



# Memorandum

**To:** Honorable Mayor and City Council

**Date:** October 12, 2021

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

**Subject: Weekly Council Update/ October 3 - October 09, 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 are investigating possible sexual battery. A woman told police that she was walking near Guadalupe Church at around 2 am on Sunday, October 3, when she was accosted and sexually assaulted. Case was forwarded to Miami-Dade Police for follow up investigation.

The Sergeant's Exam will be administered this week.

NW 87 Avenue is open after being shut during the weekend.

Police are investigating two stolen vehicles.

### **INFORMATION TECHNOLOGY**

Invoicing and Cashiering features being worked on.

Code Compliance will be meeting with Tyler.

Finance will be meeting with Tyler.

Negotiation ongoing with ATT, re: acquisition of Cells on Wheel portable tower.

Schedule to go LIVE on Thursday, October 7. Process expected to conclude on October 12.

### **FINANCE**

Auditors are on site.

"Soft Close" for the fiscal year.

Munis available by tomorrow.

Department directors were directed to contact vendors and request invoices for September.

Next payroll will include COLA.

Working to implement Evergreen and other adjustments.

### **PROCUREMENT**

Refresher training on procurement process taking place this week.

### **HUMAN RESOURCES**

Sexual Harassment training is ongoing. The goal is to be completed by the October 31.

### **PLANNING & ZONING**

Assisting businesses with the processing of Business Tax Receipts.

## **PUBLIC WORKS**

Assisted with the Doral 5K.

Waiting for the digital board for the AC unit for the Training and Community Center.

Interviews for Laborers have been scheduled for this week.

## **COMMUNICATIONS**

Working on the State of the City Address.

Meeting with councilmembers to discuss DORCAM.

## **PARKS & RECREATION**

Doral 5K was successful with the participation of 534 runners.

Hispanic Heritage events continue at Miami International Mall.

One PARKS employee is sick with COVID-19.

## **CODE COMPLIANCE**

Meeting of the Military Affairs Advisory Board will take place this week.

Second round of interviews for Code Compliance inspector taking place this week.

Citizens Government Academy schedule is being distributed this week to all department directors.

## **BUILDING**

Finalizing ENERGOV testing

Interviews for Building Plans Examiner is scheduled for this week.

- Interim City Manager along with City Clerk Diaz and City Attorney Figueredo held Agenda Review Meeting with Mayor Bermudez.
- Interim City manager and Interim Deputy City Manager held weekly meeting with Chief Information Officer, Ms. Gladys Gonzalez.
- Interim City manager and Interim Deputy City Manager held weekly meeting with Chief Financial Officer, Ms. Matilde Menendez.
- Interim City manager and Interim Deputy City Manager along with Chief Information Officer, Ms. Gladys Gonzalez held conference call for EnerGov Upgrade 2021.1.2 with Tyler and City staff.
- Interim City manager and Interim Deputy Chief of Police attended Commission for Florida Law Enforcement Accreditation Ceremony in St. Petersburg, Florida.
- Interim Deputy City Manager held weekly meeting with Parks and Recreation Director, Ms. Erin Sullivan.
- Interim Deputy City Manager held weekly meeting with Assistant Code Compliance Director, Mr. Danny Del Toro.
- Interim Deputy City Manager held weekly meeting with Planning & Zoning Director, Mr. Javier Gonzalez and Assistant Planning & Zoning Director, Mr. Zafar Ahmed.
- Interim Deputy City Manager held weekly meetings with Public Works Director, Mr. Carlos Arroyo and Assistant Public Works Director, Ms. Rita Carbonell.

- Interim City manager and Interim Deputy City Manager held individual Agenda Review meetings with Councilmembers for Council Meeting scheduled October 13, 2021.

- Interim City manager and Interim Deputy City Manager held Bond Meeting Process with AECOM staff members regarding Construction Management.

