



# MIAMI BEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

## COMMITTEE MEMORANDUM

TO: Mayor Matti Herrera Bower and Members of the City Commission

FROM: City Manager Jorge M. Gonzalez 

DATE: September 9, 2009

SUBJECT: **REPORT OF THE FINANCE AND CITYWIDE PROJECTS COMMITTEE MEETING OF JULY 7, 2009.**

### OLD BUSINESS

### NEW BUSINESS

#### 1. Discussion Item: Budget Briefing

### ACTION

#### *The Committee requested:*

- *Tracking the amount of spending for outsourced/contracted services for positions that have been eliminated.*
- *Analyze Resort Tax Collections from special events*
- *Fire Chief to provide recommendations of changes to scheduling hours, what lifeguard towers could be eliminated, if any on the least used beaches.*
- *Determine if it is cost effective to add pages to MB magazine to include the Recreation Review so that the magazine could be self sufficient*

#### *The Committee recommended:*

- *The potential service reduction alternatives listed for the Police Department*
- *The proposed service reduction alternatives for the Fire Department with the exception of the items related to minimum staffing, elimination of lifeguard stands, and changing the lifeguard schedules to 5/8's year-round, which will be further discussed at a later date*
- *Eliminating a Code Administrative Aide II*
- *Eliminating the vacant position of Office Associate III in the Office of Community Services.*
- *The potential service reduction alternatives listed for the Parks & Recreation department*
- *Reducing the funds allocated for Professional Services in the CIP department.*
- *Eliminating the Asset Manager position and replacing with a part-time field monitor position*

Agenda Item         C6C        

Date         9-9-09

- **Exploring outsourcing the Permit Clerk function in the Building department**
- **Reducing Arts in the Parks from 8 to 6 events annually**
- **Pursuing replacement funding for 2010 Sleepless Nights so that the event would be fully funded by private sponsors**
- **Replacing a Field Monitor position with a part-time position.**
- **Transferring the Agenda Coordinator position from the City Manager's office to the City Clerk's office**
- **Replacing full-time office support with a part-time position in the Communications department and eliminating the citypage.**
- **Eliminating one Management Consultant in the Office of Budget and Performance Improvement.**
- **Eliminating the Labor Relations Director position in the Human Resources department.**
- **Eliminating an Office Associate V, as of December, in the City Clerk's office.**
- **Eliminating a Legal Secretary position and further reducing the hours of the part-time First Assistant City Attorney from 40 hours per pay period to 20 hours per pay period.**
- **Reducing Capital Investment & Upkeep Account so that reforestation is reduced from \$200,000 to \$100,000**
- **Eliminating funding for Vote Miami Beach**
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- **Reducing Professional Services by \$5,000 from Applications and by \$5,000 from the Support divisions, eliminating one (1) Information Technician I, and replacing one (1) Senior Systems Analyst and one (1) Systems Analyst with an entry-level position.**
- **Eliminating one (1) Central Services Administrative Aide I and one (1) Duplicating Equipment Operator.**
- **Eliminating one (1) Administrative Aide I, one (1) MSW-III, which will be replaced by contracted temporary labor when needed, and eliminating one (1) vacant A/C Mechanic position in the Property Management Department**

**The Committee recommended against the following:**

- **Reducing the funding for various citywide programs**
- **Closing the Byron Carlyle Theater or eliminating the funding for the Arts Education Program.**
- **Eliminating the funding for the Arts Education Program**
- **The potential service reduction alternative for the Fleet Management department.**

City Manager Jorge Gonzalez presented and reviewed the status of the FY 2009/10 Operating Budget as of July 7, 2009.

City Manager Jorge Gonzalez explained that the Cost Cutting/Efficiencies, reorganizations, reallocations, etc totaling \$1.38 million came from positive impact or minimal service impact efficiencies list and there was also a list of potential service reductions totaling \$4.63 million to be reviewed which was detailed in the potential service reduction alternatives list. City Manager Jorge Gonzalez also stated that pension costs were not included in the impact (savings) numbers on the efficiencies/reorganization list and that the potential employee "give backs" included a 4% pension contribution and no merit or COLA increases for next year.

