

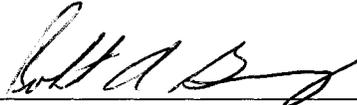
MEMORANDUM

Agenda Item No. 8(O)(2)(A)

TO: Honorable Chairperson Barbara Carey-Shuler, Ed.D. and Members, Board of County Commissioners **DATE:** October 19, 2004

FROM: Robert A. Ginsburg
County Attorney **SUBJECT:** Resolution approving in-kind services for the Historical Museum of Southern Florida's Harvest Festival

The accompanying resolution was prepared and placed on the agenda at the request of Commissioner Bruno A. Barreiro.



Robert A. Ginsburg
County Attorney

RAG/bw



MEMORANDUM

(Revised)

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

DATE: October 19, 2004

FROM: Robert A. Ginsburg
County Attorney

SUBJECT: Agenda Item No. 8(O)(2)(A)

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. 8(O)(2)(A)
10-19-04

RESOLUTION NO. _____

RESOLUTION AUTHORIZING IN-KIND SERVICES FROM MIAMI-DADE FIRE RESCUE FOR THE HISTORICAL MUSEUM OF SOUTHERN FLORIDA'S NOVEMBER 20-21, 2004 HARVEST FESTIVAL IN AN AMOUNT NOT TO EXCEED \$2,893

WHEREAS, the Historical Museum of Southern Florida has requested a provision of in-kind services from Miami-Dade Fire Rescue in an amount not to exceed \$2,893 for its November 20-21, 2004 Harvest Festival taking place at the Dade County Youth Fair and Exposition grounds (See attached Fee Waiver/In-Kind Service Application); and

WHEREAS, the Harvest Festival is a County-wide event,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board approves the provision of in-kind Fire Rescue services for the Historical Museum of Southern Florida's November 20-21, 2004 Harvest Festival in an amount not to exceed \$2,893.

The foregoing resolution was sponsored by Commissioner Bruno A. Barreiro 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
Betty T. Ferguson
Joe A. Martinez
Dennis C. Moss
Natacha Seijas
Sen. Javier D. Souto
Jose "Pepe" Diaz
Sally A. Heyman
Jimmy L. Morales
Dorrin D. Rolle
Rebeca Sosa

The Chairperson thereupon declared the resolution duly passed and adopted this 19th day of October, 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.



Mariela Martinez-Cid

**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.)

1. Full legal name of the requesting organization: Historical Association of Southern Florida

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

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

3. Name and contact information for single point of contact (address, phone, fax, e-mail address, etc.): Robert McCammon, President/CEO, Historical Museum of Southern Florida 101 West Flagler Street, Miami, Florida 33130 tel: 305-375-1492 fax: 305-375-1609 e-mail: president@historical-museum.org

4. Specify fee waiver or in-kind service requested (quantify, if applicable): Waiver of the fire rescue service charges estimated at \$2,893.

5. Name, date of event, description, and purpose of the event (if event is a fund-raiser, define the beneficiaries): Harvest Festival, at the Dade County Fair & Exposition on November 20 & 21, 2004. Harvest is the Historical Museum's largest annual fundraiser. This festival showcases local crafters, historical reenactors, a music stage, educational programs and festival food. Over 500 community volunteers, Board & staff contribute their time to help raise private dollars that go to support the programs of the Historical Museum.

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)): Dade County Fair & Exposition Center, Coral Way & SW 112 Ave -- District 11.

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

8. Description of regional or local impact: Approximately 20,000 individuals attend this annual festival, featuring over 350 booths of hand made crafts and local non-profit organizations. Music is provided by local artist and high school bands. Attendees learn of different lifestyles in the historical reenactment area.
9. Daily/hourly event schedule, including set-up and breakdown schedule (attach event calendar, if applicable): Set up is on Thursday, November 18th and Friday November 19th. The Harvest Festival is open to the public from 8am to 5 pm Saturday, November 20th and 10 am to 5 pm Sunday, November 21st. Tear down is completed on Monday, November 22nd.
10. Detailed description of event venues (map or schematic of event venues, access points, surrounding roadways and traffic flow diagrams, if applicable): The main entrance for the public is the admissions gates at the Fairground. Parking attendants are hired to ensure a smooth flow of traffic.
11. Expected number of participants and estimated attendance (per day, if applicable): 20,000 for the weekend.