## **Capital Improvement Project Manager**

### **Doral Cultural Arts Center:**

- General Construction Activities:
  - o Drainage installation/excavation
    - Drainage system installation on north and west portions of the site is on-going.
      - Drainage structures S-9 and S-7 are in place now.
    - Contactor working with exfiltration trenches preparation.
      - Two (2) drainage manholes will need modification as the pipe inverts were lowered to avoid clashing with existing city water and electrical lines.
  - o A water truck will be used to irrigate the areas impacted by the existing irrigation system disruption. Truck service to be used only when needed.
  - o Waterproofing progress: Contractor will bring additional fill this week.
  - o Parapet and concrete countertops.
    - Roof parapet and concrete countertops reinforcement on the roof terrace is on-going.
      - Contractor poured fall protection walls along the north egress path and the area in front of the elevator.
  - o KVC submitted four week lookahead on July 19<sup>th</sup>. The following activities will be performed in the upcoming weeks:
    - Shoring for the office area, main art space and the reception is being removed now that the parapets are poured.
    - Parapet rebar and formwork for the sloped roof and roof terrace is completed.
      - Working on the main roof terrace area parapets and countertops.
    - Steps that will lead from the park to the roof terrace are completed.
      - Pending wall protection sidewalls.
    - MEP rough-in commenced with piping on the BOH area.
- On-going construction submittals/RFI's.
- IT Department coordination is on-going.
- 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.
- KVC September invoice submitted for approval.

### **Morgan Levy Park:**

- o Project completed.
- o MDC DERM Grease Trap permit review is on-going.
  - o Revised set of drawings and DERM comments responses uploaded to DERM for final review and approval.

- o DERM reviewed documents and there are comments that have not been addressed on the previous submittal. Review comments sent back to EAC to pick up.

### **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 80% complete.
    - Restroom interior walls stucco is 95% complete.
    - Gypsum board 40% complete.
    - Lighting fixtures housing installation 80% complete.
    - Facade stone veneer and cast stone installation 80% complete.
    - Rainwater harvesting tank installation complete.
  - o Sewer lateral extension completed.
    - Palm tree and grass to be installed simultaneously with park's landscape.
  - o Site Utilities:
    - Lighting pole bases installation 80% complete.
    - Irrigation lines installation is 50% 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 80% complete.
    - Rain garden grading is 25% complete.
  - o Off-leash dog areas:
    - Pouring of the concrete curb, concrete pad and pavilion final grading and compaction completed.
    - Fence posts installation is complete.
  - o Putting green:
    - Final grading 90% complete. Missing final lift.
  - o Pavilions:
    - Soil compaction & Concrete slabs pour completed.
  - o Playground area:
    - Shade cover pole footings concrete pour 50% complete.
  - o Fitness area:
    - Soil compaction, formwork, and reinforcement 70% complete.
- o General activities:
  - o RFI's Submittals are on-going.
  - o Art in Public Places.
    - Art in Public Places banners received September 14<sup>th</sup>.
      - 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) had several meetings with FEMA on Modeling approaches.
  - o MDC Water and Sewer Permit is on-going.
    - BA resubmitted responses to WASD comments on October 4<sup>th</sup>, 2021.
    - WASD requested the city states that they are the solely responsibility for the obtaining the easement over private land.
- 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 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 on-going.
    - Installed structures, solid pipe, and exfiltration pip 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 flotation is on-going.
  - o Installing sheet pilings.
    - Sheet pile installation to be completed.
    - Embankment and cap preparation activities is on-going.
  - o Ductbank Installation
    - Working at the East end of the site.
- 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 or dedicating the unused ROW to the Central Park.
    - CLOMR Management resubmittal by December 21<sup>st</sup>, 2021.
    - Completing the purchase of the State Land SE corner.
  - WASD request the city states that they are the solely responsibility for the obtaining the easement over private land in a letter and note on drawings.
  - o KL regraded the Voter Temp Parking Lot to address flooding issues.
  - o IT Department coordination is on-going.

- Access control coordination is on-going.
      - Final update for Telecom plans provided to City IT and ACS Vendor. Feedback anticipated by October 6<sup>th</sup>
- Art in Public Places is on-going.
- FF&E coordination is on-going.
  - FF&E Item – Pool Deck Furniture: quote received, and responsibility changed to Owner for purchase/installation through State purchasing agreement.
  - Life Fitness signed and returned City approved PO modifications to T&C.
  - Received quote for 300 portable Amphitheater seats from Hussey Seating. Other economical options are being considered.
- Electrical Temporary FLP easement is on-going.
- Temporary parking for 2021 voting election is on-going.
  - KL's Change Order No. 8-R1 executed September 29<sup>th</sup>.
  - Construction of the temporary parking is on-going.
- Owner Direct Purchase is on-going.
  - Two ODP request in process – Ozinga and Mercedes Electric.
- Budget refinement is on-going.

