation of Simulator in the Police Training and Community Center.
- Engineer accepted the position.

COMMUNICATIONS

- “Best of Doral” campaign has begun and will conclude on August 23, 2021.
- Increase in odor control complaints.
- Design for fencing coverage for Cultural Arts Center, Trails and Tails Park, and White Course Park has been submitted for approval.

PARKS AND RECREATION

- Coordinating with the Police Department the National Night Out and the Back-to-School event scheduled for August 3, 2021.
- Preregistration for backpacks will begin today. It will be limited to 800 backpacks for Doral residents only.
- Replacement of the air conditioning unit at Trails and Tails Park.

BUILDING

- Welcome aboard to Vince Seijas, Building Official.
- 30-Day Notice was issued to Elite Center.

CODE COMPLIANCE

- 311 Demonstration with EnerGov.
- Handled a violation involving a food truck.
- Increase involving complaints regarding cracks in buildings due to greater awareness after the Surfside Collapse.
- Developing a process to address anonymous complaints which can no longer be received due to new legislation

- Interim City Manager and Deputy City Manager along with Information Technology Director, Ms. Gladys Gonzalez and Information Technology Staff held meeting with Crowe, LLC auditors to follow up on the IT Penetration Draft Report.

- Interim City Manager and Deputy City Manager along with Special Assistant to the City Manager, Mr. Rey Valdes, City Attorney Figueredo, Information Technology Director, Ms. Gladys Gonzalez and Assistant Information Technology Director, Mr. Carlos Olivares held meeting with EnerGov Consultant.

- Interim City Manager and Deputy City Manager along with Special Assistant to the City Manager, Mr. Rey Valdes held meeting with Tyler regarding EnerGov issues.

- Interim City Manager held weekly meeting with Information Technology Director, Ms. Gladys Gonzalez and Assistant Information Technology Director, Mr. Carlos

- Interim City Manager held weekly meeting with Finance Director, Ms. Matilde Menendez.

- Deputy City Manager held weekly meeting with Planning and Zoning Director, Mr. Javier Gonzalez and Assistant Planning and Zoning Director, Mr. Zafar Ahmed.

- Deputy City Manager held weekly meeting with Economic Developer, Mr. Manuel Pila.
- Interim City Manager and Deputy City Manager along with Special Assistant to the City Manager, Mr. Rey Valdes held meeting with information Technology Director, Ms. Gladys Gonzalez, Building Director, Ms. Jane Decker, System Analyst, Ms. Eyllin Fernandez, Sr. Software Developer, Mr. Sadiel Blanco, Building Development Services Coordinator, Mr. Carlos Diaz and Building Plans Examiner, Mr. Alex Garcia to discuss EnerGov issues.
- Deputy City Manager attended 2nd Floor Leadership Meeting.
- Deputy City Manager attended Bi-weekly EnerGov Stabilization Project Status Meeting.
- Interim City Manager and Deputy City Manager along with City Attorney Figueredo held meeting with Public Works Director, Mr. Carlos Arroyo to discuss MOT Fees.
- Interim City Manager and Deputy City Manager held meeting with Planning and Zoning Director, Mr. Javier Gonzalez and Public Works Director, Mr. Carlos Arroyo regarding Potential Development of the Lemon Property.
- Deputy City Manager attended Doral/EnerGov Review along with City's and Tyler's Staff.
- Deputy City Manager held weekly meeting with Parks and Recreation Director, Ms. Erin Weislow.
- Deputy City Manager held weekly meeting with Building Official and Floodplain Administrator, Mr. Vince Seijas and Building Director, Ms. Jane Decker.
- Interim City Manager and Deputy City Manager along with City Attorney Figueredo and City Clerk Diaz held Agenda Review with all Department Directors for the Council Meeting to be held August 11, 2021.
- Deputy City Manager held weekly meeting with Code Compliance Director, Mr. Edgard K. Estrada.
- Interim City Manager and Deputy City Manager along with Building Director, Ms. Jane Decker, Building Development Services Coordinator, Mr. Carlos Diaz, held meeting with Mr. Pablo Szprynger and The Padron Group regarding Permits for Shopping Center at 87 Avenue and 56 Street.
- Interim City Manager held weekly meeting with Human Resources Director, Mr. John Prats and Assistant Human Resources Director, Ms. Rita Garcia.
- Deputy City Manager along with City Department Staff attended Doral/EnerGov Review meeting with Tyler.
- Interim City Manager and Deputy City Manager held Bond Meeting Process with AECOM staff members regarding Construction Management.
- Interim City Manager and Deputy City Manager conducted second round interviews for the Assistant Public Works Director position.

- Deputy City Manager held weekly meeting with Public Works Director, Mr. Carlos Arroyo.

