

## Frigo, Victoria (COE)

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**From:** Frigo, Victoria (COE)  
**Sent:** Thursday, June 13, 2013 3:54 PM  
**To:** Jenkins, Maurice (Aviation)  
**Cc:** Centorino, Joseph (COE); Diaz-Greco, Gilma M. (COE)  
**Subject:** Outside Employment (INQ 13-146)  
**Attachments:** Outside\_Employment\_Guidelines\_2013.pdf; Sec 2-11.doc; AO7-1 Outs Emp Gratuities.pdf

Mr. Jenkins,

The Miami-Dade County Code at Sec. 2-11, Secs. 2-11.1 (j) and (k), and Administrative Order 7-1 impose several restrictions on County employees seeking to engage in "outside employment." Outside employment would include providing private consulting and advisory services to entities outside of Miami-Dade County on a contractual basis.

In general, an employee must obtain written permission from his/her supervisor to engage in outside employment annually and disclose outside employment income every year on a form provided by the Ethics Commission.

Attached are guidelines developed by the County Ethics Commission regarding outside employment along with some of the provisions cited above. If you have additional questions, please feel free to contact me.

Sincerely,

**VICTORIA FRIGO, SENIOR STAFF ATTORNEY**

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**From:** "Jenkins, Maurice (Aviation)" <[MJENKINS@miami-airport.com](mailto:MJENKINS@miami-airport.com)>  
**Date:** June 11, 2013, 10:40:38 AM AST  
**To:** "Ramos, Miriam S. (COE)" <[MSRAMOS@miamidade.gov](mailto:MSRAMOS@miamidade.gov)>  
**Cc:** "Jenkins, Maurice (Aviation)" <[MJENKINS@miami-airport.com](mailto:MJENKINS@miami-airport.com)>  
**Subject:** **Opinion / recommendation**

Ms. Ramos good day to you and I hope you are having a great day. I have several questions below that I would like your opinion / recommendation on . I had originally sent to Mr. Peter Liu but he advised that this falls under the auspice of the commission of ethics and public Trust.

***Are there any restrictions imposed by Miami-Dade County that prohibit Miami-Dade County employees from accepting offers to provide consulting and advisory services to entities domiciled***

*outside of Miami-Dade County on a contractual basis? If so, would you please provide the details and / or Miami-Dade County ordinances, if applicable, that govern this prohibition.*

*If no prohibitions exist, what are the guidelines that must be adhered to in accepting offers to provide outside consulting and advisory service activities on a contractual basis*

*Thank you respectfully,*

**Maurice Jenkins**, Division Director, Information Systems & Telecommunications

**Miami-Dade County Aviation Department**

305-876-0934

[WWW.Miami-Airport.com](http://WWW.Miami-Airport.com)

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