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

- RFP #2021-09:
  - Deadline to Opt-out of Technical Proposals due October 29<sup>th</sup>.
  - Technical proposals due November 3<sup>rd</sup>.
  - Addendum No. 8 “Revised Schedule” published on September 29<sup>th</sup>.
  - 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.
  - Technical proposals due – November 3<sup>rd</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:
    - Waiting for subcontractor proposal/pricing/quantities confirmation.
  - Public Works and PMT meeting to discuss responsibilities of the management of the construction schedule for October 12<sup>th</sup>.

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

- IT Department coordination is on-going.
- Permitting:
  - Building sub-permit application re-submitted to the Building Department.
- General Activities:
  - IT room construction estimated to begin October 1<sup>st</sup>.
  - Conduit layout on the Parking Lot area is 40% complete.
    - Bollard installation is 25% complete.
  - Conduit layout on the Share path/trails is 90% complete.
  - Conduit layout on the park's big dog area 12% complete.
  - Solar power bollards coordination with Park and Recreation Department is on-going.
  - Progress meeting held on October 5<sup>th</sup>.

### **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**

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

### **Planning and Zoning**

- Addresses issued: 6
- Building Permits reviewed: 64
- Zoning Inspections conducted: 27
- Site plans reviewed/approved: 2
- Zoning verification letters: 1
  
- The Planning and Zoning Director participated in a meeting regarding 7777 Investment District 79 PUD.
  
- The Planning and Zoning Director participated in the discussion regarding the Doral Décor District.
  
- The Planning and Zoning participated in an Energov Testing Environment to test the new system login and report any issues.
  
- The Planning and Zoning Department participated in the Bonds Meeting Process Construction Management.
  
- The Planning and Zoning Director attended the weekly Staff Meeting.
  
- The Planning and Zoning Director attended the weekly Energov 2021 1.2 Upgrade meeting.
  
- The Planning and Zoning Director participated in a Décor-District follow-up meeting.
  
- The Planning and Zoning Department Director participated in the weekly Doral/EnerGov Review meeting.
  
- The Planning and Zoning Director participated in the Director's meeting.
  
- The Planning and Zoning Department conducted the weekly Planner's meeting.
  
- The Planning and Zoning Director participated in conference call regarding City of Doral properties.
  
- The Planning and Zoning Director participated in meeting regarding Mini- Clinic Certificate of

Use and Future Plans.

### **Economic Development**

- Coordinated promotions for 'Help Wanted: Hiring Solutions in the 305' workshop on October 14.
- Coordinated promotions for 'Minority Business Tools for Growth and Prosperity' business outreach workshop with Florida State Minority Supplier Development Council, Miami Dade County and Business Valuations partner on November 4.
- Coordinated SBDC 'Step Up Your Start Up' Workshop.
- Participated in Veritas Mandatory Review Training.
- Reviewed layout of Doral special section in Invest Miami 2022 magazine.
- Met with Imagick re: aviation industry opportunities.
- Met with Public Affairs staff re: Décor District site layout and content.
- Met with Public Affairs staff and Marshall Steingold re: Doral Map 2022
- Completed PTSA Grant 2022 documents for distribution to schools.
- Attended Sexual Harassment training.
- Approved Spend Local registration for Eparepa.
- Coordinated ribbon cutting requests.

### **Building Department**

- ADMIN: Director attended weekly staff meeting via Teams; BO attended FFMA and BORA calls on TAC Committees; Director/BO attended monthly SFBOA Virtual Meeting for presentation on Gypsum Association Fire Resistant Assemblies; Director/BO attended weekly meeting with IDCM. Attended Parks Bond Meeting.
- EnerGov Update: Director & Chief Building Inspector participated in live calls with new EnerGov IC for Automations; Director attended Project Engagement Call with Plante Moran and Tyler Implementation Director for Scope of Work going to November Council; Director attended weekly meeting w/ Directors to discuss Go Live; Team attended online meeting with Jason DeFoe. Chief Building Inspector & Assistant Director hosted trainings for EnerGov Go Live.
- HUMAN RESOURCES ACTIVITIES: Please join me in congratulating Carlos Diaz on his promotion to Assistant Director; Building team hosted interviews for Plumbing Plans Examiner.
- PROJECTS: Wilsonart, Stanley Steamer - Final project issuance coordination, CCHomes, Landmark South, Doral Square - project closeout coordination.