Capital Improvement Project Manager

Doral Cultural Arts Center:

- General Construction Activities:
 - o Drainage installation/excavation
 - Drainage system installation continues on north and west portions of the site.
 - Manholes, inlets, and HDPE piping on-going.
 - o Contractor smoothing the letters and correcting any pour flaws.
 - o Segments of drainage system have passed inspection and are backfilled. Construction is on-going.
 - o Grade beam and Column foundations excavations, reinforcement placement and formwork are on-going.
 - o KVC submitted four week lookahead on July 19th. The following activities will be performed in the upcoming weeks:
 - Form and pour slab on grade are on-going.
 - Shoring and precast joist installation are on-going.
 - Roof level deck formwork.
 - Roof level beams and slab rebar install.
 - MEP deck rough-in.
 - Roof Level pour.
 - Roof Level form release.
 - o KVC will begin tree root pruning/tree protection in the park in August.
 - o KVC is working on the irrigation line relocation is on-going coordination with the sub-consultants.
- On-going construction submittals/RFI's.
- IT Department provided revised location of cameras on July 7th.
- KVC provided feedback on the camera's relocation on July 20th.
 - Project Manager provided to IT Department on July 22nd.
 - Coordination is on-going.
 - IT Department provided quotes for Access Control on July 22nd.
- AT&T pull box relocation on-going.
 - o AT&T confirmed on July 13th the scheduling relocation work and ordered terminal.
 - o Coordination is on-going.
- Art in Public Places Package submitted to City of Doral Planning and Zoning Department on June 23rd.
 - o Hearing postponed to mid-August as some of the elements included on the package were disqualified by Planning and Zoning.
- Weekly OAC Meetings were changed to bi-weekly.
- PMT coordinated precast joist signing with Public Affairs on July 20th.
 - o Scheduled for Tuesday August 3rd.
 - o Public Affairs will provide a backdrop sign, table, and a podium for the Mayor.
 - o Mayor, City Council members, City personnel, PMT, KVC and B&A personnel will sign a joist with a permanent marker.
 - o KVC will grade the entrance and add fresh aggregate to walk on.

Morgan Levy Park:

- Project completed.
- Financial closeout.
- MDC DERM Grease permit in review.
 - o Dry Run permit application was submitted to City of Doral Building Department on July 15th.
 - o Fees paid on July 20th.

White Course Park:

- Permitting process is on-going:
 - o City Manager released the installation of the sewer lateral within City's private property on July 22nd.
 - o Pavement marking permit approved on July 23rd.
 - o Miami Dade WASD permit is on-going.
- General construction activities:
 - o Wall electrical rough-in completed.
 - Inspection passed.
 - o Formwork and reinforcement work for tie beams 100% completed.
 - o Tie beams concrete pour 100% complete.
 - o Building door frames infill 80% complete.
 - o Electrical conduit layout on the west side of the property completed.
 - o Sewer extension approved on July 22nd to continue the East side portion of the site.
 - o Site flat work is on-going
 - o Irrigation sleeves installation on going
- RFI's Submittals are on-going.
 - o IT Department provided comments on all RFI's.
- On site progress meeting was held July 14th.
- Art in Public Places coordination is on-going.
- Coordination with IT Department for required elements finalized.
 - o On site meeting with IT Department, Crown Castle Contractor and PMT was held on July 21st.
 - o IT Department pending to provide Vendor's quotes/proposals.
 - IT included Crown Castle Contract Proposal to be discussed during August's Council meeting.

Doral Meadow Park:

- Pergola lap joints warranty work:
 - o Warranty work completed on July 14th.
 - Final Inspection with City's Personnel for final approval scheduled for July 28th.

Doral Central Park:

- Permitting Process is on-going:
 - o CLOMR application was submitted to FEMA.
 - Currently under review by FEMA.
 - o Phase I Soil Improvements:
 - City of Doral Building Department review completed.
 - Bermello-Ajamil resubmitted Revision 4 comments.
 - City of Doral is now on concurrence review.
 - Restroom Holding Tanks removal permit issued.
 - CRA submitted WASD Permit Drawing on July 6th.

