

MEMORANDUM

Agenda Item No. 10(A)(22)

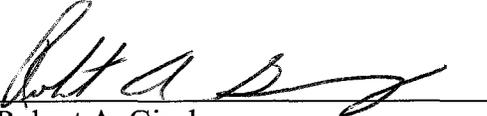
TO: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners

DATE: January 20, 2005

FROM: Robert A. Ginsburg
County Attorney

SUBJECT: Resolution establishing
County policy regarding
long-term vacant
positions

The accompanying resolution was prepared and placed on the agenda at the request of Commissioner Rebeca Sosa and Commissioner Sally A. Heyman.


Robert A. Ginsburg
County Attorney

RAG/bw



MEMORANDUM

(Revised)

TO: Honorable Chairman Joe A. Martinez DATE: January 20, 2005
and Members, Board of County Commissioners

FROM: 
Robert A. Ginsburg
County Attorney

SUBJECT: Agenda Item No. 10(A)(22)

Please note any items checked.

- "4-Day Rule" ("3-Day Rule" for committees) applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Bid waiver requiring County Manager's written recommendation
- Ordinance creating a new board requires detailed County Manager's report for public hearing
- Housekeeping item (no policy decision required)
- No committee review

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 10(A)(22)
1-20-05

RESOLUTION NO. _____

RESOLUTION ESTABLISHING COUNTY POLICY
REGARDING LONG-TERM VACANT POSITIONS

WHEREAS, the County currently has a substantial number of positions which have been vacant for 12 months or more beyond the scheduled hiring date (hereinafter “Long-term Vacant Position” or “LTVP”); and

WHEREAS, this Board recognizes that not every LTVP is funded, and that many vacant positions are the result of departments maintaining vacancies to achieve budgeted levels of attrition; and

WHEREAS, this Board further recognizes that some funded positions are held vacant and the work performed by employees who are temporary, part-time, or on overtime in order to minimize overall costs and optimize service; and

WHEREAS, it is the intention of this Board that unnecessary position growth should be limited in all County agencies and that LTVPs should be eliminated where appropriate; and

WHEREAS, it is the intention of this Board that savings from unfilled positions in any fund should be carried over within that fund to the next year’s budget; and

WHEREAS, this Board believes that the elimination of LTVPs is preferable to reducing departmental appropriations through attrition; and

WHEREAS, this Board does not wish to remove department directors’ flexibility to hire employees to meet priority service needs; and

WHEREAS, this Board believes that no department should administratively be granted a new position during any fiscal year if that department has LTVPs unless it is determined by the County Manager, or his or her designee, that it is in the best interest of the County to do so; and

WHEREAS, the Board believes that all LTVPs in any department should be reviewed by the County Manager and his or her staff during the annual budgetary process, and any such position not recommended for funding in the new fiscal year should be eliminated from the proposed budget,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that:

Section 1. No department shall administratively be granted a new position during any fiscal year if that department has LTVPs unless it is determined by the County Manager or his or her designee that it is in the best interest of the County to do so.

Section 2. Any allocation associated with a LTVP that is unspent at the end of any fiscal year shall be included as carryover within the same fund for appropriation during the next fiscal year.

Section 3. During the annual budget process, all LTVPs in any department shall be reviewed by the County Manager and his or her staff, and any such position not recommended for funding in the new fiscal year shall be eliminated from the proposed budget.

Section 4. During the annual budget process, all LTVPs in a department shall be reviewed for elimination before any new position is granted and there shall be an explanation within the proposed budget for any new position that results in the growth of total positions within a department's allotted budget.

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Section 5. The County Manager shall prepare a written report on a quarterly basis regarding LTVPs ("LTVP Report"). The LTVP Report shall, at a minimum, include the following information: (1) the number of new positions added and filled during the prior quarter; (2) the number of new positions added and not filled during the prior quarter; (3) the number of LTVPs filled during the prior quarter; and (4) the number of LTVPs remaining at the end of the quarter. For each position filled during the previous quarter or which remains unfilled at the end of the quarter, the LTVP Report shall state: (1) the date the new position was added; (2) the title and code of the position as well as the name of the department which added the position; (3) the date the position was filled, if applicable; (4) the date the requisition for the position was approved; (5) the funding source for the position as well as the approved salary and fringe benefits; and (6) the justification for the new position.

Section 6. The provisions of this resolution shall not apply to employees on military or family medical leave.

The foregoing resolution was sponsored by Commissioner Rebeca Sosa and Commissioner Sally A. Heyman and offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____ and upon being put to a vote, the vote was as follows:

Joe A. Martinez, Chairman	
Dennis C. Moss, Vice-Chairman	
Bruno A. Barreiro	Dr. Barbara Carey-Shuler
Jose "Pepe" Diaz	Carlos A. Gimenez
Sally A. Heyman	Barbara J. Jordan
Dorrin D. Rolle	Natacha Seijas
Katy Sorenson	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 20th day of January, 2005. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

GKS

Gerald K. Sanchez