Commissioner Jonah Wolfson was concerned about possible loss of police officers "on the street" and increased overtime to compensate for the loss of staff.

Police Chief Carlos Noriega stated that the department will not have any job losses as a result of the efficiencies/reorganization and has no problem with the numbers presented. Discussion ensued.

Commissioner Weithorn was concerned about eliminating electrician positions, replacing them with temporary electricians, and saving only approximately \$10,600. Commissioner Ed Tobin asked that if the City was going to contract or outsource the services for eliminated positions that staff track the amount of spending to ensure that savings are achieved.

Chairman Saul Gross moved the discussion to the list of Potential Service Reduction Alternatives.

Commissioner Deede Weithorn was concerned about displacing employees and asked that there be additional scrutiny for eliminating currently filled positions.

The Committee discussed the potential service reduction alternatives for the Police Department. It was determined that the savings stated for eliminating one (1) Patrol Police Officer should be changed from \$75,968 to \$57,300 to reflect the salary level for an entry level position. City Manager Jorge Gonzalez also noted that the savings listed for the elimination of one (1) Administrative Aide II, two (2) Records Technicians, and three (3) Data Entry Clerks reflected only six (6) months of savings due to the assumption of implementing RMS field reporting at mid-year. The Committee recommended the potential service reduction alternatives listed for the Police Department. Commissioner Jerry Libbin asked if the City tracks Resort Tax collections after special events and if not, could it be tracked. City Manager Jorge Gonzalez stated that it is not tracked to determine economic impact from specific events but it is reviewed in totality monthly. City Manager Jorge Gonzalez stated that the total amount of savings, from efficiencies/reorganization and service reduction alternatives, from the Police department are approximately \$1.6 million.

Fire (excluding Ocean Rescue) – Commissioner Libbin asked Adonis Garcia, International Association of Fire Fighters (IAFF) union representative, if he supported the suggestion of reducing overtime budgets by amending the minimum staffing ordinance. Mr. Garcia stated that he does not and felt that this may compromise the safety of residents and fire fighters. Chairman Gross asked Mr. Garcia to explain why the number of unscheduled absences would be higher on Fridays and Mondays. Mr. Garcia stated that as of last year the IAFF union had agreed to a restricted sick/leave policy which has reduced overtime by more than half. Discussion ensued. The Committee approved the proposed service reduction alternatives with the exception of the item related to minimum staffing, which will be further discussed at a later time.

Fire (Ocean Rescue) – The Committee recommended eliminating the Division Chief of Ocean Rescue and replace them with an Administrative professional, reducing overtime by half, revisiting the suggestions of changing the schedule to 5/8s on a year round basis and eliminating three (3) lifeguard towers. Commissioner Libbin asked Fire Chief Eric Yuhr to explain how the change to 5/8s would impact coverage on the beaches. Fire Chief Yuhr stated that when shifts are staggered there would be times where some lifeguard stands are empty. Commissioner Weithorn did not want lifeguard stands empty, and favored removing the lifeguard stand if it was going to be empty. Mayor Mattie Herrera Bower suggested placing signage stating the times when beaches are guarded to notify the public when the lifeguards are present. City Manager Jorge Gonzalez stated that currently all shifts begin at 9:00am whether or not people were on that area of the beach. Chairman Gross favored scheduling lifeguards according to use

of the area; for example, if the beach was empty until 10:00am, the lifeguard should be present beginning at 10:00am not 9:00am. Discussion ensued. Commissioner Tobin commented that the City may want to consider restructuring the Ocean Rescue division. Chairman Gross asked Fire Chief Yuhr to come back with recommendations of changes to scheduling hours, what lifeguard towers could be eliminated, and bring back a list of the least used beaches.

Code Compliance – The Committee recommended eliminating a Code Administrative Aide II. Chairman Gross asked if the reorganization was a result of Condrey study. City Manager Jorge Gonzalez stated that it was partially due to the analysis of the Condrey study. The Committee recommended revisiting the reorganization of the Community Outreach staff as part of an overall evaluation of the Condrey Study.

