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INQ 16-60 Santarossa

**From:** Diaz-Greco, Gilma M. (COE)  
**Sent:** Monday, March 07, 2016 2:16 PM  
**To:** 'Claudio Santarossa' <airtnik@gmail.com>  
**Cc:** Ceden, Rachele (COE) <cedeno@miamidade.gov>  
**Subject:** Mirta Santarossa, Court Records Specialist 1, Miami-Dade Clerk of the Courts (limitations on contracting with the County INQ 16-60

Dear Ms. Santarossa:

Attached is the Limitations on Doing Business with the County Ethics Opinion letter. Please note that it indicates that Air Technik Inc. may enter into contracts with Miami-Dade County but not with the Miami-Dade Clerk of Courts Department.

You may print this letter and submit it to the Procurement Department. I will send you the original letter via regular mail.

Please contact me if you have further questions.

Sincerely,

Gilma (Mimi) Diaz-Greco  
Staff Attorney

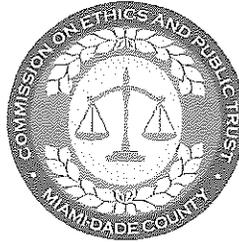


Miami-Dade Commission on Ethics and Public Trust  
19 W. Flagler Street, Suite 820  
Miami, FL 33130  
Tel: (305) 579-2594  
Fax: (305) 579-0273  
[gdiazgr@miamidade.gov](mailto:gdiazgr@miamidade.gov)  
[www.facebook.com/MiamiDadeEthics](http://www.facebook.com/MiamiDadeEthics)

# MIAMI-DADE COMMISSION ON ETHICS AND PUBLIC TRUST

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EXECUTIVE DIRECTOR  
GENERAL COUNSEL  
Michael P. Murawski  
ADVOCATE  
Miriam S. Ramos  
DEPUTY GENERAL COUNSEL

Via First Class Mail  
and email at: [airtnik@gmail.com](mailto:airtnik@gmail.com)

March 7, 2016

Mirta Santarossa  
Air Technik Inc.  
7764 NW 71<sup>st</sup> St.  
Miami, FL 33166

*Please submit this letter to  
the Procurement  
Department. The Ethics  
Commission does not submit  
this letter on your behalf*

Re: INQ 16-60, Limitations on Doing Business with the County

Dear Ms. Santarossa:

Air Technik Inc., may enter into contracts with Miami-Dade County but not with the Miami-Dade Clerk of Courts Department.

This opinion is based on the following facts and legal analysis:

On February 29, 2016, you asked about limitations in doing business with the County through a private company, Air Technik Inc., owned by you and by your husband, Claudio Santarossa. You are employed as a Court Records Specialist 1 working in the Traffic Courts Division of the Miami-Dade Clerk of Courts Department.

## OUTSIDE EMPLOYMENT

Work conducted for your privately owned company constitutes outside employment. The Ethics Code prohibits County employees from engaging in conflicting outside employment. You will be required to obtain permission to engage in outside employment annually from your supervisor and file related financial disclosure forms every year. Conflicting employment is sometimes created when a County employee comes in contact with the same or similar people or entities in both his outside employment and in his County job or when he uses the same or similar resources in his outside employment as he uses in his County work. See the County Code at Secs. 2-11.1 (g) and (j).

**Please note that this letter does not grant you permission to engage in outside employment.** You must obtain permission to engage in outside employment annually from your supervisor and file related financial disclosure forms every year.

#### CONTRACTING WITH THE COUNTY

Once you have been granted permission to engage in outside employment, you may enter into a County contract through your privately owned company, Air Technik Inc., as long as the contract does not interfere with the full and faithful discharge of your duties to the County. *See* the County Ethics Code at Secs. 2-11.1 (c)(2) and (d).

This includes the condition that you may not participate in determining the contract requirements or in awarding the contract. Additionally, none of your job responsibilities and job descriptions may require you to be involved in the contract in any way including, but not limited to, its enforcement, oversight, administration, amendment, extension, termination or forbearance. Finally, you may **not** work in any County department that would enforce, oversee or administer this contract. Consequently, Air Technik Inc. may not enter into contracts with the Miami-Dade Clerk of Courts Department.

