


Date: December 15, 2022

To: Honorable Chairman Oliver G. Gilbert, III
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

Executive Summary

This report is an update to the November 7, 2022 combined response to 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 former Commissioner Jose “Pepe” Diaz and Commissioner Raquel A. Regalado, and Resolution R-559-22 sponsored by Commissioner Regalado.

Specifically, this memo provides 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 until 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 has requested an inventory of all real property, assets, equipment, contracts, grants, and licenses, as well as personnel, that are used in the Elections Department, the Finance Department, the Tax Collector Department (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 has further requested that this 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 has also requested updates to these inventories every two months until January 7, 2025.

The following attachments include the required updated information:

- Attachment A includes the detailed inventory for the Elections Department.
- Attachment B includes the detailed inventory for the Finance Department (with respect to the statutory duties of the Clerk of Courts).
- Attachment C includes the detailed inventory for the Tax Collector Department.
- Attachment D includes 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, employees, personnel vacancies, and active contracts.
- The Internal Services Department provided relevant real estate and office space information.
- The Finance Department provided information regarding capital and non-capital assets of the Finance and Tax Collector Departments.
- The Elections Department provided supplemental information regarding non-capital asset inventory in the Elections warehouse.
- The Office of Management and Budget provided information on County grants.

The table on the following page provides a list of the type of 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 and Vacancies	<ul style="list-style-type: none"> • Employee Name and ID • Department • Division • Date of Hire • Protected Status • Position Title • Position Number • Full Time/Part Time Status 	<ul style="list-style-type: none"> • Base Annual Salary • Adjusted Annual Salary (or minimum / maximum of salary range for vacant positions) • Dollar Value of Employer Provided Benefits • Dollar Value of Employee Benefits Cost • Position Budgeted • Estimated Percentage of Time Employee is Involved in Constitutional Functions
Real Property	<ul style="list-style-type: none"> • Department Occupant • Facility Name • Address • Estimated Square Feet 	<ul style="list-style-type: none"> • Asset Owner (ISD or Dept.) • Estimated Percentage of Square Feet Used for Constitutional Functions • Restrictions on Transfer to Successor
Equipment/Assets	<ul style="list-style-type: none"> • Department • Asset ID Number • Asset Description • Tag Number • Serial ID Number • Date of Acquisition • Asset Status 	<ul style="list-style-type: none"> • Asset Type • Total Purchase Cost • Net Book Value • Estimated Remaining Life • Estimated Percentage of Time Asset is Used for Constitutional Functions • Restrictions on Transfer to Successor

Inventory Category	Information	
Active Contracts	<ul style="list-style-type: none"> • Department • Contract ID Number • Contract Status • Contract Description • Start Date • Expiration Date • Total Contract Value 	<ul style="list-style-type: none"> • Total Amount of Contract for Department Allocation • Remaining Allocation for Department • Released Amount • Estimated Percentage of Contract Used for Constitutional Functions • Restrictions on Transfer to Successor
Grants	<ul style="list-style-type: none"> • Department • Funding Type • Granting Organization • Grant Title • Amount Awarded • Grant Status 	<ul style="list-style-type: none"> • Grant Start Date • Grant End Date • Description for use of Funds • Estimated Percentage of Grant Used for Constitutional Functions • Restrictions on Transfer to Successor
Licenses	<ul style="list-style-type: none"> • Department • Department Work Unit • License Identifier(s) • Issuer of License 	<ul style="list-style-type: none"> • Date Issued • Date of Expiration • Restrictions on Transfer to Successor • License Description

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. Information regarding 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 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 submitted to the Board on November 7, 2022, staff from MDPD and the Office of Management and Budget have been meeting regularly to discuss and analyze options for the provision by Miami-Dade County of police patrol, investigative and specialized services within UMSA after the reestablishment of the Office of the Sheriff in 2025. Implementation issues include identifying and quantifying resource requirements for administrative, support and direct policing services for providing services within UMSA. Staff have also been meeting to discuss how MDPD could possibly continue to provide investigative and specialized services within municipalities via interlocal agreements. An important issue to resolve regarding MDPD’s provision of such services to

municipalities is the identification of funding sources and securing assurances from municipalities that they would be interested in receiving and paying for such services with sufficient lead time for both the municipalities and for Miami-Dade County to develop appropriate budgets.

Furthermore, to understand how the Miami-Dade County Corrections (MDCR) department and the incoming Office of Sheriff in Miami-Dade County will work together at Miami-Dade County's courthouses, staff is reviewing how Florida counties with separate sheriff and corrections departments transport and escort inmates to and within courthouses, how overall security is maintained in these counties' courthouses, and if correctional officers in these jurisdictions have any role other than transporting the inmates to the courthouses.

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
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Office of the Mayor Senior Staff
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Jennifer Moon, Chief, Office of Policy and Budgetary Affairs
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