- Comments received on July 13th.
 - CRA resubmitted on July 15th.
 - Fees paid and is now in concurrent review.
- Phase IV Recreational Center/Lake Wall Foundation:
 - City of Doral Building Department rework review completed.
 - Received comments from Structural, Plumbing, Floodplain, Electrical, and Building.
 - Bermello-Ajamil addressing comments.
 - MDC DERM under review.
 - Bermello-Ajamil addressing comments.
 - MDC Fire waiting for resubmittal (WASD permit).
 - MDC CORE waiting for resubmittal (WASD permit).
 - Department of Health Pool Permit Applications in review.
 - Geothermal well permit application submitted the Week of July 5th.
 - Currently under review.
- Phase II & III Amphitheater, Ballfields and Skate Park:
 - City of Doral Building Department review completed.
 - Received comments from Structural, Plumbing, Mechanical, Floodplain, Electrical, and Building.
 - Bermello-Ajamil addressing comments.
 - Plans to meet the temporary irrigation needs of Phase 2/3 on turnover are being finalized.
- General Activities:
 - Weekly OAC meetings on-going.
 - Art in Public Places approved for Council Recommendation.
 - Design Team addressing/implementing committee comments.
 - FF&E coordination is on-going.
 - Access control is being reviewed by the Program Management Team, Bermello-Ajamil and IT Department to ensure properly system.
 - Access Control Coordination Meeting to discuss Conduit Layout/Termination was held July 22nd.
 - City approved Temporary FLP easement for temporary power on the site.
 - Final review will be routed to Legal Department for review.
 - Park and Recreation's shipping container site relocation coordination:
 - Pad is ready for relocation on site for easier access for Park's staff.
 - Coordination meeting with Parks, PMT and contractor scheduled for July 26th.
 - Plans for temporary parking for 2021 voting election is being developed.
 - Kaufman Lynn, Bermello-Ajamil and the PMT conducting a final review of the Ball Field drainage grading plans.

Doral Boulevard Pedestrian Bridge:

- RFP #2021-09:
 - Design-Build Firms participation in One-on-One Alternative Technical Concept Discussion Meeting is scheduled for July 16th.

Trail Network:

- Sharrows Interlocal Agreement submitted to MDC on-going.
- Amendment to H&J contract accepted by the City's Attorney.
 - Work Order anticipated to be issued by next week.

Trails and Tails Park (Lighting Improvements):

- Lighting poles and bollards shop drawing submittals on-going.
- Construction Phasing Schedule and Diagram with pedestrian access completed.
- Coordination with Public Affairs for horizontal banner and A-Frame Design completed.
 - o Project Manager sent approved design to contractor for printing.

Additional Items:

- PMT weekly Status of Projects held every Wednesday.
- Quarterly Park Bond Projects Report submitted for August Council Meeting.

Preparing Annual Staffing Work Plan PMT.

Planning and Zoning

Occupational Licensing

- 48 Business Tax Receipt renewal for FY 2020-2021 processed this week.
- 40 Business Tax Receipts applications for new businesses have been received this week.
- 0 Alcohol Packets have been signed
- 0 new Temporary Outdoor Dining Permits (58 Temporary Outdoor Dining permits issued to date).

Planning and Zoning

- Addresses issued: 5
- Building Permits reviewed: 36
- Zoning Inspections conducted: 14
- Site plans reviewed/approved: 1
- Planning and Zoning Director participated in a meeting with Kenia Palau, Chief Licensing Officer, to discuss an update on BTR Expired List & Renewal Notices.
- Planning and Zoning Director participated in a meeting to discuss One-On-One Alternative Technical Concept Discussion Meeting No. 2-RFP #2021-09 Construction of Pedestrian Bridge.
- Planning and Zoning Director attended the weekly Staff Meeting.
- Planning and Zoning Director participated in a department staff meeting to discuss the Revision to PUD, DMU, and CMU Zoning Districts Workshop- August 2.
- Planning and Zoning Director participated in a meeting with Tindale & Oliver to discuss the Décor District Action Plan Workshop.
- Planning and Zoning Director participated in a Planning & Zoning Department Staff Meeting.
- Planning and Zoning Director participated in a meeting to discuss adaptive reuse project -5600 NW 84 Ave.
- Planning and Zoning Director attended a meeting with the City Attorney.
- Planning and Zoning Director participated in a meeting to discuss the Modification of Midtown Doral PUD Phase 2/35-3008-000-0041- 3rd Resubmittal Letter.
- Planning and Zoning Director attended the Biweekly 2nd Floor Leadership Team Meeting.
- Planning and Zoning Department Staff conducted Planner interviews with (3) candidates.
- The Planning and Zoning Director attended a meeting to discuss the Potential Development of the Lemon Property.
- The Planning and Zoning department staff participated in the weekly Doral/EnerGov Review meeting.
- The Planning and Zoning department staff participated in a Pre-Application Meeting- NE corner of NW 87 Ave & NW 27 St.
- The Planning and Zoning Director attended a meeting to discuss the Agenda Review.
- The Planning and Zoning Director participated in a meeting with IT to discuss P&Z Metrics/Dashboard.

