

RESOLUTION No. 20-126**A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING THE JOB DESCRIPTION, APPLICABLE SALARY, PERFORMANCE MEASURES, AND RELATED METRICS FOR THE ESTABLISHMENT OF A NEW TEMPORARY POSITION FOR THE 2019/2020 FISCAL YEAR BUDGET; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the approved and adopted 2019/2020 Fiscal Year Budget for the City of Doral (the “City”) did not contemplate the creation, or provide funding for the newly created position in the City, including: “(Temporary) Part-time Park Ambassador” (“the Position”); 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; The City Manager or his/her designee is otherwise authorized to approve modifications to the job descriptions and/or classifications of full-time employment positions, provided that such modifications do not create new positions, increase a department's personnel head count, and/or exceed the amounts budgeted for personnel in each department; and

WHEREAS, the reclassification of the positions does not increase the Parks Department personnel headcount, and/or exceed the amounts budgeted for personnel in the Parks Department. A needs-assessment conducted by the Parks Department

estimates 20 temporary reclassifications into the newly established “(Temporary) Part-time Park Ambassador” position to cover roughly 556 part-time hours at City parks with a fiscal impact of approximately \$8,340.00, which is offset by the 67 part-time positions that remain in furlough status as of March 19, 2020; and

WHEREAS, Funding for the Park Ambassador Positions will be made available from the personnel accounts in Fund 107, the Emergency Fund. The Emergency Fund, is used only in the event of emergencies, such as COVID-19, and is initially funded by the General Fund. If funds are recovered for these expenditures from FEMA or another grant, the General Fund will be reimbursed. However, if the expenditures are not approved, they remain with the General Fund; and

WHEREAS, Staff has recommended approval of the job description, salary scales, and performance measures and metrics, associated with the new Position, as provided in the July 22, 2020, Memorandum From the Human Resources Director, which is attached hereto as Exhibit “A” and incorporated herein and made a part hereof by this reference;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND 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 new position of Part-Time Park Ambassador, the job description, salary scale, and performance measures and metrics associated with the position is hereby approved.

Section 3. 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.

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

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

Mayor Juan Carlos Bermudez	Yes
Vice Mayor Christi Fraga	Yes
Councilwoman Digna Cabral	Yes
Councilman Pete Cabrera	Yes
Councilwoman Claudia Mariaca	Yes

PASSED AND ADOPTED this 22 day of July, 2020.



JUAN CARLOS BERMUDEZ, 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:



LUIS FIGUEREDO, ESQ.
CITY ATTORNEY

EXHIBIT “A”



City of Doral, FL Classification Description

Classification Title: Part-time COVID-19 PARKS AMBASSADOR
Department: Parks & Recreation
Pay Grade: PT (Temporary)
FLSA Status: NE

GENERAL STATEMENT OF JOB

Responsible for safety and supervision of participants in City park facilities. Responsible for the safety and maintenance of park facilities and enforcement of all park rules and regulations. This position is classified as a non-exempt, (temporary) part-time position, with a schedule of not to exceed 28 hours per week.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

- Maintains high visibility and approachability when greeting park visitors in an effort to provide a warm and welcoming environment for all.
- Safely engages with members of the public to encourage social distancing amid the coronavirus pandemic by reminding residents to stay six feet away from one another and to wear a mask whenever possible, while not conducting physical exercise.
- Encourages safe park behavior, educates and keeps the general public safe by observing, reporting, and documenting what is happening throughout the parks.
- Ensures that any gatherings of the general public do not exceed the recommended number of group sizes.
- Ensures park users are engaged in COVID-19 permitted activities and educates the public on allowed/not allowed activities.
- Tracks park usage, trash, and other site needs.
- Performs general maintenance and clean up duties at the park which include, but not limited to, the emptying of trash receptacles, sweeping, mopping and vacuuming floors, wiping down tables, chairs and other furnishings, replenishing toilet paper and hand towels, cleaning concession area, restrooms and fields, and removing/maintaining signage and barriers.
- Disinfects high touch points including railings and signage, and public washroom facility door handles.
- Reports any social disorder, vandalism, drug use, etc., to the City of Doral Police Department.
- Assists with setup and breakdown of City sanctioned events and activities.
- Assists in park inspections to ensure the safety of the public and park facilities.
- Identifies, repairs and prevents possible safety hazards or causes of injury.
- Answers department phones and assists customers.
- Enforces safety and other park rules and regulations; administers first aid as required.
- Performs other duties as required and assigned by the Assistant Park Manager and the Park Manager.
- Address and handle issues with park patrons, informs and requests supervisory assistance when needed.
- Ensure appropriate COVID-19 related signage is available and posted throughout facilities.

