

**Frigo, Victoria (COE)**

---

**From:** Frigo, Victoria (COE)  
**Sent:** Thursday, March 17, 2011 10:58 AM  
**To:** Jardine, Etta A. (GSA)  
**Subject:** RE: Discussion on Financial Disclosure

Ms. Jardine,

As per your email below, yes, I concur with your summary of our discussion. Please feel free to contact me if I can be of further assistance.

Sincerely,

Victoria Frigo, Staff Attorney  
 Miami-Dade County Commission on Ethics  
 Direct Phone: 305 350-0601  
 Fax: 305 579-0273



19 West Flagler St., Suite 820  
 Miami, FL 33130

*Miami-Dade County is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. E-mail messages are covered under such laws and thus subject to disclosure.*

---

**From:** Jardine, Etta A. (GSA)  
**Sent:** Thursday, March 17, 2011 10:45 AM  
**To:** Frigo, Victoria (COE)  
**Cc:** Hall, Beverly (GSA); Baptiste, Clayton (GSA); Dormer, Joan (GSA)  
**Subject:** Discussion on Financial Disclosure

Victoria;

Thank you for the input on my questions pertaining to the Financial Disclosure forms listing of staff.

We discussed my first question pertaining to the information in Question 3 on page 3 of 5 under State Requirements, where it states;

“or purchasing agent ( regardless of title) having the authority to make any purchase exceeding \$20,000, on behalf of any political subdivision of the state or any entity thereof.”

- I asked if pertains to my staff, such as Interior Designers that may create purchase orders for \$100,000 for furniture off of the contract that is already established in the Procurement Department, but they do not have authority to finalize the purchase order. You confirmed since they do not have the approval authority to approve the purchase order, these folks and similar level of staff performing the same purchase order function - do not go on the list.

My second question pertained to the language on page 4 of 5, that says “...Any Architect, Professional Engineer, Landscape Architect, or Registered Land Surveyor performing services for Miami-Dade County pursuant to a contract;.....”

- I asked if this pertained to my in-house staff of Architects, Engineers and my Landscape Architect and you confirmed it is for the outside contractors to respond to this information and my staff does not have

to be on the list.

Thank you for your responses to my questions. If you concur with my interpretation of our conversation, please let me know in a return email. Thank you again for your assistance.

**Etta A. Jardine**, Administrative Operations Coordinator  
Design and Construction Services Division  
**Miami-Dade County General Services Administration**  
305-375-1128 Phone      305-375-1125 Fax

[www.miamidade.gov](http://www.miamidade.gov)

*"Delivering Excellence Every Day"*

*Please consider the environment before printing this email.*