Economic Development

- Met with Bill Lage, Image International Corp. re: business attraction strategy.
- Participated in Diario Las Americas interview for Doral special section.
- Coordinated SBDC @ FIU workshop series.
- Met with Councilman Puig-Corve re: business assistance events.
- Met with Xpacity smart city kiosk agent re: Doral pilot project.
- Met with Business Flare and Public Affairs re: Downtown Doral Arts District and Doral Décor District websites.
- Completed State of the Economy message for FY22 Budget.
- Administered ongoing 2020 CBO Grants, Façade Grants, PTSA Grants.

Building Department

- ADMIN: Director & Building Official attended weekly staff meeting, Director & BO attended DCM Weekly Meeting, FHWA ADA Webinar for LPA Transition Plan, Agenda Review, BO attended Board of Rules & Appeals Meeting (BORA) for discussion on 40-year Recerts, and Parks Bond Meeting, Public Arts Program Committee Meeting
- EnerGov Update: Team attended meetings with EnerGov Consultant, Tyler Team; TEST & TRAIN environment upgrades
- HUMAN RESOURCES ACTIVITIES: The department welcomed Building Official Mr. Vince Seijas on Monday, July 19, 2021. Department hosted interview panel for vacant Plumbing Inspector position. Permit Clerk position closed, and candidates and panel forwarded for approval.
- 2nd FLOOR LEADERSHIP TEAM MEETINGS: Discussion on standardized protocols for structural complaints that come into Code Compliance and the partnership with Building; Flood ordinance update discussion on language to be updated as required by ISO
- PROJECTS: TCO eminent on Baptist Hospital project; BO met with PMT for Doral Central
- APPLICATIONS: 174 (dn) Online Applications Received (all departments)
- PLANS REVIEWS: 203 (dn) Plan Reviews (all departments)
- PERMITS ISSUED: 81 (up) Permits Issued (all departments) with a construction value of \$1.2 million (dn) and \$35,698 permit fees collected (dn)
- INSPECTIONS: 427 (up) Total Inspections Completed (all departments)
- PHONE CALLS: 699 (up) total for 24+ hours (up); 1147 total calls to all department extensions (up) with 551 (48%) no answer (up)
- LOBBY DATA (DORALQ): 231 (dn) Total Building Dept Customers; 46 Lobby Daily Average, 27 mins (up) Lobby Wait Time (Weekly Average), Average Time Spent Per Customer = 16 mins (dn)

- VELARO CHAT PORTAL: 3,839 (up) Online Visitors; 8 (dn) missed engagements; 0 engagements Ave Handle Time: 0m; Building considering discontinuing for FY22
- 70 Approved Submittals pending invoicing and permit issuance. As we discovered week of 7/9, data in this bucket includes work that may have been previously issued or work that is still pending 1 or more item reviews. Team is expected to review in 2021 test environment later this week for version fixes.
- 372 new files pending kick-off for review. Similar note to above.
- 8 failed submittal requiring rework. (Accurate number)
- Permit Status (FEES DUE): 399 (up) permits with payments pending for permits or reinspection fees (This includes processes that may have been paid and not issued by the clerk yet. A 2021 fix in notifications/tasks is expected to help this issue.)
- Permit Status (ISSUED, INSPECT): 2,727 (up) active permits (1031,1696)
- Permit Status (SUBMITTED – ONLINE): 406 applications (up) (Backlog April (4), May (8), June (128), July (265)) - *Backlog files may include items already touched; working on status change updates.
- Item Review Status (BLUEBEAM QUEUED): 795 (dn) item reviews pending in all depts/trades

Code Compliance

- Department attended Tyler 311 training to familiarize all staff in replacement to our current request module.
- Director assisted Public Works Department in interviews for their vacant Assistant Director position.
- Director and Assistant Director visited local restaurant to discuss ongoing noise complaints with owner.

Finance Department

- Accounts Payable: Processed 83 invoices;
- Journalized the daily transactions for Cashier, Parks and Recreation Department and online payment system (OPS).
- Continued working on FY22 Budget.
- Processed the payroll for staff for pay period ending July 14, 2021.

PROCUREMENT

- A total of 15 PO's were created for a total value of \$\$96,040.44.

CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 07/23/2021

- 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 Evaluation Committee Scheduled for 08/18/2021.

- 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; City Engineer completes review of ATCs and notifies Design–Build Firms scheduled on 08/06/21.

- 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; Technical Proposal Page Turn Meeting Scheduled on 7/27/21.

- Solicitation No. and Title: RFP No. 2021-12 – Legislative Lobbying Services
Dept: City Manager’s Office
Broadcast Date: 04/22/2021
Due Date / Bid Opening Date: 05/25/2021
Status: Award Recommendation made.

