


MIAMI-DADE COMMISSION ON ETHICS AND PUBLIC TRUST

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MEMORANDUM

TO: All Municipal Board Members All Municipal Clerks

FROM: Jose J. Arrojo, Executive Director
Miami-Dade Commission on Ethics and Public Trust 

RE: Financial Disclosure Filings for Municipal Officers, Personnel, and Board Members

DATE: April 15, 2024

CC: All COE Legal Staff
Miami-Dade County League of Cities (Municipal Attorneys Committee)

Pursuant to Section 2-11.1 of the Miami-Dade County Code of Ordinances (County Ethics Code), members of municipal semi-autonomous boards, quasi-judicial boards, and advisory boards are required to file an annual financial disclosure statement.

Section 2-11.1(i), Financial disclosure:

- (1) “All persons and firms included within subsection (a) and (b)(2) [semi-autonomous boards], (3) [quasi-judicial boards] and (4) [advisory boards] of this section shall file, no later than 12:00 noon of July 1st of each year including the last year that person is in office or held such employment ... (c) An itemized source of income statement, under oath and on a form approved by the County for such purpose.

Compliance with the financial disclosure provisions of Chapter 112 (Part III), Florida Statutes, as amended, or with the provisions of Article II, Section 8 of the Florida Constitution, as amended by the voters on November 2, 1976, and any general laws promulgated thereunder, shall constitute compliance with this section.

- (2) ...References herein to specified County personnel and Boards shall be applicable to municipal personnel and Boards that serve in comparable capacities to the County personnel and Boards referred to.

(5) Reports; filing. All documents required to be filed hereunder by County persons or consultants shall be filed with the supervisor of elections. Documents required to be filed hereunder by municipal persons or consultants shall be filed with the municipal Clerk of that entity.

For additional information on Financial Disclosure requirements, please contact the Miami-Dade County Commission on Ethics and ask to speak to a Staff Attorney.

Municipal Clerks are requested to please distribute this reminder to all municipal officers, personnel, and board members as defined.

Covered persons and board members who do not comply with the financial disclosure requirements of the County Ethics Code, after courtesy notice has been provided, may be subject to ethics enforcement actions.