

RESOLUTION No. 25-

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING THE JOB DESCRIPTIONS, APPLICABLE SALARY SCALE, AND APPLICABLE PERFORMANCE MEASURES AND METRICS FOR POSITIONS IN THE 2025-2026 FISCAL BUDGET AS APPROVED BY THE CITY COUNCIL; APPROVING THE UPDATED CITYWIDE PAY PLAN TO INCLUDE NEW POSITIONS, HEADCOUNT CHANGE AND APPROVED BUDGETED ADJUSTMENT; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR INCORPORATION OF RECITALS; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the approved and adopted 2025-2025 Fiscal Year Budget for the City of Doral (the “City”) contemplated the establishment of newly created positions in the City, including: “Records Manager”; “Streets Maintenance Technician”; “Auto Maintenance Supervisor”; “Electrician”; “Code Compliance Technician”; “Business Analyst”; “Data & Business Intelligence Manager” “Human Resources Assistant”; “Human Resources Coordinator”; “Lead Recreation Service Aide”; “Lead Receptionist/Recreation Service Aide”; “Administrative Assistant & Budget Coordinator”; “Licensing Outreach Coordinator”; 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; the applicable salary scale and other monetary and non-monetary benefits attached to the position created or modified; and the 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 scale, performance measures and metrics, associated with the Position, as provided in the September 17, 2025, Memorandum from the Humans Resources Department, which is attached hereto as Exhibit “A” and incorporated herein and made a part hereof by this reference; and

WHEREAS, via Resolution 15-88, in May of 2015, 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, via Resolution 21-187, on August 11, 2021, the City Council approved citywide Job Classification and Pay Plan adjustments (the “Pay Plan”), which specified revision on job titles, duties, salary adjustments, ensuring that said adjustments would fall within approved pay ranges; and

WHEREAS, via Resolution 24-227, on September 30, 2024, the City Council approved the citywide Job Classification and Pay Plan for fiscal year 2024-2025. Changes in the organizational structure, such as the creation of new positions, requires the City to adjust the Pay Plan to account for the revisions and adjustments of the pay plan to reflect new positions and/or approved budgetary adjustments, pay grade minimums, middle and maximums; and

WHEREAS, staff has recommended for the City Council approve the updated Pay Plan, attached hereto as Exhibit “B”, which is incorporated herein and made a part hereof by this reference, that takes into account the new positions and budgetary adjustment, inclusive of the newly approved pay grade minimums, middle and maximums for fiscal year 2025-2026.

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 description, salary scale, and performance measures and metrics associated with the “Records Manager”; “Streets Maintenance Technician”; “Auto Maintenance Supervisor”; “Electrician”; “Code Compliance Technician”; “Business Analyst”; “Data & Business Intelligence Manager” “Human Resources Assistant”; “Human Resources Coordinator”; “Lead Recreation Service Aide”; “Lead Receptionist/Recreation Service Aide”; “Administrative Assistant & Budget Coordinator”; “Licensing Outreach Coordinator”; as provided in Exhibit “A” and Exhibit “C”, are hereby approved. The updated Pay Plan, attached in Exhibit “B”, accounting for new positions, headcount change and budgetary adjustment, that takes into account the new positions and budgetary adjustment, inclusive of the newly approved pay grade minimums, middle and maximums for fiscal year 2025-2026 is here approved.

Section 3. Authorization. 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.

Section 4. Effective Date. This Resolution shall take effect immediately upon 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 Maureen Porras	_____
Councilwoman Digna Cabral	_____
Councilman Rafael Pineyro	_____
Councilwoman Nicole Reinoso	_____

PASSED AND ADOPTED this 17 day of September, 2025.

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:

LORENZO COBIELLA
GASTESI, LOPEZ, MESTRE & COBIELLA, PLLC
CITY ATTORNEY