- APPLICATIONS: 209 (up) Online Applications Received (all departments)
- PERMIT & PLANS REVIEWS: 253 (up) Plan Reviews (all departments incl clerical)
- PERMITS ISSUED: 178 (up) Permits Issued (all departments) with a construction value of \$15.6 million (up) and \$163,703 permit fees collected (dn)
- INSPECTIONS: 619 (up) Total Inspections Completed (all departments)
- PHONE CALLS: 849 (dn) total for 27+ hours (up); 1,143 total calls (dn) to all department extensions with 573 (50%) no answer (up)
- LOBBY DATA (DORALQ): 190 (dn) Total Building Dept Customers; 38 Lobby Daily Average, 14 mins (dn) Lobby Wait Time (Weekly Average), Average Time Spent Per Customer = 14 mins (dn))
- VELARO CHAT PORTAL: 3,858 (up) Online Visitors, 0 of 10 chats completed, Handle time 0m

Active files in Review Coordinator as of 9/27/21:

- Review Coordinator numbers not valid until fix verified in test environment and upgraded (New: 52; Approved: 144, Failed: 13)
- Permit Status (FEES DUE): 427 (dn) permits with payments pending\* (May include issue permits with reinspection fees, or payments not acknowledged yet; all trades and modules)
- Permit Status (ISSUED, INSPECT): 2,933 (up) active permits (1390,1543)
- Permit Status (SUBMITTED – ONLINE): 635 applications (dn) [may include reworks or 2nd round submittals]; (Backlog June (72), July (132), August (178), September (243), October (10) - \*Backlog files may include items already touched or workflow has been abandoned; working on status change updates.

### **Code Compliance**

- Director & Assistant Director held final interviews to fill the vacant Code Compliance Officer I position. Selection was made and routed to HR Department.
- Department opened registration for the fall 2021 Mayor's Citizens Government Academy.
- Assistant Director completed and submitted Body-Worn Camera policy and procedures to City Manager's Office for approval.
- Director attended monthly Military Affairs Committee meeting.
- Department prepared for and tested Energov 2021 upgrade.
- Department submitted annual record retention form to City Clerk's Office.

### **Finance Department**

- Accounts Payable: Processed 124 invoices; 216 checks printed for a total of \$1,105,496.

- The 2021 fiscal year end audit was kicked-off with the City's external auditors Caballero, Fierman, Llerena & Garcia, LLP. The department has worked on 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 29 PO's were created for a total value of \$318,755.

#### CITY OF DORAL PROCUREMENT PROJECTS SUBJECT TO THE CONE OF SILENCE AS OF 10/07/2021

- Solicitation No. and Title: RFP No. 2021-06 – HRIS and Payroll Software  
Dept: Human Resource  
Broadcast Date: 03/25/2021  
Due Date / Bid Opening Date: 05/20/2021  
Status: Award Recommendation made.
- Solicitation No. and Title: RFP No. 2021-09 – Construction of Pedestrian Bridge - FDOT  
Dept: Public Works  
Broadcast Date: 04/01/2021  
Due Date / Bid Opening Date: 05/05/2021  
Status: 3 Shortlisted Firms; Technical Proposals due on 10/27/21.
- Solicitation No. and Title: RFP No. 2021-11 – Design-Build Adaptive Re-Use Infrastructure Development  
Dept: Public Works  
Broadcast Date: 04/15/2021  
Due Date / Bid Opening Date: 05/14/2021  
Status: 2 Technical Proposals Received; Public announcing of Technical Scores on 10/08/21.
- Solicitation No. and Title: ITB No. 2021-16 – Purchase of Holiday Tree  
Dept: Parks & Recreation  
Broadcast Date: 08/20/2021  
Due Date / Bid Opening Date: 09/17/2021  
Status: Award Recommendation made.
- Solicitation No. and Title: RFQ No. 2021-17 – Transportation Master Plan Update  
Dept: Public Works  
Broadcast Date: 10/01/2021  
Due Date / Bid Opening Date: 11/04/2021  
Status: Pre-Bid Meeting Scheduled for 10/14/2021.
- Solicitation No. and Title: ITB No. 2021-19 – NW 82 Street and NW 114 Avenue Traffic Signal  
Dept: Public Works  
Broadcast Date: 09/15/2021  
Due Date / Bid Opening Date: 10/15/2021  
Status: 8 Firms attended the Pre-Bid Meeting.