#### LOBBYING

Additionally, you may not lobby the County. In this case, you may not contact anyone within the County in an attempt to influence a decision about any contract Air Technik Inc. is seeking. *See* the County Ethics Code at Sec. 2-11.1 (m)(1).

This opinion construes the Miami-Dade County Ethics Code as it applies to County employee-vendors at Secs. 2-11.1 (c)(1) and (m)(1) only. It is not applicable to any conflicts under other sections of the County Code or to issues related to state or federal laws.

If any of the facts you have presented change or if you have further questions, please feel free to contact me at 305 350-0638.

Sincerely,



Gilma Diaz-Greco  
Staff Attorney

INQ 16-60  
Santarossa

March 7, 2016  
Page 2

# FAX COVER SHEET

TO: Gilma (Mimi) Diaz-Greco  
Staff Attorney

DATE: 2/10/2016

Phone: Tel: (305) 579-2594  
Fax: Fax: (305) 579-0273

PAGES: 2

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FROM: Marlyne Blake  
Miami Dade Clerk of Courts  
Traffic/Misdemeanor Division

TELEPHONE: (305) 548-5258  
FAX: (305) 548-5433

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RE: Mirta Santarossa - *2136701*

February 9, 2016

To Whom It May Concern:

My husband and I run a Small Business, Air Technik Inc., An FAA Repair Station which provides Overhaul and Repair services of Electronic Equipment such as Radios, Instruments and Accessories to the Aviation and Rail Industry. My husband is in charge of Customer Service, Sales and the Repair Shop. I on the other hand, am responsible for all the office duties including Record keeping, Invoicing and Purchasing. I also work with the ILS network which helps us quote, buy and sale products around the world. This network compares prices and products from different vendors which most of them are located in the US West Coast. Other duties are to supervise ordering, delivery and inventory of products and materials needed for the Shop. My responsibility involves managing daily finances and budgeting, reviewing receipts and financial statements to ensure that the business is running properly.

Due to the time difference between most of our customers and vendors, I need to work afternoons.

Thank you for your attention to this matter.

Best regards,

Mirta Santarossa

2016 FEB 10 PM 1:11



FAA CRS#T9KR795N

7764 NW 71 STREET  
MIAMI, FL. 33166  
TEL: 305-994-7770  
FAX: 305-994-7771  
E-mail: [airtnik@gmail.com](mailto:airtnik@gmail.com)

TO : MIAMI DADE COUNTY  
COMMISSION ON ETHICS & PUBLIC TRUST

GILMA DIAZ-GRECO  
STAFF ATTORNEY

FROM: AIR TECHNIK INC.

MIRTA ETCHEGARAY  
PRESIDENT

I am submitting my information via fax . If you need some more information no exited to ask me.

Thanks.

Best Regards  
Mirta Etchegaray Santarossa  
[airtnik@gmail.com](mailto:airtnik@gmail.com)

2015 FLORIDA PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# P97000026405

Entity Name: AIR TECHNIK INC.

Current Principal Place of Business:

7764 NW 71 ST  
MEDLEY, FL 33166-2310

Current Mailing Address:

7764 NORTHWEST 71 STREET  
MEDLEY, FL 33166-2310

FEI Number: 65-0738243

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

AMERILAWYER CHARTERED  
343 ALMERIA AVENUE  
CORAL GABLES, FL 33134 US

*The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.*

SIGNATURE:

Electronic Signature of Registered Agent

Date

**Officer/Director Detail :**

Title           PTD  
Name           ETCHEGARAY, MIRTA  
Address        7764 NORTHWEST 71 STREET  
City-State-Zip: MEDLEY FL 33166-2310

Title           VSD  
Name           SANTAROSSA, CLAUDIO  
Address        7764 NORTHWEST 71 STREET  
City-State-Zip: MEDLEY FL 33166-2310