- Solicitation No. and Title: RFP No. 2021-13 – Towing and Wrecker Services
Dept: Police
Broadcast Date: 05/13/2021
Due Date / Bid Opening Date: 06/16/2021
Status: Award Recommendation Made.

- 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: Pre-Bid Meeting Scheduled for 07/28/21.

Human Resources

CURRENT JOB POSTINGS

- Building Inspector, Building Department, Open Continuous
- Chief Mechanical Inspector, Building Department, Open Continuous
- Mechanical Inspector (PT), Building Department, Open Continuous
- Park Ambassadors (Temporary), Parks & Recreation Department, Open Continuous
- Planner, Planning & Zoning Department, Open Continuous
- Plans Reviewer, Public Works, Closes on 08/02/2021
- Plumbing Inspector, Building Department, Open Continuous
- Police Officer, Police Department, Open Continuous
- Structural Plans Examiner, Building Department, Open Continuous
- Recreation Facility Supervisor, Parks & Recreation Department, Closes on 07/29/2021
- Special Needs Coordinator Parks & Recreation Department, Closes on 07/29/2021

SPECIAL PROJECTS

- The Human Resources Department worked with the City’s insurance broker of record, National Marketing Group Services (NMGS), to evaluate their recommendation for the FY2021/2022 employee benefits package, which includes medical, dental, vision, life, short-term,

and long-term disability insurance. HR has prepared the recommendation for City Council approval at the August 11, 2021, Council meeting.

- HR continues to manage and coordinate COVID-19 related exposures and quarantine periods.
- HR received the final Compensation and Classification report and solution from Evergreen Solutions, LLC and has prepared the report for City Council approval at the August 11, 2021, Council meeting.
- HR continues to revise the Employee Policy and Procedures Manual for legal sufficiency review.
- HR has once more received recognition, Gold Status, with the 2021 Aetna Making a Difference Award. Congratulations to all City employees as we all share in this outstanding recognition.
- HR continues to work with the Crowe internal Auditors, providing requested documents.
- HR participated along with the Finance and Information Technology Department as voting members for the Human Resources and Payroll Information System RFP.

NEW EMPLOYEES

- Vince Seijas, Building Official, Building Department, start date 7/19/2021

Information Technology

- Public Safety Support - This week, the PD IT upgraded our false alarm software. IT began prepping for the RTOC platform, the checklist provided by them is almost complete. In order to be more efficient during shift bid, we are venturing out for a software that can handle the shift bidding instead of being performed manually how it currently is. IT is working with its LPR vendor to address an issue on the tag alerting software. The IT years audit is about 90% complete. IT is testing a newer version the County CAD system.

- Systems Administration. This Week:

Review and Keep the backups if they are 100% operational.

Fixed Windows update in a server in Doral PD.

Change Control Virtual team meeting.

Ran Windows Update in some servers and restarted.

GPO IE EnerGov - tested and applied to Building, Planning and zoning, Code compliance and Public Works.

Fixed Windows Updated that failed in 3 Windows Servers in City Hall with Microsoft.

Created new VM to Police Department IT supervisor in our Cluster in PD.

Assisted the IT Supervisor in PD to upgrade their file server at night.

Ran Windows Update in some servers and restarted.

Virtual Meeting with team about Crowe findings.

Changed GPO to get Domain Controllers configuration changed.

Changed the GPO that manages the local administrator for PD.

Checked in a file server if the retrieve file was working for an user.

Extended the schema in Doral PD to add the LAPS attributes

Grant permissions to Domain Computers and Domain servers to change their administrator password.

Created GPO to configure LAPS and linked to OU Domain Computers and Domain servers

Created GPO to Deploy LAPS and linked to OU Domain Computers and Domain servers

Virtual Meeting with consultant to configure new Police department Virtual Server.

- Security Manager

This week, over 68 emails were reported and analyzed for malicious intent. Continued remediation from security audit findings. Assisted Sr. Systems Analyst in deploying a password management solution. Assisted AV Technician with setting up service accounts for his monitoring software. Conducted City-wide security awareness simulation.

