

**Meyers, Robert (COE)**

**From:** Meyers, Robert (COE)  
**Sent:** Thursday, November 16, 2006 11:15 AM  
**To:** Deblois, Jenny (ETSD)  
**Subject:** RE: Question about employee providing services

Jenny,

A County employee cannot enter into a contract with his or her County department. Having said that, if the costs of the party is being shared by employees and management (out of their own pockets) and no County funds are being expended, then this amounts to a private agreement between two parties, with one of the two parties being Memories By Estrella. If the other party, who works for ETSD but signs the contract with Memories By Estrella in his/her private capacity, a conflict of interest will not exist under the county's Conflict of Interest and Code of Ethics Ordinance.

Of course, the employee providing the catering services has to charge fair market value for the ETSD party and she would be required to disclose the income she generated from this party when she files her disclosure form in July 2007.

If you have any further questions, please do not hesitate to contact me at your convenience.

Sincerely,

Robert Meyers, Executive Director  
Miami-Dade Commission on Ethics and Public Trust  
(305) 350-0613

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**From:** Deblois, Jenny (ETSD)  
**Sent:** Wednesday, November 15, 2006 5:14 PM  
**To:** Meyers, Robert (COE)  
**Subject:** Question about employee providing services  
**Importance:** High

Hi Robert, have a question for you.

We are planning a holiday party for ETSD staff at Tropical Park – to pay for it, each employee will buy a ticket and management staff will contribute more to cover the costs – there are absolutely no County funds involved. One of our employees has a business called “Memories By Estrella” which provides catering services, party planning and party rentals. She filed a request for outside employment, in June 2006, which her immediate supervisor and our Department Director signed.

She plans to take the day of the party as well as the day prior to the party off – as annual. Can her company provide us with catering?

I would appreciate your response as quickly as possible since our time for party planning is quickly ticking away.

Thank you.

Jenny Deblois

11/16/2006

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