

**ORDINANCE No. 2016-08**

**AN ORDINANCE OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AMENDING CHAPTER 2, "ADMINISTRATION," OF THE CITY CODE OF ORDINANCES, BY UPDATING PROCEDURES ASSOCIATED WITH APPROVAL OF EMPLOYMENT POSITIONS; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR INCORPORATION INTO THE CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the Mayor and City Council for the City of Doral (the "City") recognize that it is necessary, from time to time, to update City regulations, protocols and procedures to keep pace with changing conditions in and out of the City; and

**WHEREAS**, the Mayor and City Council desire to update procedures associated with approval of job classifications and descriptions in order to provide the administration with the flexibility to meet community needs and job market demands; and

**WHEREAS**, the Mayor and City Council also desire to provide the City's administration with the authority necessary to maintain compliance with the Fair Labor Standards Act and the Americans with Disabilities Act; and

**WHEREAS**, it is acknowledged that the City Council approves positions and the funding for all personnel in each yearly fiscal budget and has previously approved a Classification Plan for the City, both of which serve as budgetary and policy constraints on the administration; and

**WHEREAS**, the Mayor and City Council finds that the adoption of this Ordinance to be in the best interest of the City.

**NOW, THEREFORE, BE IT ORDAINED BY 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 of hereof by this reference.

**Section 2. Code Amended.** The Code of Ordinances of the City of Doral is hereby amended as follows:

**Chapter 2 - ADMINISTRATION  
ARTICLE I. - IN GENERAL**

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**Sec. 2-7. – Approval of job descriptions.**

~~All items brought before the~~ The approval of the city council for approval which involve shall be required for the creation of new full time employment positions with city or the modification of existing full time employment. The request for approval for the creation and/or modification of such positions with the city must include the following information when presented to the city council:

- (1) A complete description of the duties and responsibilities of the position created or modified;
- (2) The applicable salary scale and other monetary and non-monetary benefits attached to the position created or modified; and-
- (3) 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.

Each City Councilmember and the Mayor is authorized to individually approve modifications to the job descriptions and/or classifications of full time employment positions of his/her corresponding staff, 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.

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.

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**Section 3. Implementation.** The City Manager, City Clerk, and City Attorney are hereby authorized and directed to implement the provisions of this Ordinance and to take any and all necessary administrative actions as may be appropriate by their position to execute the purpose of this Ordinance.

**Section 4. Incorporation into the Code.** The provisions of this Ordinance, to the extent appropriate, shall become and be made a part of the Code of Ordinances of the City of Doral. The City Clerk is authorized to take all actions necessary to incorporate the provisions of this Ordinance into the Code of Ordinances, including, but not limited to, renumbering or relettering sections and to change and that the word “ordinance” may be changes to “section,” “article,” or such other appropriate word or phrase in order to accomplish such intention.

**Section 5. Severability.** The provisions of this Ordinance are declared to be severable and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

**Section 6. Conflicts.** All ordinances or parts of ordinances, resolution or parts of resolutions, in conflict herewith, are repealed to the extent of such conflict.

**Section 7. Effective Date.** This Ordinance shall become effective immediately upon adoption.

The foregoing Ordinance was offered by Vice Mayor Fraga, who moved its adoption.

The motion was seconded by Councilmember Ruiz and upon being put to a vote, the vote was as follows:

Mayor Luigi Boria	Yes
Vice Mayor Christi Fraga	Yes
Councilman Pete Cabrera	Absent/Excused
Councilwoman Ana Maria Rodriguez	Absent/Excused
Councilwoman Sandra Ruiz	Yes

PASSED AND ADOPTED on FIRST READING THIS 2 day of March 2016.

PASSED AND ADOPTED on SECOND READING THIS 13 day of April 2016.



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LUIGI BORIA, MAYOR


ATTEST:



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CONNIE DIAZ, CMC  
CITY CLERK

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



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WEISS SEROTA HELFMAN COLE & BIERMAN, PL  
CITY ATTORNEY