

Memorandum



Date: March 22, 2018

Agenda Item No. 2(B)8
April 10, 2018

To: Honorable Chairman Esteban L. Bovo, Jr.
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor

A handwritten signature in blue ink, which appears to be "Carlos A. Gimenez", written over a blue circular stamp or seal.

Subject: FY 2017-18 Report of Employee Ideas/Suggestions (First Quarter)

Pursuant to Resolution No. R-777-14 sponsored by Commissioner Barbara J. Jordan and approved by the Board of County Commissioners (Board) on September 3, 2014, attached is the FY 2017-2018 First Quarter Report (October 1 through December 31) that provides a list of County employees whose cost-saving or efficiency-maximizing ideas/suggestions have been implemented.

Since the last report, on February 21, 2017, no employee suggestions have been approved for cash awards. We can report this quarter that two (2) ideas have been successfully implemented by County departments, with intangible benefits reported. A total of \$600 is being awarded to the employees. Attached is a summary of the following ideas implemented:

Department	Employee Name	Tangible/ Intangible	Award
Water and Sewer	Alexander S. Gonzalez	Intangible	\$400
Clerk of Court/ RER	Lisset Guasch	Intangible	\$200
Total			\$600

These awards are funded by the departments that accepted the ideas and received the resulting benefits. In accordance with Employee Suggestion Program, A.O. 7-8, employees who submit ideas/suggestions that, based on departmental review, do not yield tangible savings are eligible to receive between \$50 and \$1,000, and those whose ideas are deemed to yield tangible savings to the County are awarded 10 percent of the projected annual savings, with a maximum of \$5,000.

If you have any questions, please contact Arlene Cuellar, Director, Human Resources Department, at 305-375-1589, or me directly.

Per Ordinance 14-65, this memorandum will be placed on the next available Board of County Commissioners meeting agenda.

Attachment

c: Abigail Price-Williams, County Attorney
Geri Bonzon-Keenan, First Assistant County Attorney
Office of the Mayor Senior Staff
Edward Marquez, Deputy Mayor, Office of the Mayor
Arlene Cuellar, Director, Human Resources Department
Cathy Jackson, CPA, Interim Commission Auditor
Eugene Love, Agenda Coordinator

Employee Ideas Suggestions
First Quarter Year 2017-2018

Department Name	Idea Number	Employee Name	Idea Title	Idea Summary	Award Issued	Intangible/ Tangible*	Annual Savings
Water and Sewer	28-1574	Alexander S. Gonzalez	Closed Circuit Camera System	Mr. Gonzalez recommended installing a closed circuit camera system and warning horns in the engine room of the South Dade Wastewater Treatment Plant. As a result, Power Plant Operators now visually access the area before and after the engines start. They can quickly detect problems and prevent hazards. The warning horn keeps employees in the area alerted to clear the area. Overall plant safety has been enhanced.	\$400	Intangible	
Clerk of Court/ Department of Regulatory and Economic Resources	28-1575	Lisset Guasch	First Notice	Ms. Guasch recommended modifying the wording in the First Notice of Violation mailed to property owners with expired permits or who have done work without a permit. The portion explaining the appeal process did not fully explain the charges which would be imposed. Now the notice sent includes both the \$75 hearing fee and the possible administrative cost, which could be charged by the issuing department, when owners are found guilty. This has improved communication with customers and has the potential of reducing the number of hearings scheduled. Ms. Guasch is recommended for an intangible award of \$200.	\$200	Intangible	
				Total Award Amounts	\$600		