

# CITY OF CORAL GABLES

## --MEMORANDUM--



*The City Beautiful*

**TO:** Diana Gomez, Finance Director  
Keith Kleiman, Management  
Interim City Manager, Peter Iglesias

**FROM:** Commissioner Vince Lago

A handwritten signature in black ink, appearing to be "V. Lago", is written over the name of the sender.

**DATE:** September 18, 2018

**SUBJECT:** Information Request

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In preparation for our meeting scheduled on Thursday, September 20<sup>th</sup>, I would like to receive a detailed overview on the following items:

- A detailed breakdown of all expenses made under the line item entitled 'Ceremonial Gifts' in the Office of the City Commission Budget for FY 16-17 and FY 17-18 (provide a summary of all purchases deducted from this line item along with a brief description).
- A detailed summary explaining why the budget has increased for operating expenses and decreased for capital expenditures.
- A detailed description of what happens to vacancies not fulfilled within each fiscal year. Provide a thorough explanation as to what happens to unused department budgets and where exactly they are allocated if they go unused, please use specific examples.
- A list of vacancies that have been unfilled since 2009- end of fiscal year 2016-17. According to the latest vacancy report dated 8/28/18, since 2009 - until end of FY 2016-17, combined salaries for vacant positions amount to approximately 1.5 million (see highlighted positions). These positions have been vacant for an extended period of time and I would like to know where these funds have been allocated.

Please provide all information requested during our meeting and include a written summary report answering each of these questions by Friday, September 21, 2018. The information I have requested in this memo would allow me to become fully prepared for our 2<sup>nd</sup> Budget Hearing next week.

CC:

