

**RESOLUTION No. 17-181**

**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 2017-18 FISCAL BUDGET AS APPROVED BY THE CITY COUNCIL; APPROVING THE UPDATED CITYWIDE PAY PLAN TO INCLUDE NEW POSITIONS AND APPROVED BUDGETED ADJUSTMENTS; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the approved and adopted 2017–2018 Fiscal Year Budget for the City of Doral (the “City”) contemplated the creation and provided funding for the newly created position in the City, including: “Human Resources Manager”, “Parks Operations Administrator”, and “Mail Clerk” (the “Positions”); 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, and performance measures and metrics, associated with the Positions, as provided in the October 11<sup>th</sup>, 2017 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 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**, from time to time, the City needs to adjust the Pay Plan to account for new positions and/or approved budgetary adjustments; and

**WHEREAS**, staff has recommended 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 for fiscal year 2017–2018.

**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 job descriptions, salary scales, and performance measures and metrics associated with the “Human Resources Manager,” “Parks Operations Administrator,” and “Mail Clerk,” as provided in Exhibit “A” and Exhibit “C”, are hereby approved. The updated Pay Plan, attached in Exhibit “B”, accounting for new position and budgetary adjustment for fiscal year 2017–2018, 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 Rodriguez who moved its adoption. The motion was seconded by Councilmember Mariaca and upon being put to a vote, the vote was as follows:

Mayor Juan Carlos Bermudez	Yes
Vice Mayor Pete Cabrera	Yes
Councilwoman Christi Fraga	Absent/Excused
Councilwoman Claudia Mariaca	Yes
Councilwoman Ana Maria Rodriguez	Yes

PASSED AND ADOPTED this 11 day of October, 2017.

  
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JUAN CARLOS BERMUDEZ, MAYOR

ATTEST:

  
\_\_\_\_\_  
CONNIE DIAZ, CMC  
CITY CLERK

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

  
\_\_\_\_\_  
WEISS, SEROTA, HELFMAN, COLE & BIERMAN, P.L.  
CITY ATTORNEY