

Prkic, Christina (COE)

From: Prkic, Christina (COE)
Sent: Monday, June 23, 2003 10:40 AM
To: 'Gevirtz, Neil'
Subject: RE: Gift disclosure form

Hi Neil,

I discussed this matter again with our Staff General Counsel. Our initial understanding was that your position was comparable to a "deputy director" and therefore, reported directly to the department director. In that case, you would be required to file. However, Walter Foeman informed me that there is a deputy director to whom you report; therefore, you are not required to file a financial disclosure form. It is correct that division heads are not required to file.

I hope this clarifies the matter.

Have a nice day.

Best regards,
Christina Prkic
Staff Attorney
Miami-Dade County Commission on Ethics and Public Trust
P: (305) 350-0615

-----Original Message-----

From: Gevirtz, Neil [mailto:ngevirtz@coralgables.com]
Sent: Monday, June 23, 2003 8:19 AM
To: 'Prkic, Christina (COE)'
Subject: RE: Gift disclosure form

Good Morning Christina:

In the appendix listings there is no reference to Division Heads as having to file. However if I do have to file may I file Statement of Financial Interests 2002 (Form 1) and meet the requirements based on memorandum information from City Clerk which states

"Compliance with the State Financial Disclosure Requirements automatically satisfies the Miami-Dade County financial disclosure requirements."

Again I appreciate your time and feedback as I know other Division Heads are not having to file or other persons with County having similar duties & position.

Thank you for your assistance.

Neil S. Gevirtz
Chief Collector

-----Original Message-----

From: Prkic, Christina (COE) [mailto:cprkic@miamidade.gov]
Sent: Friday, June 20, 2003 5:24 PM
To: 'Gevirtz, Neil'
Subject: RE: Gift disclosure form

Hi Neil,

The facts provided in the e-mail by Walter indicate that the position of "collections manager" is considered a "division head." Our conclusion is based upon the capacity in which you work and the job description.

Our staff general counsel is not in the office. I will be happy to revisit the matter with her on Monday. Should the legal staff again determine that you are subject to the local financial disclosure requirements, you may at that point, seek a formal opinion from our Ethics Commission. The Commission is scheduled to meet on July 9th, well after the disclosure deadline. As a point of clarification, under the Conflict of Interest Ordinance, an individual may file using one of three forms, the source of income statement being the most simple and least intrusive.

I will be in touch with you Monday to discuss this further.

Kind regards,
Christina Prkic
Staff Attorney
Miami-Dade County Commission on Ethics and Public Trust
P: (305) 350-0615

-----Original Message-----

From: Gevirtz, Neil [mailto:ngevirtz@coralgables.com]
Sent: Friday, June 20, 2003 4:46 PM
To: 'Prkic, Christina (COE)'
Subject: RE: Gift disclosure form

Hello Ms. Prkic:

The section you quote does not refer to me as I am not a deputy director or assistant department head. That position is held by another individual and as I have mentioned persons with the County who are managers over revenues that I collect are not required to file financial disclosure.

Can you please explain on what basis you came to your conclusion.

Thank you for your time and advise.

Neil S. Gevirtz
Chief Collector

-----Original Message-----

From: Prkic, Christina (COE) [mailto:cprkic@miamidade.gov]
Sent: Friday, June 20, 2003 4:31 PM
To: 'Foeman, Walter'
Cc: 'Ngevirtz@citybeautiful.net'
Subject: RE: Gift disclosure form

Hi Walter,

I've reviewed the question you presented with our Staff General Counsel. Based upon the job description of "Chief Collector" and the facts you provided below, an individual serving as a Revenue Collection Manager would be required to file a financial disclosure form, pursuant to the requirements under the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance, 2-11.1 (i)(1), "Financial disclosure."

Section 2-11.1 (i)(2) provides, in part, that "...heads, or directors of County departments and their assistant or deputy department heads" shall comply with the filing requirements of subsection (i)(1). Moreover,

references to County shall be applicable to municipal personnel in comparable capacities. The facts you provided indicate that the individual is a "division head" and therefore, subject to the local financial disclosure requirements.

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

Have a nice weekend.

Christina Prkic
Staff Attorney
Miami-Dade County Commission on Ethics and Public Trust
P: (305) 350-0615

-----Original Message-----

From: Foeman, Walter [mailto:wfoeman@coralgables.com]
Sent: Thursday, June 19, 2003 11:24 AM
To: Prkic, Christina (COE)
Subject: RE: Gift disclosure form

Thank you.

-----Original Message-----

From: Prkic, Christina (COE) [mailto:cprkic@miamidade.gov]
Sent: Thursday, June 19, 2003 10:44 AM
To: 'Foeman, Walter'
Cc: Gevirtz, Neil
Subject: RE: Gift disclosure form

Hi Walter,

I will forward you the opinion tomorrow.