Miriam Ramos, City Attorney

**CITY OF CORAL GABLES  
FY18 VACANCY REPORT @ 08/28/18**

DIV	POSITION #	TITLE	VACANCY DATE	VAC	APPR'D TO FILL	COND'L OFFER	GRADE	MIN SALARY	MAX SALARY	BUDGETED SALARY
<b>CITY MANAGER</b>										
1010	0604-001	COMMISSION LIAISON	07/20/18	1	1	-	18E	\$19.48	\$27.83	52,468
<b>TOTAL CITY MANAGER</b>				<b>1</b>	<b>1</b>	<b>-</b>				<b>52,468</b>
<b>LABOR RELATIONS &amp; RISK MANAGEMENT</b>										
1040	0408-001	LABOR RELATIONS ANALYST	03/13/18	1	1	-	22E	23.68	33.82	49,254
<b>TOTAL CITY Commission</b>				<b>1</b>	<b>1</b>	<b>-</b>				
<b>DEVELOPMENT SERVICES</b>										
1210	1114-003	STRUCTURAL ENGINEER	01/05/18	1	1	-	33E	40.49	57.84	119,000
1220	1120-002	ZONING ADMINISTRATOR (1)	10/02/17	1	-	-	31E	36.73	52.47	80,387
1220	1123-001	ZONING OFFICIAL	08/22/13	1	1	-	31E	36.73	52.47	107,949
1210	1105-001	CHIEF MECHANICAL OFFICIAL	06/29/18	1	1	-	29E	33.31	47.59	76,478
1210	1125-001	QUALITY CONTROL MANAGER	05/26/17	1	-	-	29E	33.31	20.86	97,898
1220	1209-004	PRINCIPAL PLANNER	10/01/15	1	1	-	28E	31.72	45.33	67,203
1220	1117-010	ZONING REVIEWER (2) (Please read footnote below)		1	1	-	21C	23.00	32.86	55,263
<b>TOTAL DEVELOPMENT SERVICES</b>				<b>7</b>	<b>5</b>	<b>-</b>				<b>604,178</b>
<b>PUBLIC WORKS</b>										
<b>PUBLIC WORKS - CENTRAL</b>										
1500	1026-003	PUB WRKS ASST. DIR. FOR OPERATIONS	03/14/13	1	1	1	35E	44.64	63.77	124,875
1510	1037-001	SR. TRAFFIC ENGINEER	04/27/18	1	1	-	29E	33.31	47.59	69,285
1510	1000-001	SR. CONSTRUCTION MANAGER	11/30/16	1	-	-	27E	30.22	43.17	80,463
1520	3110-001	MASTER ELECTRICIAN	09/29/17	1	1	-	21C	23.00	32.86	76,389
1520	3129-002	REPAIR WORKER/FACILITIES	03/25/16	-	1	-	14C	16.35	23.36	34,008
1520	3129-003	REPAIR WORKER/FACILITIES	09/29/17	2	1	-	14C	16.35	23.36	50,732
<b>TOTAL CENTRAL</b>				<b>6</b>	<b>5</b>	<b>1</b>				<b>435,752</b>
<b>PUBLIC WORKS - AUTOMOTIVE</b>										
4700	4008-001	FIRE EQUIPMENT MECHANIC II	07/02/18	1	1	-	22C	24.15	34.50	82,821
4700	4006-005	AUTOMOTIVE MECHANIC	07/23/18	1	1	-	18C	19.87	28.39	41,330
<b>TOTAL AUTOMOTIVE</b>				<b>2</b>	<b>2</b>	<b>-</b>				<b>124,151</b>
<b>PUBLIC WORKS - PUBLIC SERVICE</b>										
6120	0633-001	PUB WRKS ASST. DIR. FOR SANITATION	03/07/18	1	1	-	35E	44.64	63.77	136,750
6120	2115-001	SANITATION DIVISION SUPERINTENDENT	01/01/16	1	1	-	24E	26.10	37.29	80,558
6120	3017-001	COORDINATOR/RECYCLING	02/16/19	1	1	-	23C	25.36	36.22	75,099
6130	2008-001	HORTICULTURIST	04/25/18	1	-	-	22C	24.15	34.50	37,482
6120	2112-002	SANITATION CRANE OPERATOR	06/08/18	1	1	-	18C	19.87	28.39	68,533
6120	2112-007	SANITATION CRANE OPERATOR (Frozen to cover Part-time position)	05/11/11	1	-	-	18C	19.87	28.39	54,142
6120	2105-004	SANITATION OPERATOR II	06/26/17	1	-	-	16C	18.02	25.75	51,724
6130	3203-002	EQUIPMENT OPERATOR II	05/28/18	-	1	-	16C	18.02	25.75	38,690
6130	3203-003	EQUIPMENT OPERATOR II (Frozen to cover Part-time position)		2	-	-	16C	18.02	25.75	66,081
6120	2101-090	SANITATION WORKER	06/26/18	1	1	-	14C	16.35	23.96	48,848
<b>TOTAL PUBLIC SERVICE</b>				<b>10</b>	<b>6</b>	<b>-</b>				<b>472,309</b>
<b>TOTAL PUBLIC WORKS</b>				<b>18</b>	<b>13</b>	<b>1</b>				<b>1,032,212</b>
<b>FINANCE</b>										
3030	0350-001	COMPTRROLLER	04/27/18	1	1	1	33E	40.49	57.84	105,179
3030	0106-003	ACCOUNTING SPECIALIST (Frozen to cover Part-time position)	05/31/18	1	1	-	18E	19.48	27.83	66,320
<b>TOTAL FINANCE</b>				<b>2</b>	<b>2</b>	<b>1</b>				<b>171,499</b>
<b>INFORMATION TECHNOLOGY</b>										
3200	0123-002	IT NETWORK ANALYST I	03/19/18	1	1	-	20C	21.91	31.29	45,573
<b>TOTAL INFORMATION TECHNOLOGY</b>				<b>1</b>	<b>1</b>	<b>-</b>				<b>45,573</b>