Additional Duties:

- Performs other related work as required.

MINIMUM EDUCATION AND TRAINING

- Graduation from high school or possession of an acceptable equivalency diploma preferred.
- Minimum Age Requirement: 18 years of age or older.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Additional specialized training such as camp instructor, teacher or a related field is desirable.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Must possess excellent customer service skills and be able to establish good customer relations.
- Must have an ability to deal with people effectively, courteously and enthusiastically.
- Requires limited knowledge of the materials, methods and equipment typically used in recreational work and clean up duties.
- Knowledge of basic rules of safety and ability to enforce applicable rules and regulations, to include willingness to enforce COVID-19 related rules and address park patrons and infractions in a professional and courteous manner.
- Ability to use or repair small/light equipment, such as power tools.
- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Ability to use computers for data entry and work independently to complete daily activities and tasks according to the assigned work schedule.
- Must be fluent in the English language. Spanish is a plus.

Physical Requirements:

- Ability to perceive information through sound, handle/lift/pull/push objects; express ideas through speaking quickly or accurately; stand for sustained periods of time; use visual acuity to perform activities such as viewing a computer terminal or making observations of facilities; and walk from one work site to another.
- Ability to exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Ability to wear a mask and be outside walking around and standing for long periods of time.

*Training will be provided on Specific COVID-19 rules and regulations prior to beginning job.

Part Time COVID-19 Park Ambassador Proposal

Park Enforcement- COVID Rules		
Park	PT Hours/ week	Cost per week (Avg \$15.00/hour)
Doral Legacy Park	85	\$ 1,275.00
Doral Meadow Park	70	\$ 1,050.00
Morgan Levy Park	75	\$ 1,125.00
Doral Central Park (will also periodically monitor Downtown Doral & open/close Veteran's Park)	115	\$ 1,725.00
Trails & Tails Park	121	\$ 1,815.00
Total Requested	466	\$ 6,990.00
Pre COVID	1671	\$ 19,216.50
Difference (Savings)	1205	\$ 12,226.50
<i>*Doral Glades: There will be no PT ambassadors. Doral Legacy will help, when needed</i>		

*Pre COVID was at \$11.50/hour rate

Additional Ambassador hours- Contracted Youth Sports Skills & Drills groups/ Team tryouts (Soccer, Baseball, Tennis lessons etc.)		
Park	PT Hours/ week	Cost per week (Avg \$15/hour)
Doral Legacy Park	45	\$ 675.00
Doral Meadow Park	45	\$ 675.00
Morgan Levy Park	45	\$ 675.00
Total Requested	90	\$ 1,350.00
NOTE: Additional staff will be required when In-house sports skills & drills groups are offered (Basketball, Baseball) or additional sports phases open.		

Overall Staffing Notes:

*Staffing listed above will be used as PT COVID Park Ambassadors at Primary active parks and those that have had rule enforcement challenges. Ambassadors will enforce COVID rules (masks, allowed/not allowed activities, social distancing etc.) & perform regular cleaning and monitoring of restrooms (as required by MDC Emergency Order) ensuring the health of the park patrons and staff remains a top priority and the park is kept safe for all and risk is minimized.

*Staffing will also provide coverage at park facilities should a FT employee be required to be out for multiple days. This will allow the park to still open and operate. Without there is a possibility that we run into problems opening and operating facilities, should someone need to be out for multiple days (COVID related, family emergency).

Parks Department will continue to monitor park activity level and evaluate staffing of ambassadors. As additional phases & amenities open (playgrounds, sports/programming, indoor facilities etc.) staffing will need to be re-evaluated & adjusted accordingly to continue to ensure regular cleaning and regulations are enforced.