



MEMORANDUM

Agenda Item No. 15(A)(1)

TO: Honorable Chairwoman Rebeca Sosa
and Members, Board of County Commissioners

DATE: March 5, 2013

FROM: Honorable Harvey Ruvin, Clerk
Circuit and County Courts

SUBJECT: Resolution Establishing the Miami-Dade
County Office of the Property Appraiser
Employee Recognition Trust Fund;
providing terms and conditions for
disbursements from the Trust Fund

Christopher Agrippa, Division Chief
Clerk of the Board Division

Ordinance 08-62 adopted by the Miami-Dade County Board of County Commissioners provides that the Property Appraiser may submit resolutions, ordinances, or reports related to his duties to the Clerk of the Board Division for placement on the next available agenda of the Miami-Dade County Board of County Commissioners.

Attached for placement on the March 5, 2013, Board of County Commissioners' agenda, is a proposed resolution submitted by the Property Appraiser authorizing execution of a Resolution establishing the Miami-Dade County Office of the Property Appraiser Employee Recognition Trust Fund; providing terms and conditions for disbursements from the Trust Fund.

CA/fcd
Attachment

Memorandum



Date: March 5, 2013

To: Honorable Chairwoman Rebeca Sosa
and Members, Board of County Commissioners

From: Honorable Carlos Lopez-Cantera
Property Appraiser

Subject: Resolution Establishing the Miami-Dade County Office of the Property Appraiser
Employee Recognition Trust Fund

A handwritten signature in black ink, appearing to read "Carlos Lopez-Cantera". The signature is written in a cursive style and is positioned over the "From:" field of the memorandum.

RECOMMENDATION

It is recommended that the Board of County Commissioners (Board) approve the creation of the Miami-Dade County Office of the Property Appraiser Employee Recognition Trust Fund which will allow the Property Appraiser to expend funds to effectuate employee recognition within the Office of the Property Appraiser.

SCOPE

The agenda item does not impact any Commission District.

FISCAL IMPACT/FUNDING SOURCE

The Trust Fund will be funded via proprietary funds and excludes any and all general revenue funds. There is no fiscal impact to Miami-Dade County.

TRACK RECORD/MONITOR

The Property Appraiser will ensure the funds will be used solely for employee recognition.

BACKGROUND

Employee recognition is a strategic tool for shaping behavior and performance. Effective employee recognition moves an organization in a desired direction. This is accomplished by aligning recognition with business needs and promoting employee behaviors that support the business. The Miami-Dade County Office of the Property Appraiser Employee Recognition Trust Fund will create the proper tool for the Property Appraiser to recognize excellent customer service within the office. Recognition and rewards are core essentials to those organizations that have high productivity and great customer satisfaction.

Therefore, it is recommended that the Board adopt the attached resolution approving the creation of the Miami-Dade County Office of the Property Appraiser Employee Recognition Trust Fund which will allow the Property Appraiser to expend funds to effectuate employee recognition.

Attachment



MEMORANDUM
(Revised)

TO: Honorable Chairwoman Rebeca Sosa
and Members, Board of County Commissioners

DATE: March 5, 2013

FROM: 
R. A. Cuevas, Jr.
County Attorney

SUBJECT: Agenda Item No. 15(A)(1)

Please note any items checked.

- "3-Day Rule" for committees applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Ordinance creating a new board requires detailed County Mayor's report for public hearing
- No committee review
- Applicable legislation requires more than a majority vote (i.e., 2/3's ____, 3/5's ____, unanimous ____) to approve
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 15(A)(1)

3-5-13

RESOLUTION NO. _____

RESOLUTION ESTABLISHING THE MIAMI-DADE COUNTY
OFFICE OF THE PROPERTY APPRAISER EMPLOYEE
RECOGNITION TRUST FUND; PROVIDING TERMS AND
CONDITIONS FOR DISBURSEMENTS FROM THE TRUST
FUND

WHEREAS, the Honorable Carlos Lopez-Cantera, elected by the citizens of Miami-Dade County, Florida as Property Appraiser (“Property Appraiser”), wishes to recognize employees within the Office of the Property Appraiser and their exceptional contributions in furtherance of delivering excellence to the citizens of Miami-Dade County “Employee Recognition”; and

WHEREAS, the creation of a Property Appraiser Employee Recognition Trust Fund (“Trust Fund”) will allow the Property Appraiser to expend funds to effectuate Employee Recognition within the Office of the Property Appraiser; and

WHEREAS, the Trust Fund may be funded via proprietary funds and excluding any and all general revenue funds; and

WHEREAS, the Trust Fund shall not be used to reimburse the Property Appraiser for expenses incurred in the performance of his or her duties as Property Appraiser, including, but not limited to, meals, travel, vehicle mileage, or tuition,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that:

Section 1. The Board hereby authorizes the creation of the Trust Fund to allow the Office of the Property Appraiser to expend funds to effectuate Employee Recognition.

Section 2. The Trust Fund shall be kept and maintained by the Miami-Dade County Finance Department, and any deposits to the Trust Fund, including any interest earned thereon, shall be used solely for the purposes outlined in Section 1 above.

Section 3. The Trust Fund shall be funded via proprietary funds, and may not be funded using general revenue funds.

Section 4. The Trust Fund shall not be used to reimburse the Property Appraiser for expenses incurred in the performance of his or her duties as Property Appraiser, including, but not limited to, meals, travel, vehicle mileage, or tuition.

The foregoing resolution was offered by Commissioner
who moved its adoption. The motion was seconded by Commissioner
and upon being put to a vote, the vote was as follows:

Rebeca Sosa, Chairwoman
Lynda Bell, Vice Chair

Bruno A. Barreiro
Jose "Pepe" Diaz
Sally A. Heyman
Jean Monestime
Sen. Javier D. Souto
Juan C. Zapata

Esteban L. Bovo, Jr.
Audrey M. Edmonson
Barbara J. Jordan
Dennis C. Moss
Xavier L. Suarez

The Chairperson thereupon declared the resolution duly passed and adopted this 5th day of March, 2013. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

Jorge Martinez-Esteve

