


**Date:** November 7, 2022

**To:** Honorable Chairman Jose “Pepe” Diaz  
and Members, Board of County  
Commissioners

**From:** Daniella Levine Cava   
Mayor

**Subject:** Report Regarding Transition to Constitutional Offices – A Combined Response  
to Directives 221383, 221086, 221017, 221018, and 221381

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### **Executive Summary**

This report is an update to the September 2, 2022 combined response to the Board of County Commissioners (Board) legislation which aims to ensure that new and reestablished constitutional offices in Miami-Dade County, made necessary by the passage of Amendment 10 to the Florida Constitution during the 2018 General Election, are ready to operate fully by the effective date of January 7, 2025. The resolutions passed by the Board during the May 5, 2022 and June 6, 2022 Special Meetings are Resolutions R-558-22, R-463-22, R-464-22, R-465-22, all sponsored by Chairman Jose “Pepe” Diaz and Commissioner Raquel A. Regalado, and Resolution R-559-22 sponsored by Commissioner Regalado.

Specifically, this Report is an update on the inventory required by the legislation as well as actions regarding the reestablishment of the Office of the Sheriff.

### **Background**

Beginning on May 5, 2022 and carried forward through June 6, 2022, the Board held a Special Meeting to set County policy and to consider implementation planning to address the impact of Amendment 10 to the Florida Constitution approved during the 2018 General Election in Florida on the operations of the Miami-Dade County Tax Collector, the Supervisor of Elections, the Property Appraiser, Miami-Dade County Police, and the Clerk of Courts. Amendment 10 requires the creation or reestablishment of the constitutional offices of the Tax Collector, the Supervisor of Elections, the Property Appraiser, and the Sheriff in Miami-Dade County. With respect to the Clerk of the Court, Amendment 10 removes the County’s ability to transfer by Charter any statutory duties of the Clerk of Court to the County.

### **Report**

#### **Status of Requested Inventory**

The Board requested an inventory of all real property, assets, equipment, contracts, grants, and licenses, as well as personnel, that are used in the Elections, the Finance, the Tax Collector Departments (previously the Tax Collector Division of the Finance Department) and the Property Appraiser to perform the functions that would be assigned to a respective constitutional office. The Board further requested the inventory include items’ date of acquisition, remaining useful life, current fair market value, the remaining term of active

contracts, and limitations, if any, on transferring any of the items to successor departments. Information regarding employees' position titles, dates of hire, current salaries, and the value of all benefits is also required. Finally, the Board also requested updates to these inventories every two months until January 7, 2025.

At the time of the September 2, 2022 report, preparation of the requested inventory was in progress. The initial inventory is now complete, and the following attachments include the required information:

- Attachment A includes summary highlights and the detailed inventory for the Elections Department.
- Attachment B includes summary highlights and the detailed inventory for the Finance Department (with respect to the statutory duties of the Clerk of Courts).
- Attachment C includes summary highlights and the detailed inventory for the Tax Collector Department.
- Attachment D includes summary highlights and the detailed inventory for the Office of the Property Appraiser.

This information has been retrieved from a variety of sources, including the following:

- The Integrated Financial Resources Management System (INFORMS) contains information regarding capital and non-capital assets, as well as active contracts.
- The Human Resources Department provided employee personnel reports for Elections, Finance and the Property Appraiser.
- The County's budgeting system, the Budgeting and Analysis Tool (BAT), generated personnel information for the new Tax Collector Department.
- The Internal Services Department provided relevant real estate and office space information.
- The Office of Management and Budget has information on County grants.

The table on the following page provides a list of the information that is included in the inventory. This list may change for future reports as departments and staff fine tune the inventory information that is necessary to effectuate a seamless transfer of functions, materials, and personnel.

Inventory Category	Information	
Personnel	<ul style="list-style-type: none"> <li>• Employee Name (blanks indicate vacancies)</li> <li>• Department</li> <li>• Date of Hire</li> <li>• Protected Status</li> <li>• Position Title</li> </ul>	<ul style="list-style-type: none"> <li>• Full Time/Part Time Status</li> <li>• Adjusted Annual Salary</li> <li>• Dollar Value Retirement Benefits</li> <li>• Estimated Percentage of Time Employee is Involved in Constitutional Functions</li> </ul>
Real Property	<ul style="list-style-type: none"> <li>• Department Occupant</li> <li>• Facility Name</li> <li>• Address</li> <li>• Estimated Square Feet</li> </ul>	<ul style="list-style-type: none"> <li>• Asset Owner (ISD or Dept.)</li> <li>• Estimated Percentage of Square Feet Used for Constitutional Functions</li> <li>• Restrictions on Transfer to Successor</li> </ul>
Equipment/Assets	<ul style="list-style-type: none"> <li>• Department</li> <li>• Asset ID Number</li> <li>• Asset Description</li> <li>• Tag Number</li> <li>• Serial ID Number</li> <li>• Date of Acquisition</li> <li>• Asset Status</li> </ul>	<ul style="list-style-type: none"> <li>• Total Purchase Cost</li> <li>• Net Book Value</li> <li>• Estimated Remaining Life</li> <li>• Estimated Percentage of Time Asset is Used for Constitutional Functions</li> <li>• Restrictions on Transfer to Successor</li> </ul>
Active Contracts	<ul style="list-style-type: none"> <li>• Department</li> <li>• Contract ID Number</li> <li>• Contract Description</li> <li>• Start Date</li> <li>• Expiration Date</li> </ul>	<ul style="list-style-type: none"> <li>• Total Contract Value</li> <li>• Remaining Allocation for Department</li> <li>• Estimated Percentage of Contract Used for Constitutional Functions</li> <li>• Restrictions on Transfer to Successor</li> </ul>
Grants	<ul style="list-style-type: none"> <li>• Department</li> <li>• Funding Type</li> <li>• Granting Organization</li> <li>• Grant Title</li> <li>• Amount Awarded</li> </ul>	<ul style="list-style-type: none"> <li>• Description for use of Funds</li> <li>• Estimated Percentage of Grant Used for Constitutional Functions</li> <li>• Restrictions on Transfer to Successor</li> </ul>
Licenses	<ul style="list-style-type: none"> <li>• Department</li> <li>• License Identifier(s)</li> <li>• Issuer of License</li> <li>• License Description</li> </ul>	<ul style="list-style-type: none"> <li>• Estimated Percentage of Grant Used for Constitutional Functions</li> <li>• Restrictions on Transfer to Successor</li> </ul>