## **Human Resources**

### CURRENT JOB POSTINGS

- Building Inspector, Building Department, Open Continuous
- Chief of Engineering, Public Works Department, Open Continuous
- Facility Manager, Public Works Department, Open Continuous
- Laborer I, Public Works Department, Open Continuous
- Mechanical Inspector (PT), Building Department, Open Continuous
- Planner, Planning & Zoning Department, Open Continuous
- Plans Examiner, Building Department, Open Continuous
- Plans Examiner (Mechanical), Building Department, Open Continuous
- Plans Reviewer (PW), Public Works Department, Open Continuous
- Police Officer, Police Department, Open Continuous
- Structural Plans Examiner, Building, Open Continuous
- Project Inspector, Public Works Department, Open Continuous
- Transit Road Supervisor, Public Works Department, Open continuous
- Receptionist/Recreation Service Aide, Part-time, Parks, Open Continuous
- Recreation Service Aide, Part-time, Parks, Open Continuous

### SPECIAL PROJECTS

- HR continues to receive training certificates for the mandatory sexual harassment e-training for all City Employees. Deadline for Training is October 31, 2021.
- HR met with representatives of Nova University to discuss a Leadership Training Course
- HR continues to manage and coordinate COVID-19 related exposures and quarantine periods as per the revised September 9, 2021, COVID-19 policy.
- HR issued the October Newsletter.
- HR is working on all Personnel Action Forms and related memorandums for the implementation of the new Compensation study and Pay Plan.

### NEW HIRES

- Christian Diaz- PSA, Doral Police, starts on October 12, 2021
- Noel Gil- Police Officer, Doral Police Starts on October 12, 2021
- Jeily Cabrera, Permit Clerk, Building Department, starts on October 12, 2021

## **Information Technology**

- Public Safety Support - This week, the PD IT continues to work with local business to incorporate their surveillance system into the Safecam program. Began to obtain POs for budgeted approved items for the fiscal year 21-22. Two laptops were sent out to Dell for warranty repair. IT assisted in a Criminal Intelligence training set up. Three laptops were set up for 3 new hires.
- AV Team provided new inventory AV equipment to Police Training Center
- 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

- Security Manager

This week, over 80 emails were reported and analyzed for malicious intent. Continued remediation from security audit findings. Assisted Sr. Network Architect and Software Developer in resolving payment application issues. Resolved an issue with our security awareness application. Resolved a licensing error in the City's email tenant.

- Supported the City Hall Helpdesk during troubleshooting of network services.
- Provisioned a new phone for the City Council's Office.
- Modified call flow for the building department as approved by management.
- Continued to work on the migration for new network security appliances.
- Visited different locations with PD Network Services. Troubleshot service disruptions and re-configured a Router.
- Supported the AV System Analyst during troubleshooting of CCTV services.
- Continued to monitor the Network and performed actions based on incidents.
- Elaborated custom phone reports and presented them to management.
- Completed the "SEXUAL HARASSMENT IN THE WORKPLACE" training, as requested by HR.

- Resolved 92 % support tickets for service and successfully addressed issues, problems, data/video analysis needs, and service affecting events.
- Continue to work in the missing mobile devices from AirWatch.
- Troubleshoot the RFID system.
- Desk relocation for the new Interim Deputy City Manager
- Completed the Yearly Access Control Records Purge
- Met with the Fixed Asset / Purchasing Coordinator for Finance to assist with the setup of the Fixed Asset Handheld.
- Modified door schedule for night events.
- Continue to work on reconciliation of physical inventory of IT equipment.

- Systems Administration. This Week:

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

Upgrade all VxRail hosts in City Hall

Changed the GPO to manage local admin for AV Servers.

Weekly change management team meeting.

Enable GPO to map the Park printers directly by IP.

Weekly team meeting.

Ran the Storage Expiring Reports 2021 in Veritas servers - Police Department and City Hall and sent the report to IT Directors.

Updated the Password repository servers and restarted.

Linked the Server Windows Update GPO to CyberArk servers.

Completed server windows updates for September.

Restored Archiving server from backup.

Executed application to recreate database access to archives files.