*I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.*

SIGNATURE: MIRTA ETCHGARAY

PRESIDENT

04/27/2015

Electronic Signature of Signing Officer/Director Detail

Date

INCO 16-60

### County Employees Wishing to Register as County Vendors

Please submit the following information by mail, fax, *or* email to—

Gilma Diaz-Greco, Staff Attorney  
The Commission on Ethics & Public Trust  
19 West Flagler St., Suite 820  
Miami, FL 33130

Phone: (305) 350-0638  
Fax: (305) 579-0273  
Email: [gdiazgr@miamidade.gov](mailto:gdiazgr@miamidade.gov)

Employee's Name	Mirta Santarossa
Employee's Dept.	Dep-Div-Loc 031-04-031 status day 07/09/2001
Employee's Title	Court Records Specialist 1 Employee Id: e136701
Business Name	Air Technik Inc.
Type of Business	Radio Station FAA (Electrical and Electronics Equipments)
Employee's Mailing Address	7764 NW 71st St Miami Florida 33166
Employee's Daytime Phone	305-321-9741 305-994-7770
Employee's Preferred Email	airtnik@gmail.com
Immediate Family Members	<i>(Please list the names, titles, and departments of any immediate family members currently employed by Miami-Dade Co.)</i>

The Miami-Dade County Conflict of Interest & Code of Ethics at § 2-11.1 (c)(2) allows County employees to contract with the County in certain circumstances and if the following criteria are met. Please confirm that you will meet all of these criteria:

1. Entering into a contract with the County will not interfere with the full and faithful discharge of my duties to the County.
2. I will not participate in determining the contract requirements.
3. I will not participate in awarding the contract.
4. My job responsibilities and job description will not require me to be involved in the contract in any way including, but not limited to, its enforcement, oversight, administration, amendment, extension, termination, or forbearance.
5. I will not be working in the County department that enforces, oversees, or administers the contract.

I have read these requirements and pledge to abide by them.

Mirta Etchegaray Santarossa 

Signature \_\_\_\_\_ Date 02/29/16 \_\_\_\_\_

Your ethics opinion will be sent to you by first class mail and email, unless you request another type of delivery.  
COE 11 2013

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My BlueBook Profile

### Search for County Employee

Select Department

Select Department ▼

Last Name	First Name	Office Number (305-xxx-xxxx)
Santarossa	Mirta	

Exact Match

[Locate](#) [Clear](#) [My Blue Book info](#)

#### Results

This is 1 out of 1 pages of results.

First Name	Last Name	Position	Division	Department	Email Address	Phone Number	Office Location
MIRTA	SANTAROSSA	CT REC SP1	TRAFFIC COURT DIVISION	CLERK OF COURTS	MLE@miamidade.gov		

This is 1 out of 1 pages of results.

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**FLORIDA DEPARTMENT OF STATE  
DIVISION OF CORPORATIONS****Detail by Entity Name****Florida Profit Corporation**

AIR TECHNIK INC.

**Filing Information**

<b>Document Number</b>	P97000026405
<b>FEI/EIN Number</b>	65-0738243
<b>Date Filed</b>	03/25/1997
<b>State</b>	FL
<b>Status</b>	ACTIVE

**Principal Address**7764 NW 71 ST  
MEDLEY, FL 33166-2310

Changed: 04/21/2009

**Mailing Address**7764 NORTHWEST 71 STREET  
MEDLEY, FL 33166-2310**Registered Agent Name & Address**AMERILAWYER CHARTERED  
343 ALMERIA AVENUE  
CORAL GABLES, FL 33134**Officer/Director Detail****Name & Address**

Title PTD

ETCHEGARAY, MIRTA  
7764 NORTHWEST 71 STREET  
MEDLEY, FL 33166-2310

Title VSD

SANTAROSSA, CLAUDIO  
7764 NORTHWEST 71 STREET  
MEDLEY, FL 33166-2310**Annual Reports**

Report Year	Filed Date
2013	04/30/2013
2014	01/20/2014
2015	04/27/2015

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