

RESOLUTION No. 23-

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING THE JOB DESCRIPTIONS, APPLICABLE SALARY SCALE AND PERFORMANCE MEASURES AND METRICS FOR POSITIONS IN THE 2023-2024 FISCAL BUDGET AS APPROVED BY THE CITY COUNCIL; APPROVING THE UPDATED CITYWIDE PAY PLAN TO INCLUDE THE NEW POSITIONS; PROVIDING FOR AUTHORIZATION; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the approved and adopted 2023–2024 Fiscal Year Budget for the City of Doral (the “City”) contemplated the establishment of new full-time positions/classifications in the City, including: “Community Rating System Coordinator & Floodplain Plans Examiner”, “Finance Coordinator”, “Risk Manager”, “Capital Improvements Division Chief”, “CIP Senior Project Manager”, “Park Manager II”, “Parks Engagement Specialist”, “Park Ranger Supervisor”, “Parks Aquatic Superintendent”, “Community Center Manager II”, “Marketing Specialist”, “Sponsorship Coordinator”, “Parking Operations Supervisor”, and “Irrigation Systems Technician”; and

WHEREAS, the approved and adopted 2023–2024 Fiscal Year Budget for the City contemplated position being reclassified to new full-time classifications in the City, including: “Permitting & Development Services Manager”, “Deputy Building Official/Chief Building Inspector”, “Compliance Administrative Coordinator”, “Code Compliance Training & Outreach Coordinator”, “Code Compliance Clerk”, “Accountant & Budget Analyst”, “Senior Accountant”, “Audiovisual Program Manager”, “Technical Support Manager”, Assistant City Manager / Chief Financial Officer”, “Community Center Manager I”, Cultural Arts & Events Administrator”, “Community Development / Planning & Zoning Director”, “Procurement & Asset Management Director”, and “Sustainability Manager”; and

WHEREAS, Section 2-7 of the City Code of Ordinance requires, in part, that “the creation of new full time employment positions” be approved by the Mayor and City Council, along with “[a] complete description of the duties and responsibilities of the position created or modified; [t]he applicable salary scale and other monetary and non-monetary benefits attached to the position created or modified; and [t]he applicable performance measures and metrics to be utilized in assessing the performance of individuals that will be hired to fill the position created or modified”; and

WHEREAS, Staff has recommended approval of the job descriptions, salary scales, performance measures and metrics, associated with the Positions and Reclassifications, as provided in the September 20, 2023, Memorandum from the Human Resources Department, which is attached hereto as Exhibit “A” and incorporated herein and made a part hereof by this reference; and

WHEREAS, via Resolution 22-183, on September 21, 2022, the City Council approved a citywide Job Classification and Pay Plan (the “Pay Plan”), which specified the new and/or revised job titles and corresponding pay ranges for all City employees; and

WHEREAS, from time to time, the City needs to adjust the Pay Plan to account for new positions and/or approved budgetary adjustments; and

WHEREAS, the City Manager’s Office recommends for the City Council to approve the updated Pay Plan, attached hereto as Exhibit “B” and job descriptions as Exhibit “C”, which are incorporated herein and made a part hereof by this reference, that takes into account the new positions and reclassifications for Fiscal Year 2023–2024.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are confirmed, adopted, and incorporated herein and made a part hereof by this reference.

Section 2. Approval. The job descriptions, salary scales, and performance measures and metrics associated with the establishment of new full-time positions/classifications in the City, including: “Community Rating System Coordinator & Floodplain Plans Examiner”, “Finance Coordinator”, “Risk Manager”, “Capital Improvements Division Chief”, “CIP Senior Project Manager”, “Park Manager II”, “Parks Engagement Specialist”, “Park Ranger Supervisor”, “Parks Aquatic Superintendent”, “Community Center Manager II”, “Marketing Specialist”, “Sponsorship Coordinator”, “Parking Operations Supervisor”, and “Irrigation Systems Technician”, and positions reclassified to new full-time classifications including: “Permitting & Development Services Manager”, “Deputy Building Official /Chief Building Inspector”, “Compliance Administrative Coordinator”, “Code Compliance Training & Outreach Coordinator”, “Code Compliance Clerk”, “Accountant & Budget Analyst”, “Senior Accountant”, “Audiovisual Program Manager”, “Technical Support Manager”, Assistant City Manager / Chief Financial Officer”, “Community Center Manager I”, Cultural Arts & Events Administrator”, “Community Development / Planning & Zoning Director”, “Procurement & Asset Management Director”, and “Sustainability Manager”, as provided in Exhibit “A,” are hereby approved. The updated Pay Plan, attached in Exhibit “B”, accounting for new position, reclassifications and budgetary adjustment for Fiscal Year 2023–2024, is hereby approved.

Section 3. Authorization and Implementation. The City Manager and the City Attorney are hereby authorized to take such other action as is necessary to implement

the provisions of this Resolution. The City Manager is further authorized to make future amendments to the Pay Plan as may be deemed necessary in accordance with Section 2-7 of the City's Code of Ordinances, provided the adjustments do not exceed the amounts budgeted for personnel in each department.

Section 4. Effective Date. This Resolution shall become effective immediately upon its adoption.

The foregoing Resolution was offered by _____ who moved its adoption. The motion was seconded by _____ and upon being put to a vote, the vote was as follows:

Mayor Christi Fraga	_____
Vice Mayor Rafael Pineyro	_____
Councilwoman Digna Cabral	_____
Councilwoman Maureen Porras	_____
Councilman Oscar Puig-Corve	_____

PASSED AND ADOPTED this 20 day of September, 2023.

CHRISTI FRAGA, MAYOR

ATTEST:

CONNIE DIAZ, MMC
CITY CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY
FOR THE USE AND RELIANCE OF THE CITY OF DORAL ONLY:

VALERIE VICENTE, ESQ. for
NABORS, GIBLIN & NICKERSON, P.A.
CITY ATTORNEY