- Resolved 91 % support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Troubleshoot the Kronos machine to set all clocks to automatically collect all punches as they are recorded.
- Replaced The Kronos machine at the Public Works Station.
- Installed new Laptop for Building Official.
- Granted access to the citymanageroffice@cityofdoral.com mailbox to CM Office staff.
- Troubleshot the garage gate SW to the City Hall.
- Continue to work on reconciliation of physical inventory of IT equipment.
- Network Administration
- Participated in external and internal meetings.
- Modified the call flow on the primary DID for the Planning and Zoning Licenses division, as requested by users.
- Performed an On-site Wi-Fi survey at Doral Downtown Park. Worked on solutions and with vendors for City's services at the park.
- Supported users from the Police Department during troubleshooting of phone services on the PD EOC.
- Supported the AV System Analyst during troubleshooting and configuration of new AV services.
- Investigated phone calls incidents and performed actions to mitigate them.
- Created communication channels to support new services from the Police Department. This included configuration of new policies on edge devices.
- Met with a city's partner and planned network design and initial logistics for an upcoming hardware refresh project.
- Troubleshot of network services disruptions at the Doral Trails and Tails Park.
- 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.
- Provided support to the City and PD Help Desk.
- System Analyst- This week:
 - Attended weekly support calls with Tyler support team and the different city departments
 - Troubleshot and created tickets with Tyler support for outstanding issues
 - Assisted citizens with portal account registration and login issues
 - Followed up on all opened tickets with Tyler support and City Hall respective departments
 - Attended Bi-Weekly EnerGov Stabilization Project Status Meeting
 - Assisted Help Desk Supervisor with support calls and Help Desk tickets
 - Deployed Internet Explorer setting changes to all departments that use EnerGov
 - Assisted Finance department with Munis workflow modifications
 - Troubleshot Kronos clocks communication issues
 - Assisted IT technician with replacement and configuration of Kronos clock
 - Reviewed Release Documents and Testing Guide regarding upcoming system upgrade
- AV Team supervised vendor equipment maintenance/troubleshooting
- 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
- 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.

- Database Administrator:

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

- 2.- Working on the migration of the Existing Power Bi Database to a new repository server.

- 3.- Assisted the GIS Developer in troubleshooting database issue performance.

- 4.- Assisted the IT Directory to create a report for the Internal Dashboards metrics.

- 5.- Attended meeting with the Planning and Zoning Director to go over the Internal Dashboard metrics data.

- Application Development- This week:

- Implemented GIS changes and EnerGov settings in Production Environment for Parcel Number.

- Assisted with Dynamic CRM access.

- Updated CRM Accomplishment report.

- Updated 311 Code Enforcement service types.

- Updated Doral-Q for BD new settings.

- Worked on BTR description to business use field mapping.

- Participated in EnerGov meetings.

- GIS Administration- This week:

- Continue to conduct systems and communicate with vendor and internal Information Tech team.

- GIS meeting/interview with consultant.

- Contacted city departments to update GIS maps from GIS portal.

- Transition system from TEST environment to PROD environment.

- Test GIS enterprise staging environment.

- Communicated user's support.

- Continue to rebuild and test systems.

- Weekly GIS maintenance.

- Smart City projects are underway:

- FPL 2 LPR Poles/Public Safety Project:

We coordinated the activities for the installation of enclosures and camera. Vendor informed they applied for the permits from Miami-Dade after performing corrections, but they haven't been approved. We continue the process to start construction and ensure all paperwork for approval of MOT is obtained. We are also preparing requirements and coordinating installation of enclosures and camera at site 13.

Project is 68 % completed.

- WCCD 37122- New Smart City Certification Project

We are the first American City who has obtain this WCCD ISO 37122 Early Adopter Certification. This second level Smart City certification focuses on Sustainable Cities and Communities.

Project is 100% completed

- HRIS New System Project

Evaluation committee will meet tomorrow for RFP evaluations. We had bid opening May 20 after answering some vendors questions of the pre-bid sessions related to detail requirements for each module utilized in the HR department including payroll, time & attendance, performance, learning, core HR and e-forms. Team will continue waiting for RFP answers from vendors. Evaluation Committee will meet June 23rd.

Project is 21% completed

- Upgrade Facility Dude Project

New project plan was completed and will be address this week in Project status meetings. We continue with trainings for Work order and reporting next week. Facilities/Physical Plant Module, Storm Water Module and Parks, Recreation Module. We had Kick-off and agenda of many tasks to perform Clean up on excel sheets including users, assets, locations, GIS layers and data required. GIS questionnaire was completed and delivered.

Project is 19% completed

- WCCD 37120- Yearly Smart City Certification Project

Auditors have submitted comments, we are updating information for our workbook. We are waiting for Department of Agriculture to provide food security environmental information. This week we completed all the review for information. We will re-submit workbook for review this week.

Project is 91% 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 Coarse and Central Park.
- Assisted Help Desk Supervisor troubleshooting the SW gate door at CH parking garage with opening and closing issues.
- Installed Kronos clock at Morgan Levy park office with proper cable molding.