**CITY OF CORAL GABLES  
FY18 VACANCY REPORT @ 08/28/18**

DIV	POSITION #	TITLE	VACANCY DATE	VAC	APPR'D TO FILL	COND'L OFFER	GRADE	MIN SALARY	MAX SALARY	BUDGETED SALARY
<b>POLICE</b>										
5000	0072-001	ASST. CHIEF OF POLICE ADMIN SERV	05/28/18	1	-	-	35P5	42.51	69.59	128,060
5000	5030-001	ASST. POLICE CHIEF FOR OPERATIONS	07/09/09	1	1	-	35PS	42.51	69.59	128,060
5040	6316-001	COMMUNICATIONS MANAGER	09/21/17	1	1	-	30E	34.98	49.97	90,865
5000	5021-040	POLICE SERGEANT	06/11/18	1	-	-	25P	31.29	51.65	94,906
5020	5020-020	POLICE OFFICER	07/01/18	1	1	-	21p	26.52	42.49	56,536
5020	5020-104	POLICE OFFICER	10/01/16	1	1	-	21p	26.52	42.49	56,536
5020	5020-106	POLICE OFFICER	07/16/18	1	1	-	21p	26.52	42.49	56,536
5040	5016-033	COMMUNICATION OPERATOR	01/08/18	-	1	-	19C	20.86	29.80	39,354
5040	5016-040	COMMUNICATION OPERATOR	08/01/16	-	1	-	19C	20.86	29.80	39,354
5040	5016-044	COMMUNICATION OPERATOR	10/31/16	-	1	-	19C	20.86	29.80	39,354
5040	5015-031	COMMUNICATION OPERATOR	12/20/17	4	1	-	18C	19.87	28.39	39,354
5060	5014-001	POLICE SUPPORT SERVICES ASSISTANT	06/09/17	1	1	-	15C	17.17	24.52	54,310
5020	0722-008	NEIGHBORHOOD SAFETY AIDE	10/25/17	-	-	-	13C	15.57	22.24	32,386
5020	0722-009	NEIGHBORHOOD SAFETY AIDE	10/25/17	-	-	-	13C	15.57	22.24	32,386
5020	0722-010	NEIGHBORHOOD SAFETY AIDE	10/25/17	3	-	-	13C	15.57	22.24	32,386
<b>TOTAL POLICE</b>				<b>15</b>	<b>10</b>	<b>-</b>				<b>920,383</b>
<b>FIRE</b>										
5500	5129-001	DEPUTY FIRE CHIEF	10/31/16	1	1	-	35PSF	42.51	69.59	160,466
5500	5119-002	FIRE CAPTAIN	07/31/18	1	-	-	27G	44.95	62.13	93,492
5520	5114-024	FIRE LIEUTENANT	02/26/18	1	-	-	24F	31.02	45.59	113,544
5520	5105-051	FIREFIGHTER	08/10/18	1	1	-	21F	23.51	37.67	58,673
5530	5105-072	FIREFIGHTER	08/10/18	1	1	-	21F	23.51	37.67	58,673
5500	5106-001	FIREFIGHTER-STAFF	08/10/18	1	1	-	21G	28.21	45.20	58,673
5500	0012-013	CLERICAL ASSISTANT II	03/31/18	1	1	1	13C	15.57	22.24	40,518
<b>TOTAL FIRE</b>				<b>7</b>	<b>5</b>	<b>1</b>				<b>584,039</b>
<b>PARKS &amp; RECREATION</b>										
6000	6311-001	COMMUNITY RECREATION DIRECTOR	10/01/14	1	-	-	38E	49.21	73.08	141,100
6070	3005-023	MAINTENANCE WORKER II	08/06/18	1	-	-	13C	15.57	22.24	46,973
<b>TOTAL PARKS &amp; RECREATION</b>				<b>2</b>	<b>-</b>	<b>-</b>				<b>188,073</b>
<b>PARKING/TRANSPORTATION/TROLLEY</b>										
8400	0710-031	PARKING ENFORCEMENT SPECIALIST	07/20/18	1	1	-	15C	17.17	24.52	35,714
8330	0706-002	PARKING ATTENDANT (Frozen to cover Part-time Position)	10/03/17	1	-	-	09C	12.82	18.31	43,856
<b>TOTAL PARKING/TRANSPORTATION/TROLLEY</b>				<b>2</b>	<b>1</b>	<b>-</b>				<b>79,570</b>
<b>TOTAL VACANCIES</b>				<b>56</b>	<b>39</b>	<b>3</b>				<b>3,677,995</b>

(1) Zoning Administrator Position is not available to be filled until a Position Status Change Form is completed and signed by the City Manager. Currently the only approved position is a Zoning Planner Lead that was changed during the budget process from a 22c to 28E. The budgeted salary is \$80,387.