

MEMORANDUM

Agenda Item No. 10(A)(5)

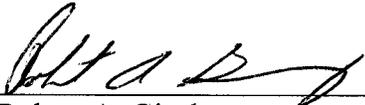
TO: Honorable Chairperson Barbara Carey-Shuler, Ed.D.
and Members, Board of County Commissioners

DATE: April 13, 2004

FROM: Robert A. Ginsburg
County Attorney

SUBJECT: Resolution authorizing in-kind
services for the Inter-American
Conference of Mayors

The accompanying resolution was prepared and placed on the agenda at the request of Senator Javier D. Souto.


Robert A. Ginsburg
County Attorney

RAG/bw



MEMORANDUM

(Revised)

TO: Hon. Chairperson Barbara Carey-Shuler, Ed.D. **DATE:** April 13, 2004
and Members, Board of County Commissioners

FROM: Robert A. Ginsburg
County Attorney

SUBJECT: Agenda Item No. 10(A)(5)

Please note any items checked.

- "4-Day Rule" ("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
- Bid waiver requiring County Manager's written recommendation
- Ordinance creating a new board requires detailed County Manager's report for public hearing
- Housekeeping item (no policy decision required)
- No committee review

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 10(A)(5)
4-13-04

RESOLUTION NO. _____

RESOLUTION APPROVING THE PROVISION OF IN-KIND SERVICES TO THE INSTITUTE FOR PUBLIC MANAGEMENT & COMMUNITY SERVICE/FLORIDA INTERNATIONAL UNIVERSITY IN AN AMOUNT NOT TO EXCEED \$25,000.00

WHEREAS, the Institute for Public Management & Community Service/Florida International University has requested that Miami-Dade County provide in-kind services for the Tenth Inter-American Conference of Mayors and Local Authorities, and this Board desires to provide such in-kind service in an amount not to exceed \$25,000.00 (see attached Fee Waiver/In-Kind Services Application); and

WHEREAS, this event is a County-wide event,

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

Section 1. This Board approves a waiver of fees for the provision of in-kind services from the Miami-Dade International Trade Consortium, including all necessary supplies, labor and equipment, in an amount not to exceed \$7,000.00.

Section 2. This Board approves a waiver of fees for the provision of in-kind services from the Miami-Dade Police Department, including all necessary supplies, labor and equipment, in an amount not to exceed \$7,000.00.

Section 3. This Board approves a waiver of fees for the provision of in-kind services from the Miami-Dade Transit Department, including all necessary supplies, labor and equipment, in an amount not to exceed \$8,500.00.

Section 4. This Board approves a waiver of fees for the provision of in-kind services from the Miami-Dade Communications Department, including all necessary supplies, labor and equipment, in an amount not to exceed \$500.

Section 5. This Board approves a waiver of fees for the provision of in-kind services from the Miami-Dade Enterprise Technology Services Department, including all necessary supplies, labor and equipment, in an amount not to exceed \$2,000.00.

The foregoing resolution was sponsored by Senator Javier D. Souto, and 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:

- | | |
|---------------------------------------|------------------|
| Dr. Barbara Carey-Shuler, Chairperson | |
| Katy Sorenson, Vice-Chairperson | |
| Bruno A. Barreiro | Jose "Pepe" Diaz |
| Betty T. Ferguson | Sally A. Heyman |
| Joe A. Martinez | Jimmy L. Morales |
| Dennis C. Moss | Dorin D. Rolle |
| Natacha Seijas | Rebeca Sosa |
| Sen. Javier D. Souto | |

The Chairperson thereupon declared the resolution duly passed and adopted this 13th day of April, 2004. 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.



Stephanie R. Miller



**MIAMI-DADE COUNTY
FEE WAIVER/IN-KIND SERVICES APPLICATION**

COUNTY FEE WAIVERS OR IN-KIND SERVICES REQUESTED THROUGH THIS PROCESS ARE NOT EFFECTIVE UNTIL APPROVED BY ACTION OF THE BOARD OF COUNTY COMMISSIONERS PURSUANT TO THE MIAMI-DADE COUNTY HOME RULE CHARTER

Please complete the following form and submit completed form along with requested materials, if applicable, to:

Special Events Staff
Communications Department
111 N.W. 1st Street, Suite 2510
Miami, FL 33128

Phone: (305) 375-2836
Fax: (305) 375-3968

Type of Event/Application (select one of the following):

- District Event - Event of minimal impact related to specific commission district (Complete questions 1-7, sign and date; copy will be submitted to the appropriate District Commissioner within two days of receipt of application.)
- Small Event - Event of minimal impact not necessarily related to a specific commission district. (Complete questions 1-7, sign and date.)
- Special Event - Event with expected attendance of less than 5,000 with localized impact limited to an individual community or municipality (Complete questions 1-12, sign, date and submit form no later than 60 days prior to event date.)
- Major Event - Large Event with expected attendance of over 5,000 or significant probability of protests, controversy, violence or vandalism (Complete questions 1-12, sign, date and submit form no later than 120 days prior to event date.)

