

## Sanchez, Rodzandra (COE)

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**From:** Diaz-Greco, Gilma M. (COE)  
**Sent:** Friday, February 03, 2017 9:53 AM  
**To:** Sanchez, Rodzandra (COE)  
**Subject:** Sandra Williams, HR Manager, Vizcaya Museum and Gardens, (Financial Disclosure) INQ 17-31

INQ 17-31 Williams

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**From:** Diaz-Greco, Gilma M. (COE)  
**Sent:** Friday, February 03, 2017 9:53 AM  
**To:** Williams, Sandra (Vizcaya) <Sandra.Williams@vizcaya.org>  
**Cc:** Centorino, Joseph (COE) <Joseph.Centorino@miamidade.gov>; Murawski, Michael P. (COE) <Michael.Murawski@miamidade.gov>; Perez, Martha D. (COE) <perezmd@miamidade.gov>; Turay, Radia (COE) <Radia.Turay@miamidade.gov>  
**Subject:** Sandra Williams, HR Manager, Vizcaya Museum and Gardens, (Financial Disclosure) INQ 17-31

Dear Ms. Williams:

You have inquired regarding the financial disclosure requirements for the Executive Director and former Finance Director of Vizcaya Museum and Gardens (Vizcaya).

The County Ethics Code requires department directors such as the Executive Director and the former Finance Director to file a financial disclosure on a yearly basis. Miami-Dade-Code §2-11.1(i)(1) and (2). Some County employees have job functions, such as local employees that have final purchasing authority of \$20,000.00, that are covered by Section 112.3145(1)(a)(3), Florida Statutes and would be required by that statute to file a State Form 1. County employees that are covered by Chapter 112, satisfy the County Ethics Code form by filing a State Form 1 and no further filing (County Source of Income Form) would be required. Miami-Dade Code § 2-11.1(i)(1).

You advise that both the positions of Executive Director of and that of Finance Director at Vizcaya have final purchasing authority of \$20,000.00. Thus, the Executive Director would have to file a State Form 1 on a yearly basis by noon, July 1 with the Department of Elections in the County in which he resides.

With respect to the former Finance Director, you advise that he separated from his County employment in July of 2016. Given that his County position had final purchasing authority of \$20,000.00, he would normally file pursuant to Chapter 112, Florida Statutes, and he would be required to file a Final Statement of Financial Interests (State Form 1F) within 60 days after leaving his County employment with the Department of Elections in the County in which he resides.

I hope this is helpful. Please do not hesitate to contact me if you have any further questions.

Best regards,

Gilma (Mimi) Diaz-Greco  
Staff Attorney



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