The Committee requested to review the Condrey Study, Pay Scale B, at the July 9, 2009 Finance and Citywide Projects Committee meeting.

Office of Community Services – The Committee recommended eliminating the vacant position of Office Associate III.

Parks & Recreation – Commissioner Wolfson asked Assistant City Manager Hilda Fernandez if the Recreation Review could be included as part of MB magazine by adding more pages and increasing advertising to make it cost neutral. Ms. Fernandez stated that it could be analyzed to determine if it is cost effective to add pages to MB magazine. The Committee recommended keeping three (3) issues yearly if the Recreation Review could be included in MB magazine.

The Committee recommended all potential service reduction alternatives listed for the Parks & Recreation department.

The Committee recommended reducing \$10,000 of the funds allocated for Professional Services in the CIP department.

Real Estate, Housing & Community Development - City Manager Jorge Gonzalez suggested eliminating the Asset Manager position and holding off on the salary changes for the other two positions. This change would bring about savings of \$110,000 not \$162,249 previously listed. The Committee recommended eliminating the Asset Manager Position and replacing with a part-time field monitor position.

The Committee recommended exploring outsourcing of the Permit Clerk function in the Building department.

Tourism and Cultural Development – Chairman Gross asked the status of the visioning for the Byron Carlyle Theater. Discussion ensued. The Committee did not recommend closing the Byron Carlyle Theater or eliminating the funding for the Arts Education Program. The Committee is recommending reducing Arts in the Parks from eight (8) to six (6), replacing the funding for 2010 Sleepless Nights, so the event would be fully funded by private sponsors, grants or other sources and replacing the Field Monitor position with a part-time position.

The Committee recommended transferring the Agenda Coordinator position in the City Manager's office to the City Clerk's office.

The Committee recommended replacing full-time office support with a part-time position in the Communications department and eliminating the Citypage.

The Committee recommended eliminating one Management Consultant in the Office of Budget and Performance Improvement.

The Committee recommended eliminating the Labor Relations Director position in the Human Resources department.

The Committee recommended eliminating the Office Associate V, as of December, in the City Clerk's office.

The Committee recommended eliminating a Legal Secretary position and further reducing the hours of the part-time First Assistant City Attorney from 40 hours per pay period to 20 hours per pay period. Commissioner Wolfson noted that he felt that the City Attorney's office should eliminate an attorney position. Chairman Gross stated that in the prior two (2) years, the City Attorney's office has eliminated two (2) positions.

The Committee did not recommend reducing funding to various citywide programs and reducing Capital Investment & Upkeep Account so that reforestation is reduced from \$200,000 to \$100,000.

Information Technology – The Committee recommended reducing Professional Services by \$5,000 from Applications and by \$5,000 from the Support divisions, eliminating one (1) Information Technician I, and replacing one (1) Senior Systems Analyst and one (1) Systems Analyst with an entry-level position.

Central Services – The Committee recommended eliminating one (1) Central Services Administrative Aide I and one (1) Duplicating Equipment Operator.

Property Management – The Committee recommended eliminating one (1) Administrative Aide I, one (1) Municipal Service Worker III (MSW-III), which will be replaced by contracted temporary labor when needed, and eliminating one (1) vacant A/C Mechanic position.

Fleet – Chairman Gross asked Andrew Terpak, Fleet Management Division Director, what if any reductions in staff he could recommend. Mr. Terpak stated that he could not recommend any reductions without the reduction resulting in a major impact to service. The Committee did not recommend any of the potential service reduction alternatives for the Fleet Management department.

Commissioner Weithorn asked Kathie Brooks, Budget & Performance Improvement Director, if it true that the Enterprise Funds did not suggest any potential service reduction alternatives. Ms. Brooks stated that they had not but that they had, however, identified position reductions through efficiencies. Commissioner Weithorn requested that the Enterprise Funds go back and propose some service reduction alternatives.

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