With respect to County assets, it is important to note that useful remaining life and fair market value information requested by the Board is not kept in INFORMS. As an alternative, INFORMS provides the number of years it takes for an asset to be fully depreciated as well as the current Net Book Value. Net Book Value is the value of an asset reported in the County’s accounting system that is reduced annually by scheduled depreciation until it reaches \$0. Additionally, under state law and County procedures, only capital assets with a purchase price of \$5,000 or more are required to be recorded in the Countywide asset inventory. County departments may report non-capital asset inventory voluntarily; where available, that information is included in the inventory.

With respect to departmental personnel, the requested information regarding protected status was unavailable for Tax Collector personnel at the time of this report. Additionally, longevity date is provided in lieu of hire date. This occurred due to the transition of the Tax Collector from a Division of the Finance Department to a standalone County department and the need to

update and reconcile various County systems. The information will be provided in future reports.

Information regarding the date of acquisition, current market value and useful life of County real property is not currently tracked by the Internal Services Department.

As required, the inventory information will be updated and provided to the Board bi-monthly.

### Office of the Sheriff

Resolution R-558-22, adopted by the Board on June 6, 2022, requires the administration to report to the Board every two months regarding the progress being made to prepare for the reestablishment of the Office of the Sheriff, as well as for the continued provision of police patrol services by the Miami-Dade Police Department (MDPD) in the Unincorporated Municipal Services Area (UMSA) and specialized police services in UMSA and, potentially, in County municipalities by interlocal agreement after January 7, 2025.

Since the previous report dated September 9, 2022, staff from MDPD and the Office of Management and Budget have been developing an analytical framework to help prepare for the effective and seamless reestablishment of the Office of the Sheriff, to continue to provide patrol services in UMSA, and to develop interlocal agreements offering municipalities investigative and specialized services delivered by MDPD. The framework has six elements:

1. *Develop a policing model for UMSA:* This includes estimating the resource requirements for administrative, support, and direct patrol services.
2. *Develop a policing model for County facilities:* This includes identifying which County facilities require continued MDPD patrol as well as estimating the resource requirements for administrative, support, and direct services in County facilities.
3. *Develop a model for offering municipalities MDPD-provided specialized and investigative services:* This includes identifying municipalities' interest in MDPD-provided services, identifying fiscal implementation issues municipalities may have, and estimating the resource requirements for administrative, support, and direct services.
4. *Develop an operational framework for the reestablished Office of the Sheriff:* This includes estimating the resource requirements for administrative, support, and direct services needed by the Sheriff on January 7, 2025.
5. *Identifying assistance needed from Miami-Dade County internal support departments:* This includes identifying the extent to which Miami-Dade County internal support departments will assist the reestablished Office of the Sheriff immediately after January 7, 2025, and thereafter through ongoing memoranda of understanding.
6. *Compiling the needed inventory and transition information to facilitate the reestablishment of the Office of the Sheriff.* This includes identifying assets, grants, contracts, and personnel to be transferred to the reestablished Office of the Sheriff.

Pursuant to Ordinance No. 14-65, this report will be placed on the next available Board agenda. Should you require additional information, please contact David Clodfelter, Director, Office of Management and Budget at 305-375-5143.

[Attachments referenced in this memorandum are available through this link.](#)

C: Honorable Harvey Ruvlin, Clerk of the Courts  
Honorable Pedro J. Garcia, Property Appraiser  
Geri Bonzon-Keenan, County Attorney  
Gerald K. Sanchez, First Assistant County Attorney  
Jess M. McCarty, Executive Assistant County Attorney  
Office of the Mayor Senior Staff  
David Clodfelter, Director, Office of Management Budget  
Christina White, Director, Elections Department  
Barbara Gomez, Deputy Finance Director, Finance Department  
Peter Cam, Director, Tax Collector Department  
Jennifer Moon, Chief, Office of Policy and Budgetary Affairs  
Yinka Majekodunmi, Commission Auditor  
Basia Pruna, Director, Clerk of the Board  
Eugene Love, Agenda Coordinator