- 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.

- Data Integration Engineer:

- 1.- Assisted the System Administrator to restore the databases for the archiving system.
- 2.- 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.
- 3.- Performed clean-up disk space for one of the disks on the Cluster SQL's server.

- 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
- Continued test of new system in terms of configuration and setup
- Assisted the Finance department with Munis access and workflow modifications
- Attended Energov upgrade weekly meetings with Directors
- Sent daily report of active users during the day on the Test environment
- Attended meeting regarding Energov upgrade implementation
- Review and follow up on articles in Tyler Community page

- Application Development- This week:

- Created process for address creation to replicate to production GIS.
- Fixed cashiering integration.
- Updated payment task notification.
- Participated in EnerGov meetings.

- Smart City projects are underway:

- FPL 2 LPR Poles/Public Safety Project:

Vendor informed Site 1 is being completed; area is being restored. Waiting on Miami Dade for sites 27 and 30 as this week will be resubmitted after addressing comments received.

Project is 69 % completed.

- HRIS New System Project

Evaluation committee met and decided upon review of RFP decisions.

We are waiting on Council meeting for approval to start working with vendor.

Project is 21% completed

- Upgrade Facility Dude Project

Completion of verification of data with testing with each department including Parks, Streets, Facilities and Storm Water. We are completing Test plan and acceptance criteria in environment for Stormwater, Parks, Streets and Facilities. We are waiting on interface connector, and IT will be coding the API between Tyler311 and new Assets Essential system. Our City of Doral team has performed many tasks to perform Clean up on excel sheets including users, assets, locations, GIS layers and data required. We are designing how will we perform roll-out including requestors of each department.

Project is 57% completed

- WCCD 37120- Yearly Smart City Certification Project

We completed last comments waiting on certification of the City of Doral and then re-submit for Auditor verification. We re-submitted workbook for review last week waiting on certification.

Project is 97% completed

- Intersection Technology System Support:

- Performed maintenance and monitoring of License Plate Readers and traffic surveillance cameras to include field repairs.
- Continued working with Miami Dade PW, City of Doral and Electrical engineer on the

design/permit of 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).
- Setup and tested Pep wave (wireless router) for Downtown Park's Kiosk.
- GIS Administration- This week:
  - Continue to conduct systems and communicate with vendor and internal Information Tech team.
  - Information Tech Staff meeting.
  - Research GIS products.
  - Clean up GIS folders.
  - As per planning/zoning dept's request, created and provided Location and Aerial Map Downtown Doral below to include parcel 35-3022-025-0010.
  - As per public works dept's request, assisted with GIS software tools.
  - Redeveloped and tested web applications for planning/zoning department.
  - Communicated users support.
  - Continue to rebuild and test systems.
  - Weekly GIS maintenance.

### **Parks and Recreation**

- Parks Director attended weekly meeting with Acting Deputy City Manager to discuss ongoing department items.
- Youth Basketball League held games at Doral Legacy Park.
- Special Needs Specialist held weekly Basketball & Softball practices.
- Cultural Events Specialist held Hispanic Heritage Month Dance Classes at Doral Legacy Park on 10/6-10/8.
- Special Needs Coordinator & Specialist traveled to Port St Lucie on 10/9 for the Special Olympics Regional Softball Competition with 11 athletes competing.

### **Police Department**

Arrests

- Felonies: 0
- Misdemeanors: 8
- Traffic: 2
- Warrants: 5
- DUI: 0

Traffic Citations

- Hazardous Moving Violations: 366
- Non-Hazardous Moving Violations: 378
- Disabled Parking Violations: 14

Civil Citations

- Civil Citations: 0

## Notable Arrests & Incidents

### Robbery by Sudden Snatching Criminal Mischief \$1,000 Over Battery

Doral Police Detectives were summoned to the area of 8800 NW 36th Street to investigate a domestic related robbery by sudden snatching. Detectives met with the victim who told them that she had an argument with the male subject over ending their relationship. Victim stated that the male subject took her cellphone by force and after seen messages from another men, the male subject became irate and smashed her phone on the ground. The male subject was arrested and transported to TGK.