Full legal name of the requesting organization: Institute for Public Management & Community Service/Florida International University

2. Applicant Status: (Select one of the choices below)

- Not-For-Profit or Tax Exempt
- For-Profit
- County Sponsored Event/Sponsoring Department _____
- Local Government or Public Entity
- Other (specify): _____

3. Name and contact information for single point of contact (address, phone, fax, e-mail address, etc.): Dr. Allan Rosenbaum, Director and/or Cristina A. Rodriguez-Acosta, Deputy Director; 11200 S.W. 8th St. TC-30, Miami, FL 33199. Tel (305) 348-1271. fax (305) 348-1273, e_mail: lagierc@fiu.edu

4. Specify fee waiver or in-kind service requested (quantify, if applicable): staff support, security, transportation, equipment and printing services

5. Name, date of event, description, and purpose of the event (if event is a fund-raiser, define the beneficiaries): Tenth Inter-American Conference of Mayors and Local Authorities. June 21- 24, 2004. The Conference will bring together mayors, public officials, political leaders, representatives of non governmental organizations (NGOs), as well as local, regional and national leaders of the Hemisphere to discuss issues pertaining to the strengthening of democracy and the role of local governments. The Conference is sponsored by Miami-Dade County.

6. Please select ALL that apply to event:

- Economic Development: Event supports vitality or growth of the local economy
- Youth/Education: Event benefits youth of any age and/or offers educational benefits
- Health and Social Services: Event supports health-related causes and/or social programs or institutions that improve quality of life within the community
- Arts and Culture: Event supports music, theatre, literature, art or culture
- Environmental: Event benefits environmental concerns or promotes conservation
- Sports and Athletics: Event supports/promotes organized sports or recreational participation

7. Physical address of event venues (please specify Commission District(s)): Radisson Miami Hotel in Downtown Miami and Vizcaya Palace for Wednesday, June 23, 2004 reception.

**MIAMI-DADE COUNTY
FEE WAIVER/IN-KIND SERVICES APPLICATION**

8. Description of regional or local impact: Certainly, once more, this conference will strengthen the image of Miami-Dade County and its authorities as key resources in the strengthening of local governments throughout the Americas, and as a center for academic/political discussions concerned with the building of democracy and the political future of the hemisphere generally. The past Conferences have demonstrated that this annual event has become: 1) unquestionably the largest annual gathering of Latin American local governments leaders; 2) an excellent way of confirming the role of Miami-Dade County as crossroads of the Americas; 3) an excellent way to publicize Miami-Dade County with key Latin American opinion leaders; 4) a significant benefit to the local economy as all participants finance their own travel and participation and many of them bring family members with them and some stay in the County for several days after the Conference is over.

8.

9. Daily/hourly event schedule, including set-up and breakdown schedule (attach event calendar, if applicable): Conference registration starting on June 21, 2004 @ 3pm. Welcome reception on June 21, 2004 at Radisson Hotel 7:30pm-9:30pm. Conference starts on Tuesday June 22, 2004, 8:30am to 6:00pm. Same schedule for Wednesday and Thursday. Conference will have a gala reception at Vizcaya Palace on Wednesday June 23rd, 2004 from 8:00pm to 10:00pm. Conference ends on Thursday, June 24, 2004 @ 4pm

10. Detailed description of event venues (map or schematic of event venues, access points, surrounding roadways and traffic flow diagrams, if applicable): Radisson Hotel in downtown Miami, 1601 Biscayne Blvd. and Reception at Vizcaya Palace.

11. Expected number of participants and estimated attendance (per day, if applicable): It is expected that the Conference will attract around 450/500 people. The conference will provide an opportunity for many of these participants – and their families – to see and enjoy the many attractions the County has to offer. It is expected that the majority of participants will be from out of the state and foreigners. During the Conference, information booths about the County will be available. Tourist information will be displayed and distributed among participants. Besides the Conference meetings, a welcoming reception is planned at the Hotel; and a dinner reception is planned at Vizcaya Palace.

12. Itemized budget, including total event budget, total budget of host organization, if applicable, and total commitment of resources (attach additional pages as needed): Please see attached budgets.

I hereby certify that all the statements made in this application are true and correct.