Itemized budget, including total event budget, total budget of host organization, if applicable, and total commitment of resources (attach additional pages as needed): The Harvest Festival cost the Historical Museum of Southern Florida approximately \$110,000. This amount includes the rental of the facility at the Expo Center, advertising, food which is sold and operational supplies. Revenue for the event is earned through booth rentals, admission fees and food sales. Net revenue from this event supports the operations and educational programs of the Historical Museum.

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



Signature of Authorized Representative

8/19/04

Date

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

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. The approval or denial of any request is fully at the discretion of the Board of County Commissioners. The provision of in-kind services must be for public purposes of benefit to the residents of the County. Municipalities, government agencies and other organizations are eligible to submit a request for in-kind support and assistance from the County. An "Eligible Organization" is defined as an agency, group, organization, society, association, corporation, partnership or individual that provides a community service designed to improve or enhance the well-being of the community of Miami-Dade County at large or to improve or enhance the well-being of certain individuals within this community that have special needs.

The County will provide in-kind support for Gap Services. "Gap Services" are defined as those services, personnel, facilities or equipment that a non-County entity may request and that are over and above the existing resources of the requesting organization. In other words, Gap Services are needs that remain once an eligible organization has exhausted all of its own internal resources, i.e. the full allocation of personnel, facilities and equipment.

A "District Event" is defined as large or small in scope, but one that requires only limited County resources or support in the form of in-kind services or fee waivers. Requests for in-kind support or fee waivers require the sponsorship of the District Commissioner. Application forms for in-kind services or fee waivers for District Events should be submitted prior to the event.

A "Small Event" is an event of minimal impact not necessarily related to a specific commission district. Application forms for in-kind services or fee waivers for Small Events should be submitted prior to the event.

A "Major Event" is defined as large in scope and involves one or more of the following: significant regional impact; alteration of traffic patterns; large crowds (5,000 or more expected attendance) and a significant probability of protests, controversy, violence or vandalism. Application forms for in-kind services or fee waivers for Major Events must be submitted 120 days prior to the event.

"Special Events" are smaller in scale and lack the characteristics that denote a Major Event. A Special Event will rarely have significant impact beyond an individual neighborhood, community, municipality or some other localized area. Application forms for in-kind services or fee waivers for Special Events must be submitted 60 days prior to the event.

Requests are reviewed on a case-by-case basis and in the order in which they are received. For events that require in-kind support valued by County estimates to exceed \$5,000, the request must clearly identify the countywide or regional impact of the event. All offers to provide in-kind support or fee waivers must be approved by the Board. For in-kind requests that are estimated to exceed a value of \$50,000, a simple majority vote of the Board members present is required. A written agreement may be required prior to the provision of in-kind assistance, especially in cases where the County requires some form of financial contribution or partial reimbursement from the requesting party.

Process

ALL applications for in-kind services or fee waivers must be submitted to the Communication Department. The Communications Department will forward District Event applications to the appropriate District Commissioner who may, at their discretion, sponsor the item and place it on an agenda. A committee consisting of staff from the County Manager's Office, the Office of Strategic Business Management, the Communications Department and the affected departments will review requests for Major and Special Events and recommend a level of in-kind support and reimbursement for the Board's consideration based on an approved process based on the following criteria:

1. Local/Regional impact
2. Ability to generate positive media exposure
3. Requesting organizations use of internal resources
4. County's prior experience with requesting organization's prior events
5. Requesting organization's ability to obtain all required permits and insurance
6. Extent to which County has to rely on outside vendors to provide requested in-kind support
7. Projected availability of County resources and potential conflicts
8. County's ability to adequately ensure coverage of legal responsibilities and performance of core functions
9. Ability of County to recoup at least partial costs associated with the provision of requested in-kind services
10. Estimated cost to the County
11. Additional factors to be described in the report to the Board

The Communications Department will notify the requesting organization of the report to the Board. The item will then be placed on the next available Board agenda. The affected departments will work with the requesting organization to finalize all arrangements prior to the event.