### Battery Resisting Officer without Violence to His Person Disorderly Intoxication

While Doral Patrol Officers were conducting an area check of 1455 NW 107th Avenue, they observed a female subject arguing with another female. The female subject then started to yell profanities at the other female and punched her in the face. Officers quickly intervened and took the female subject into custody. 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 9/30/2021 to 10/06/2021

- 7505 NW 102nd Ave. Modern 60 (DPD Pink car campaign).
- 8905 NW 114th Ave. DTBPA (DPD Pink car campaign)
- 2900 NW 109TH Ave. Loyola (DPD Pink car campaign).
- 11100 NW 27th St. (School check).
- 10191 NW 58th St. Arepazo (DPD Pink car campaign).
- 8140 Geneva Ct. Las Vistas (Safecam program).
- 8300 NW 58TH St. Russo Tires (Safecam program).
- 10181 NW 58th Ave. YBC Printing (DPD Pink car campaign).
- 4220 NW 79th Ave.#1B Doral Gardens 2 (Juvenile follow up program).
- 7570 NW 107th Ave. Mc Donald (Meeting with manager).
- Training Bureau (ref. Auto Theft conference).
- Modern 45,60,75. (DPD Pink car campaign).
- 5705 NW 84th Ave. D' Cata (DPD Pink car campaign).
- 8390 NW 53rd St. Downtown Doral Elementary Charter (cover Dr 611).
- 7905 NW 53rd St. Downtown Doral upper school (met w/staff).
- 2100 NW 82nd St. VA Leasing (Safecam/trespass program).
- 2450 NW 97th Ave. Doral Academy Elementary School (traffic detail).

- 8380 NW 33rd St. Renaissance Middle School. (School check).
- 10201 NW 58th St. #106 School Spot (Safecam program w/IT).
- 10715 NW 58th St. Little Hands in Learning (Safecam program w/IT).
- 7600 NW 98th Place Doral Glades (park check).
- Modern 45 (DPD Pink car campaign display).
- Request via fleet to move speed radars from Corsica to Palmera and Grand Bay area
- Follow up with Idania @ Elan 8425 NW 41 St. regarding Auto Theft Conference, finalizing crime prevention meeting date Oct 20 @ 7pm, and dropping of Trespass Signs.
- Follow up with Richy Lengel from Canarias regarding developed board of directors meeting on 10/26 @ 5pm.
- Jersey Mikes NW 107 Av & 58 St Logistics for Auto Theft Conference met with Manager Ronnell. Pick up order @ 5pm.
- Follow up with Walmart to discuss logistics and vendor set up regarding Thanksgiving food drive. Meeting with Connie tomorrow.
- Pick up pink car from D'Cata Wine 5705 NW 84 Avenue.
- Meeting with Modern Doral-logistics pink car -postponed for tomorrow with Victor Ten.
- Follow up with Ms. Meza from Doral Oaks regarding on going Noise Ordinance concern. Reviewed See Something Say Something, Calling the police anonymously, and provided the Doral PD number direct.
- Meeting with SFC-fundraiser for Softball Tournament Oct 23.
- International Mall Tenant Active shooter presentation in the food court over 25 attendees.
- Follow up with Connie @ Walmart 8651 NW 13 Ter. Regarding Food drive purchasing Turkeys & Fundraise food and beverages for Softball Fundraising Tournament.
- Meeting with Capt., Lt. Martinez and Ms. Bailey regarding Domestic Violence information and Halloween Safety Tips.
- Dare @ RECS 10651 NW 19 St.
- Contact Ernesto from Ernesto Seafood 2800 NW 112th Av to purchase Turkeys for Thanksgiving food drive.

#### Upcoming H.O.A.s and Meetings

Tuesday 10/12 700p Doral Park Executive Committee 5001 NW 104th AV  
 Thursday 10/14 700p Townhomes of Doral Oaks 5001 NW 104th Av  
 Thursday 10/14 8am Miami Global Shield Conference @ Marriott Biscayne Bay  
 Friday 10/15 8am Miami Global Shield Conference @ Marriott Biscayne Bay  
 Saturday 10/16 9am NW 87 AV & 17 St Sunshine.  
 Breast Cancer Awareness Car Wash Fundraiser  
 Tuesday 10/19 7pm Doral Park BOD HOA Meeting 5001 NW 104th AV  
 Wednesday 10/20 7pm Elan Community meeting 8425 NW 41 ST  
 Thursday 10/21 7pm Village of Doral Oaks HOA meeting 5001 NW 104th Av  
 Saturday 10/23 8am Cancer Awareness Softball tournament @ Doral Legacy Park  
 Monday 10/25 7pm Village of Doral Oaks HOA Meeting 5001 NW 104th Av  
 Tuesday 10/26 5pm Canarias-Urbania-Tahiti Developer Board Meeting Zoom  
 Wednesday 10/27 7pm Doral Woods HOA meeting 5001 NW 104th Av  
 Thursday 10/28 7pm Doral Lakes HOA meeting 5001 NW 104th Av