Signature of Authorized Representative

1/23/04

Date

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**TENTH INTER-AMERICAN CONFERENCE OF MAYOR
JUNE 21-24, 2004
IN-KIND BUDGET**

Staff Support (in-kind County Staff for Conference administration)	\$7,000
Security (two officers at hotel from 8am-10pm for three (3) days including supervision and traffic support at Vizcaya reception)	\$7,000
Transportation* (includes four buses to the Vizcaya reception, two buses and vans for airport hotel transfers, supervisory assistance, and Metrorail passes for conference participants)	\$7,000
Equipment (copy machines, faxes, computers)	\$2,000
Printing (tickets for meal events and Vizcaya Reception)	<u>\$ 500</u>
Total In-Kind Budget	\$23,500

*Based on last year's conference events. This year's events will be similar in scope

ATTACHMENT "A"

PROPOSAL / NARRATIVE DESCRIPTION

Organizing the Tenth Inter-American Conference of Mayors and Local Authorities

Miami, June 22-24, 2004

On June 24 - 26, 2003, on behalf of Miami-Dade County and under the leadership of Commissioner Javier Souto, with the support of Mayor Alex Penelas and the Board of County Commissioners, the *Institute for Public Management and Community Service (IPMCS)* of Florida International University (FIU) organized the *Ninth Inter-American Conference of Mayors and Local Authorities*. The Conference was held at the Radisson Biscayne Bay Hotel in the City of Miami. More to 550 municipal leaders from all over the Hemisphere attended the Conference which was considered by all participants to have been a great success, and to have served as an excellent forum for the exchange of ideas and experiences relating to local governments and their common problems throughout the Hemisphere.

Due to the great success of the seven most recent Inter-American Conference of Mayors, the *Institute for Public Management and Community Service* at Florida International University proposes to again organize under the leadership of Commissioner Souto with the support of Mayor Penelas and on behalf of Miami-Dade County and the Board of County Commissioners, a conference for the municipal leaders of the Hemisphere. The conference will be the *Tenth Inter-American Conference of Mayors and Local Authorities*, and will be held in the City of Miami, in **June 22-24, 2004**.

The past seven conferences have demonstrated that this annual event has become:

1. The largest annual gathering of Latin American local government leaders assembling in any one place.
2. An excellent way of confirming the role of Miami-Dade County as the cross roads of the Americas, and of demonstrating its commitment to the building of democracy throughout the Hemisphere.
An excellent way to publicize the seaport and airport, and Miami-Dade County generally with key Latin American opinion leaders.
4. A unique opportunity for local government officials to further define an agenda of hemispheric leadership.
5. A significant benefit to the local economy as many participants bring family members with them and some stay in the County for as long as two weeks.

The goal of next year's Conference will be to help in the strengthening of democracy in the Hemisphere by providing local leaders, and all those interested in local governments, the opportunity to discuss common issues and share different experiences in order to learn from each other. We are planning to dedicate sessions to major issues of concern in the Hemisphere. General topics to be discussed at the "*Tenth Inter-American Conference of Mayors and Local Authorities*" will include: democracy and citizen participation, environment, local economic development, trade

relations, gender, and social policy: health, education and housing. Various plenary sessions, panels and workshops will be organized on these issues.

This Conference will once again reinforce the image of Miami-Dade County, its authorities, and FIU as key resources in the strengthening of local government throughout the Americas, and as a center for academic/political discussion concerned with the building of democracy and the political future of the Hemisphere generally. As with past conferences, FIU will work closely with Miami-Dade County authorities in the coordination and organization of the Conference, including its planning and marketing. FIU will seek additional funding from the private sector, and it will work closely with multilateral organizations, municipal associations and local authorities in the Hemisphere - with whom it has strong ties - to promote the success of the Conference.

As a first step toward the process of organizing the Conference, FIU has been in touch with the International Union of Local Authorities (IULA), the Central American Federation of Municipalities (FEMICA), the Organization of American States, the US Agency for International Development and other regional organizations as regards the promoting of the next Conference.

A conference budget is attached.

ATTACHMENT "B"

Tenth Inter-American Conference of Mayors
October 1, 2003 - September 30, 2004

Salaries	
Conference Director (1 week)	\$1,807
Conference Director (1 week fringe benefits @ 27.5%)	\$497
Conference Coordinator	\$38,233
Conference Coordinator fringe benefits @ 27.5%	\$10,515
Program Assistant	\$20,931
Program Assistant fringe benefits @ 27.5%	\$5,756
OPS Student 1 (@\$8.50/hrx20hrs/week)	\$6,800
OPS Student 1 fringe benefits @ 7.65%	\$520
OPS Student 2 (@\$7hr/20hrs/week) for 14 pay periods	\$3,920
OPS Student 2 fringe benefits for 14 pay periods (7.65%)	\$300
Total Salaries and fringes	\$89,279
Expenses	
Travel	\$5,500
Comm.& Frght-Telephones	\$6,000
Postage	\$5,000
Comm.& Frght-Other (UPS/IBC)	\$500
Data Processing (Serdac) and Maintenance	\$300
Printing and Reproduction (includes xerox and duplicating)	\$3,103
Mat.& Suplies (Office Depot)	\$818
Total Expense Category	\$21,221
Indirect Cost (15% overhead)	\$19,500
Total Costs	\$130,000

