

Memorandum



Date: September 1, 2026

Agenda Item No. 2(B)(2)
October 20, 2026

To: Honorable Chairman Anthony Rodriguez
and Members, Board of County Commissioners

From: Daniella Levine Cava
Mayor

A handwritten signature in blue ink that reads "Daniella Levine Cava".

Subject: Monthly Vacancy Position Report – Directive No. 251974

This report is in response to Resolution No. R-1171-25 (Resolution), sponsored by Senator Rene Garcia, and adopted by the Board of County Commissioners (Board) on December 2, 2025. The Resolution directs the County Mayor or County Mayor's Designee to provide regular reports listing all County job positions under the County Mayor's purview that are currently open, vacant, and funded, including the County department, division, and funding source(s) for each position, as well as the length of time each position has been open and vacant. Additionally, each report shall include the beginning and end dates of each funding source and a description of any specific purpose for which the funds must be used (e.g., grant). Because of our continuous consolidation of positions and changes to vacancy rates, we now have a new baseline for future reports.

Executive Summary

During the FY2025-26 budget process, inquiries were made regarding position vacancies, attrition rates, and funded vs. non-funded positions in the County budget. On September 4, 2025, I issued the attached memorandum ([Attachment A](#)) to address these matters consistent with the WISE305 Initiative launched in January 2025. This memorandum explained that the use of attrition rates is a sound and necessary fiscal and operational practice. It enables the County to appropriately "right-size" departmental personnel budgets by accounting for routine turnover and staffing changes while providing departments the flexibility to fill vacancies needed in order to maintain service delivery.

Through WISE305, my administration remains focused on reducing expenses while improving government efficiency. On March 7, 2025, as part of our related fiscal austerity measures the County implemented a pause on the hiring of non-essential personnel, as well as a freeze on filling certain vacant positions. This resulted in savings used to balance the FY24-25 budget. Those efforts have continued into the current fiscal year. As of July 31, 2026, the County had 2,896 full-time vacancies out of a total of 31,998ⁱ positions of which 750 were attributed to the General Fund. See attached report for the detail ([Attachment B](#)). The Proposed FY 2026-27 budget includes the reduction of 419 vacant General Fund positions which accounts for approximately \$42.8 million in savings that is being used to support other operating expenses. Throughout FY 2026-27, OMB will continue to work with departments to review the operational need for any vacant positions, and I have directed staff to continue limited hiring, especially as we await the outcome of the Property Tax Reform ballot initiative in November 2026.

Background

As requested in the Resolution, Attachment B provides a comprehensive listing of all open, vacant County positions under the County Mayor's purview. Of the 2896 full-time vacant positions noted above, the largest funding categories are "Other funding" with 768 vacancies, "General Fund" with 750, "Internal Funds" with 676, "Proprietary Funds" with 353, "Revenue Fund" with 182, "Fire District" with 79, and "Grant and Library District funding" with 44 vacancies each. Employee

turnover and movement occur daily; therefore, positions reflected in the report may have since been filled while others may have become vacant. In addition, approved overages required to maintain operations may change the total number of approved positions. These overages or filling of vacancies require the Department to remain within the budgeted expenditure authority adopted by the Board.

Budgeted Use of Attrition

As part of the annual budget development process, each department is assigned an attrition factor, representing a projected level of salary and savings associated with positions expected to remain vacant for a relevant time during the fiscal year. In addition to the elimination of over 419 positions saving the General Fund \$42.8M, the Proposed FY2026-27 budget reflects higher attrition rates meaning Departments are being asked to keep positions vacant for longer periods of time. The application of attrition does not necessarily equate to specific positions on the attached report. It is a budgetary adjustment that reduces the overall personnel expense in each Department based on anticipated staff reductions, retirements, or resignations, without requiring a one-to-one reduction in authorized position count. Accordingly, some positions may be partially funded to reflect the department's attrition target, allowing for critical unfunded positions to remain in the position management system to fulfill future needs. The savings achieved from the elimination of vacant positions and higher attrition rates will be utilized to address the County's critical operational and capital needs, while facilitating a permanent reduction in the County's budgeted personnel expenses year over year.

Grant Funded Positions

It is important to note that our centralized data management system does not capture the beginning and end dates of grant funding. Grant management is maintained by each respective department. Grant funded positions were identified independently by the applicable departments, including the corresponding end dates. As grant funding terms change, departments will make appropriate adjustments to positions in accordance with their approved budgets and operational needs.

This report will be placed on the next available Board agenda pursuant to rule 5.06 (j) of the Board's Rules of Procedure. Should you require additional information, please contact Virginia Washington, Deputy Director, People and Internal Operations Department, at 305-375-1589.

c: Geri Bonzon-Keenan, County Attorney
 Jess M. McCarty, First Assistant County Attorney
 Office of the Mayor Senior Staff
 Department Directors
 Christina M. Cicilia, Director, Office of Policy and Budgetary Affairs
 Yinka Majekodunmi, Commission Auditor
 Basia Pruna, Director, Clerk of the Board
 Eugene Love, Agenda Coordinator

ⁱ The 31,998 positions includes all positions held by the County and the Constitutional Offices as of the date this memo was produced. The numbers reflected in this report are from July 31, 2026 and subject to change.