

**MEMORANDUM**

Agenda Item No. 11(A)(6)

**TO:** Honorable Chairman Bruno A. Barreiro  
and Members, Board of County Commissioners

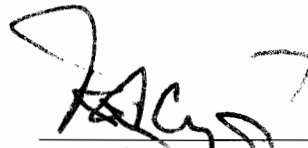
**DATE:** July 1, 2008

**FROM:** R. A. Cuevas, Jr.  
County Attorney

**SUBJECT:** Resolution directing the Mayor  
or designee to study the feasibility  
of establishing a pilot project  
providing more flexible work  
schedules for County employees

**Resolution No. R-776-08**

The accompanying resolution was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Rebeca Sosa, and Co-Sponsor Commissioner Carlos A. Gimenez.

  
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R. A. Cuevas, Jr.  
County Attorney

RAC/cp



# MEMORANDUM

(Revised)

TO: Honorable Chairman Bruno A. Barreiro  
and Members, Board of County Commissioners

DATE: July 1, 2008

  
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County Attorney

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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. 11(A)(6)  
7-1-08

RESOLUTION NO. R-776-08

RESOLUTION DIRECTING THE MAYOR OR DESIGNEE TO STUDY THE FEASIBILITY OF ESTABLISHING A PILOT PROJECT PROVIDING MORE FLEXIBLE WORK SCHEDULES FOR COUNTY EMPLOYEES WHERE APPROPRIATE AND ADVANTAGEOUS AS A MEANS OF SAVING TAXPAYER FUNDS TO ADDRESS BUDGET CUTS ANTICIPATED FOR THE UPCOMING FISCAL YEAR, IMPROVING COUNTY SERVICES, REDUCING EMPLOYEE COMMUTING COSTS AND REDUCING TRAFFIC CONGESTION; DIRECTING THE MAYOR OR DESIGNEE TO PROVIDE A REPORT AND RECOMMENDATIONS ON THE ISSUES IDENTIFIED IN THIS RESOLUTION WITHIN THIRTY (30) DAYS

**WHEREAS**, for the current 2007-08 fiscal year, reductions of more than \$200 million in expenditures were necessary to close the funding gap between the revenue available and the cost of continuing services at the same level as FY 2006-07; and

**WHEREAS**, Florida voters approved Amendment One on January 29, 2008, which doubled the homestead exemption, provided portability of the Save Our Homes differential, among other tax cuts; and

**WHEREAS**, Amendment One will necessitate what has been estimated as an additional \$97 million reduction in expenditures among the County's four taxing jurisdictions; and

**WHEREAS**, declines in real property values may further reduce revenues available to support the County's four taxing jurisdictions, which could necessitate additional reductions in spending; and

**WHEREAS**, all available options should be explored to minimize the impacts of such expenditure reductions on County services as well as County employees and their families; and

**WHEREAS**, a four-day work week is one option that should be considered in an effort to make necessary reductions in spending; and

**WHEREAS**, Florida International University recently announced that its employees will work 10-hour days Monday through Thursday from June 6 to July 25 in order to save money on electricity; and

**WHEREAS**, the FIU initiative is anticipated to save at least \$250,000 in electricity costs as a result of university buildings not being occupied for three consecutive days each week during the seven week period; and

**WHEREAS**, county employees are also faced with higher commuting costs as gasoline prices have increased; and

**WHEREAS**, providing greater flexibility on work days and hours can also reduce traffic congestion as County employees commute at non-peak times to and from work; and

**WHEREAS**, Miami-Dade County should undertake every effort to save taxpayer funds, reduce employee commuting costs, and reduce traffic congestion by establishing a pilot project for a four-day work week, flexible hours and other options during these austere times,

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

**Section 1.** This Board directs the Mayor or Designee to study the feasibility of establishing a pilot project providing more flexible work schedules for county employees where appropriate and advantageous as a means of saving taxpayer funds to address budget cuts anticipated for the upcoming fiscal year, improving County services, reducing employee commuting costs and reducing traffic congestion. The study shall include the following:

- a. Implementation of a four-day, 10 hour a day work week under two scenarios:
  - i. Having County employees work the same four 10-hour days each week such that County buildings can be shut down three consecutive days each week (one workday plus the weekend), in an effort to save on County costs, including electricity, water and gasoline for take-home County vehicles, as well as reduce commuting costs and traffic congestion.
  - ii. Having employees work staggered four-10 hour days each week such that County services are available for more hours each day to improve the delivery of County services, including when many County residents are on their way to and from work, and also in an effort to reduce commuting costs and traffic congestion.
- b. Implementation of flexible starting and ending time of the workday such that County services are available for more hours each day, and to reduce commuting costs and traffic congestion.

The Study shall:

1. Be specific in nature and identify the actual number of employees and types of positions, departments, and units that implementation of a four day 10-hour work week, staggered hours, and other flexible work options would be appropriate and advantageous.
2. Be specific as to which particular County buildings and facilities these flexible work options might provide the greatest opportunities for improved service delivery and reduced County electric, water, and other costs.
3. Identify the estimated savings that various flexible work options, departments, units and facilities would offer, and compare different options.

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- 4. Survey employees as to any potential impacts flexible work options may have on childcare and other issues that such a program might create.

**Section 2.** This Board directs the Mayor or Designee to make specific recommendations to the Board on implementation of a temporary pilot program for a four-day work week, flexible starting and ending times for County employees, and other options that would improve the delivery of County services to the public, save taxpayer dollars, and reduce costs for employees. The recommendations shall preserve the option of going back to a five-day work week, traditional work hours and other provisions should budget conditions improve, gasoline prices decrease or other conditions indicate that a return to traditional work schedules would be advantageous to the County.

**Section 3.** This Board directs the Mayor or Designee to provide a report and recommendations on the issues identified in this resolution to the Board on the issues within thirty (30) days of the date of this resolution.

The Prime Sponsor of the foregoing resolution is Commissioner Rebeca Sosa and the Co-Sponsor is Commissioner Carlos A. Gimenez. It was offered by Commissioner

**Jose "Pepe" Diaz**, who moved its adoption. The motion was seconded by Commissioner **Katy Sorenson** and upon being put to a vote, the vote was as follows:

	Bruno A. Barreiro, Chairman	<b>aye</b>
	Barbara J. Jordan, Vice-Chairwoman	<b>aye</b>
Jose "Pepe" Diaz	<b>aye</b>	Audrey M. Edmonson <b>aye</b>
Carlos A. Gimenez	<b>aye</b>	Sally A. Heyman <b>aye</b>
Joe A. Martinez	<b>aye</b>	Dennis C. Moss <b>aye</b>
Dorrin D. Rolle	<b>absent</b>	Natacha Seijas <b>aye</b>
Katy Sorenson	<b>aye</b>	Rebeca Sosa <b>aye</b>
Sen. Javier D. Souto	<b>aye</b>	

The Chairman thereupon declared the resolution duly passed and adopted this 1st day of July, 2008. 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: **Kay Sullivan**  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.

JMM

Jess M. McCarty