



# CITY OF DORAL

## Office of the City Manager

### Letter to Council

No. LTC# 033-2024

To: The Honorable Mayor and Members of the City Council

From: Rey Valdes  
City Manager

Date: October 22, 2024

Subject: **Building Official Transition**

This Letter to Council (LTC) serves to provide an update on the Building Department's Building Official transition.

I am writing to inform you of upcoming staffing changes in the Building Department:

Mr. Vince Seijas, our current Building Official, transitioned to part-time status from October 18, 2024, through November 18, 2024. During this time, he will continue overseeing key responsibilities, including early start permitting approvals, certificates of occupancy, and other essential duties.

Ms. Jane Decker, CBO, AIA, CFM, currently serving as Building Director, will assume the additional role of Building Official/Floodplain Administrator effective November 18, 2024. Ms. Decker has been with the City of Doral since 2012 and holds multiple relevant certifications.

In addition, she will be supported by Mr. Alex Garcia, CBO, CGC, CFM, Chief Building Inspector/Deputy Building Official who has been with the City of Doral since 2015 and will be returning from planned parental leave on November 18, 2024.

These changes have been reviewed with the Human Resources Department and are in accordance with City Ordinance Sec. 2-7, falling within the City Manager's authority.

The Building Department and the City Manager's Office are confident that these arrangements will ensure a smooth transition and maintain the high standards of service our community expects.