Have a nice day!
Christina

-----Original Message-----

From: Foeman, Walter [mailto:wfoeman@coralgables.com]
Sent: Thursday, June 19, 2003 9:25 AM
To: 'Prkic, Christina (COE)'
Cc: Gevirtz, Neil
Subject: RE: Gift disclosure form

Christina,

I would like to request an advisory opinion on the following question:

1. Whether or not an employee who is serving in the capacity of Revenue Collection Manager (a division head in Finance with the formal classification of Chief Collector) is required to file a Statement of Financial Interest Form I? - If not, is he required to file a local disclosure?

Mr. Gevirtz, the individual who currently holds this position will be faxing his job specification to you in connection with same.

-----Original Message-----

From: Prkic, Christina (COE) [mailto:cprkic@miamidade.gov]
Sent: Tuesday, June 03, 2003 12:05 PM
To: 'Foeman, Walter'
Subject: Gift disclosure form

Hi Walter:

Would like to clarify one more item with you. Elected officials who receive gifts valued more than \$100.00 must file the state gift form 9 with the State Ethics Commission.

Otherwise, gifts received by elected officials with a value between \$25-\$100 may be disclosed with the City Clerk using the County gift disclosure form [which I faxed to you].

Kind regards,
Christina Prkic

-----Original Message-----

From: Foeman, Walter [mailto:wfoeman@coralgables.com]
Sent: Monday, June 02, 2003 5:38 PM
To: 'Prkic, Christina (COE)'
Subject: RE: Phone message response

Hi Christina,

Thank you for the fax. I have a question:
Can the quarterly gift disclosure form be filed only in the City Clerk's Office, or shall I file this form also with the County Clerk to meet the county's local requirement?

-----Original Message-----

From: Prkic, Christina (COE) [mailto:cprkic@miamidade.gov]
Sent: Monday, June 02, 2003 3:55 PM
To: 'wfoeman@coralgables.com'
Subject: Phone message response

Hi Walter:

I just received your message. Unfortunately, I'm without much of a voice today due to a sore throat; otherwise, I feel fine.

Did you receive my fax from earlier today? If you have any questions that I can address via e-mail I'm happy to do so. If they are not urgent, I intend to be here tomorrow with my voice back. Hopefully, one day of silence and much hot tea should do the trick.

Kind regards,
Christina

CHIEF COLLECTORMAJOR FUNCTION

Financial and administrative work in the billing, receipt and custody of tax and other City revenues.

ILLUSTRATIVE DUTIES

Supervises the Deputy Collectors in contacting businesses and professional establishments in the City to determine compliance with laws and regulations relating to occupational licenses. Oversees billing of license renewals.

Sets up procedures for waste and trash charges for City residents. Monitors contract waste collection for commercial accounts and places lien on property when non-payment occurs. Maintains and updates City Plat Book and Real Estate ownership records.

Develops procedures and policies. Supervises the maintenance of special lien roll and index book on alley paving, street paving, sanitary sewers, sidewalk repairs, sanitary lot clearing, driveway-approach paving and canal clearing.

Supervises collection of damage claims due the City. Reviews insurance payments for employee group insurance and obtains settlements of subrogation and collectible damage claims.

Establishes and maintains an effective public relations program to provide for the successful collection of fees and charges. Supervises the microfilming and addressograph section. Plans, supervises and participates in the collection of delinquent liens, and handles the sale of such liens.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of applicable laws, ordinances, rules and regulations governing the collection, receipt and custody of taxes and similar revenues. Knowledge of modern office equipment, practices and procedures. Knowledge of the principles and practices of governmental accounting as applied to the receipt and accounting for tax monies. Ability to develop effective office and field work procedures. Ability to prepare general operating and statistical tabulation and reports. Ability to establish and maintain effective working relationships with other City officials and the general public. Ability to organize, supervise and review the work of a small staff in a manner conducive to full performance and high morale.

MINIMUM QUALIFICATIONS

Graduation from an accredited two year college with major course work in finance or accounting. Three (3) years experience in responsible collections or related work relative to this department.

A comparable amount of training or experience may be substituted for the minimum qualifications.

CITY OF CORAL GABLES
CITY HALL, 405 BILTMORE WAY
CORAL GABLES, FLORIDA 33134
(305)446-6300
FAX (305)460-5371



TO: CHRISTINA PERKIC

COMPANY: MIAMI-DADE COMMISSION ON ETHICS

FAX NO. 305-579-0273

FROM: NEEL GEURTS

DEPARTMENT: FINANCE

DIRECT PHONE NO. 305-460-1285

COMMENTS: JOB DESCRIPTION

THE FOLLOWING IS A _____ PAGE TRANSMISSION, INCLUDING COVER SHEET.

TIME SENT: _____ DATE SENT: _____ OPERATOR: _____

Prkic, Christina (COE)

Handwritten signature

INQ 03-56

From: Foeman, Walter [wfoeman@coralgables.com]
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Cc: Gevirtz, Neil
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