Parks and Recreation

- Parks Director held weekly meeting with Deputy City manager to discuss ongoing department items
- 35 people attended Reggae Yoga Flow Wellness Wednesday as part of Step up your health Doral
- New Special Needs cool moves exercise class has their first in person class
- 13 Seniors attended the skin cancer and safety for summer webinar provided by Baptist
- 21 Seniors attended weekly Bingo
- Parks Director attended South Florida Parks coalition meeting
- Assistant Director attended Public Art Program advisory meeting
- Full Moon Yoga at Doral Glades Park

Police Department

Arrests 20

- Felonies: 5
- Misdemeanors: 8
- Traffic: 4
- Warrants: 3
- DUI: 0

Traffic Citations

- Hazardous Moving Violations: 404
- Non-Hazardous Moving Violations: 405
- Disabled Parking Violations: 8
- Civil Citations: 6

Notable Arrests & Incidents

Criminal Mischief over \$1000

Doral Patrol units were summoned to the area of 8726 NW 26 Street in reference to a female actively breaking out the windows of the aforementioned location. Upon arrival, officers met with the victim who directed them to the area where the subject was located. Officers located the subject and was taken into custody. The subject was arrested and transported to TGK.

Grand Theft 3rd Degree

Doral Detectives were assigned a theft investigation of A/C units from a location at 3250 NW 107th Avenue. Detectives began investigating the aforementioned case and discovered that the theft was committed by two of their employees. Detectives learned that one the employee subjects had received a shipment of two A/C units and then placed them at a different location where A/C units are not stored. The subject is observed breaking the seal of both units and made it appear as if the units were damaged and returned. The two employee subjects then loaded the two A/C units onto one of their vehicles. As the vehicle was exiting the location's parking lot, the business owner, victim, confronted the two subjects and was able to retrieve his property. Doral detectives located the two employee subjects, they were 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

- National Night Out/ Back to School meeting for food vendors, visiting vendors, and obtaining forms and flyers. Contacted the below vendors:
 1. Shawarma9581 NW 41 St. I presented to staff NNOB2S/Hazem.
 2. Sedano's 10720 NW 58 ST. Met with staff to confirm decrease in thefts recently.
 3. LUKA 11402 NW 41 ST. Met with staff and presented NNOB2S (National Night Out/Back to School).
 4. Chic Fil A 3995 NW 107 Av. Met with staff and presented NNOB2S declined.
 5. Divieto 10650 NW 41 St. I met with Alfredo, present NNOB2S and completed form.
 6. Sloan's, 8300 NW 36 St. Meeting with Mr. and Mrs. Olmos, regarding NNOB2S, and they agreed to participate.
 7. Smoothie King 9690 NW 41 St. Met with staff who completed the NNOB2S affidavit.
- Aloft 3265 NW 107th Ave. Meeting with Staff.
- M.A.U. 3801 NW 97th Ave. Safe Cam and We care Program, N.N.O. (National Night Out) Presentation.
- Shelton Academy 3265 NW 97th Ave. N.N.O. Presentation.
- Downtown Publix 8455 NW 53rd Ter. N.N.O. Presentation.
- 5300 NW 102nd Ave. Morgan Levi Park (Park check).
- Shoi's, Sabor Venezolano (N.N.O. Presentation).
- 5875 NW 105th Ave. #106 Orange Theory (meeting with staff ref. N.N.O).
- 9690 NW 41st St. Smoothie King (Ref. N.N.O.).

- 9851 NW 58th St. Any Lab Test Now (Ref. N.N.O.).
- 10181 NW 58th St. YBC Printing (Ref. N.N.O.).
- 3105 NW 107th Ave. Executive Collection (Ref. N.N.O.).
- 3801 NW 97th Ave, M.A.U. (Ref. N.N.O.).
- 6700 NW 104th Ave. Math & Science Academy (KAPOW follow up).
- 4720 NW 85TH St. Allegro (Met with Staff and Residence).
- 3599 NW 79th Ave. M.D. Animal Service (meeting ref N.N.O.)
- 3929 NW 79th Ave. Courtyard (Business Contact report).
- 3959 NW 79th Ave. Quality Inn (Business Contact report).
- 8051 NW 36th St. Fairfield (Business Contact report).
- 8091 NW 36th St. AC Hotel (Business Contact report).
- 3105 NW 107th Ave. Collection Suites (Business Contact report).
- 4400 NW 87th Ave. Trump Hotel (Business Contact report).
- 4101 NW 87th Ave. Marriott (Business Contact report).
- 7455 NW 104th Ave. Publix (Business Contact report).

Upcoming H.O.A. Meetings

- Thursday July 22nd @ 6pm in the Doral Park Country Club 5001 NW 104th Avenue.
- Thursday July 22nd @ 7pm Milan Crime prevention meeting NW 33rd ST 10300 block.
- Thursday 22nd @ 11am meeting with Helman's, & Parks to deliver 9 pallets of school supplies from Walmart/PP4k to parks at Training Bureau.
- Thursday, Jul 22nd @ 6pm meeting with Allegro 4720 NW 85 Av Crime prevention meeting.
- Friday July 23 @ 1pm Safecam follow up meeting with Ramon @ D'Cata Wines 5705 NW 84 Avenue.
- Wednesday July 28th @ 7pm in the Doral Park Country Club 5001 NW 104th Avenue.