#### Training Unit

- During this week the recruits successfully passed their Chapter 10 Exam (Traffic Stops). They will begin calls for service training which will include scenario-based training.

- Recruits continue to PT; they also had a PT Test this week which they all showed improvement from their first PT Test.
- Fundamentals of Criminal Intelligence Training.
- PSA Academy continued Traffic Crash training.
- Hosted MDPD Homicide Course.

#### Office of Emergency Management:

- Cabinet and radios were installed in the EOC room.

### **Public Affairs**

- Followers across our social media platforms (Facebook, Twitter, Instagram) have now reached 63,816 (67 additional followers)

- SOCIAL MEDIA HIGHLIGHT: Instagram Accounts Reached is up 27% (17.7k); Instagram Content Interactions is up 129% (3.6k).

\*TOP POST OF THE WEEK- Instagram post showing construction progress at Doral White Course Park has the highest reach of this week and the past 12 MONTHS! (15k in reach; 877 interactions)

- Promoted multiple city events/initiatives including but not limited to: Economic CSX Railroad Street closures Best of the Best daily winner spotlight, Call to Artists, Service Interruptions for Energov updates, State of the City

- Design/Web Projects – Diario Las Americas Pedro Pan ad, Art Circuits Call to Artist Ad

- Visited City businesses to promote Spend Local program

- Meeting with media companies for potential advertising opportunities in new fiscal year

- Film Permits:

- o Telemundo filming at Doral Glades Park (reality TV show)
- o Telemundo filming at Downtown Doral Park (reality TV show)
- o Univision filming at Doral Meadow Park (reality TV show)

- Events:

- o Coordination of State of the City – October

- Videos:

Published – Spend Local – CDM, Inc

Published – October Monthly Preview

In production – Resident Spotlight – Marco Salvador

In production – Hispanic Heritage Celebration Highlight Video

In production – State of the City Highlight Video

## **Public Works**

- ITB 2020-31 “Sub Basin H-8 Phase II Stormwater Improvements”: Notice to proceed has been executed and dated April 26, 2021. The awarded Contractor, Maggoc Inc., completed the installation of drainage along NW 52nd Street and along NW 77th Court up to NW 56th Street. First layer of asphalt has been installed along NW 77th Court between NW 52nd Street and NW 56th Street. Installation of drainage structures continue along NW 56th Street between NW 77th Court and NW 79th Avenue. Coordination with the businesses along NW 56th Street began on October 6th.
- Scheduled the Adopt-a-Street event for the Ronald Reagan Senior High School Interactive Club approved in March 202, Reso. No. 21.75 for Saturday 10/23/2021.
- Updated the AAS program participants and activity list on the Cities Website.
- The Private Haulers list is updated in the city’s website as of Oct 2021.
- Held meeting with Maggie Santos to establish a program to post regularly on City’s social media initiatives/programs/videos from the Green Element of the City LDC.
- Submitted the application for the 2021 FDACS Forestry Grant.
- Submitted to the Director for approval the PWD Safety & Training Plan: Policies & Procedures in accordance with the APWA Accreditation requirements.
- Address Evaluators comments on Chapter 9 of the APWA Accreditation requirements.

## **Transportation:**

- Revised Route 2 Trolley expansion schedule was developed and submitted by Gannett Fleming
- Performed inspection of Doral Trolley vehicle DT02 at Limousines of South Florida’s yard to assess the damage of the crash that occurred on the evening of September 28, 2021.
- Attended the Miami-Dade Transportation Planning Organization (TPO) Transportation Planning Technical Advisory Committee (TPTAC)/Transportation Improvement Plan (TIP) joint workshop
- Held a progress meeting with the Miami-Dade Transportation Planning Organization (TPO) for Quick Build Project
- Held a briefing meeting with Homeland Security
- Held a security briefing with Homeland Security