Training Section:

- Basic Rifle Certification Course-7-19-2021 to 7-21-2021
- Traffic Stops-PLT 2- 7-21-2021 & 7-22-2021 from 1700 to 1900.
- PSA Academy - Preparation
- New Hired Police Officer Academy-preparation.
- Citizens Academy Preparation.
- Accreditation-preparation.
- Physical Fitness Preparation for the Police Academy-Wednesday 7-21-21 & Friday 7-23-21.
- Traffic Stops Training for Platoon II begin this week.
- 3D Virtual Reality Training for Command Staff. Pending a date.
- Simulator installation completed.

Office of Emergency Management:

- Provided Town of Surfside with detailed information of number of officers, dates and shifts worked from June 24 through July 4, 2021, to generate WebEOC resource request regarding building collapse response.
- Continued reimbursement documentation process for operation details assigned after Surfside collapse incident.
- Attended Mass Migration Plan discussion with County Office of Emergency Management, and other municipal and federal partners.
- With Town of Medley, conducted overview of WebEOC process to assess system. Generated report for County WebEOC administrator.
- Continued developing Divisional WebEOC guidelines for satellite cities resource/mission requests.
- Assisted Public Works with their accreditation process for Chapter 8 on Emergency Response Management.

- Created situation reports, and shared COVID-19 and other relevant news with Directors. Information also included weekly data (new format) provided by the Florida Department of Health (FDOH), FEMA documents regarding COVID-19 Public Assistance, etc. Information also included Surfside Situational reports from County's OEM.

Public Affairs

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 63,165 (29 additional followers)
- SOCIAL MEDIA HIGHLIGHT: Instagram Content Interactions up 115% (2,694); Facebook Reach up 75k% (20k)
- *TOP POST OF THE WEEK- Instagram post showing Cultural Arts Center progress photos reached 10.8k; 660 likes!
- Promoted multiple city events/initiatives including but not limited to: Best of Doral, Cultural Center progress, Back to School/National Night Out
- Collaboration with Invest Miami for Upcoming Special Feature
- Media Inquiry – Miami Today
- Meeting with consultant for Doral Art District and Doral Décor District webpages
- Design/Web Projects – web updates to Parks pages, Best of Doral creatives, banner/flyer for Beam Signing Ceremony
- Event Coordination:
 - o Ocean Mazda Horse Presentation 8/2
 - o Beam Signing Ceremony for Cultural Center -8/3
 - o 9/11 20th Anniversary Event – 9/11
- Videos:
 - Published – Spend Local: SOL Pediatrics
 - Published– Alex the Egret Project Presents: Pedestrian Safety ENG
 - Published– Alex the Egret Project Presents: Pedestrian Safety SPA
 - In Production – Best of Doral Video Promo
 - In Production – Doral Shines – Active and Healthy ENG
 - In Production – Doral Shines – Active and Healthy SPA

Public Works

- Mechanical rough and Electrical rough inspections passed for the Simulation Room project at the Training Room.
- Fast signs installed door signs and seals at the Simulation Room project.
- Participated on kick-off meeting for and training for the new Facility Software – Assets Essentials.
- Held interviews for the Public Works Assistant Director position.
- Attended Public Art Program Advisory Board Meeting.

Transportation:

- Held a meeting with the Florida Department of Transportation (FDOT) District 6 to provide data and information to assist FDOT on their Countywide Truck Parking Study.
- Participated in the Interview Panel for the Planning & Zoning Department Planner position.
- Meeting with Miami-Dade County Traffic Engineering Division to discuss the Landmark Traffic Calming Study recommendation and the community's comments from the May 26 Public Workshop.
- Gannett Fleming submitted the NW 74 Street/NW 107 Avenue TPO Quick Build Design for PWD review.
- NW 41 St. (87-79 Ave.) - Contractor continues working on punch list item and now Final release of retainage invoice.
- City's consultant A&P Consulting Transportation Engineers submitted the NW 112 Ave. (NW 25 St. – NW 34 St.) Project for a project of the year award of the Cuban American Association of Civil Engineers.
- Received the preliminary cross section detail for the NW 66 St. (NW 97 Ave. – NW 102 Ave.), NW 102 Ave. (NW 64 St. – NW 66 St.), and NW 99 Ave. (NW 64 St. – NW 66 St.) proposed improvements design process.