MEMORANDUM

IMFR
Agenda Item No. 2(X)

TO:	Honorable Chairman Joe A. Martinez and Members, Board of County Commissioners	**DATE:**	April 12, 2006
FROM:	Murray A. Greenberg County Attorney	**SUBJECT:**	Resolution authorizing in-kind services for the 12th Inter-American Conference of Mayor's

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

for: Murray A. Greenberg
County Attorney

MAG/bw

MEMORANDUM

(Revised)

TO: Honorable Chairman Joe A. Martinez and Members, Board of County Commissioners

DATE:

FROM: Murray A. Greenberg County Attorney

SUBJECT: Agenda Item No.

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 Agenda Item No.
Veto _____
Override _____

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE PROVISION OF IN-KIND SERVICES FROM THE MIAMI-DADE COUNTY POLICE, TRANSIT, COMMUNICATIONS, ENTERPRISE TECHNOLOGY SERVICES AND INTERNATIONAL TRADE CONSORTIUM DEPARTMENTS IN SUPPORT OF THE JUNE 19-22, 2006 TWELFTH INTER-AMERICAN CONFERENCE OF MAYORS SPONSORED BY THE FLORIDA INTERNATIONAL UNIVERSITY INSTITUTE FOR PUBLIC MANAGEMENT & COMMUNITY SERVICE, A NOT-FOR-PROFIT ORGANIZATION, IN AN AMOUNT NOT TO EXCEED $30,432.00 TO BE FUNDED FROM THE COUNTYWIDE IN-KIND RESERVE FUND

WHEREAS, the Twelfth Inter-American Conference of Mayors, sponsored by the Florida International University Institute for Public Management & Community Service, will be held in Miami-Dade County on June 19-22, 2006; and

WHEREAS, the Florida International University Institute for Public Management & Community Service is a not-for-profit organization; and

WHEREAS, the Conference of Mayors will further strengthen the role of local government officials in providing leadership on the major issues common to the Western Hemisphere; and

WHEREAS, the Conference of Mayors is expected to draw several hundred legislative and executive officials from city, regional, and national governments in the Americas and interested parties from private and non-governmental organizations throughout the Americas; and

WHEREAS, the Florida International University Institute for Public Management & Community Service has requested in-kind services from the Miami-Dade County Police, Transit,

Communications, Enterprise Technology Services and International Trade Consortium Departments for the June 19-22, 2006 Conference of Mayors in an amount not to exceed $30, 432.00 (see attached Fee Waiver/In-Kind Service Application); and

WHEREAS, the Conference of Mayors is a countywide event, and the in-kind services shall be funded from the Countywide In-kind Reserve Fund; and

WHEREAS, this Board desires to provide County in-kind services to ensure a successful Conference of Mayors,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board authorizes the provision of in-kind services from the Miami-Dade Police, Transit, Communications, Enterprise Technology Services and International Trade Consortium Departments in the amount not to exceed $30,432.00, to be funded from the Countywide In-kind Reserve Fund in support of the June 19-23, 2006 Twelfth Inter-American Conference of Mayors, as outlined in the attached budget incorporated herein by reference and Exhibit 1.

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:

Joe A. Martinez, Chairman
Dennis C. Moss, Vice-Chairman

Bruno A. Barreiro
Audrey Edmonson
Sally Heyman
Dorrin D. Rolle
Katy Sorenson
Sen. Javier D. Souto
Jose "Pepe" Diaz
Carlos A. Gimenez
Barbara J. Jordan
Natacha Seijas
Rebeca Sosa

The Chairperson thereupon declared the resolution duly passed and adopted this 25th day of April, 2006. 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. DDC

Diamela del Castillo

Exhibit 1

ELEVENTH INTER-AMERICAN CONFERENCE OF MAYOR
JUNE 19-22, 2005
IN-KIND BUDGET

Staff Support (in-kind County Staff for Conference administration)	$7,000
Security (two officers at hotel from 8am-1Opm for three (2) 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)	$4,000
Printing (tickets for meal events and Vizcaya Reception)	$ 500
Total In-Kind Budget	$25,500

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

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: FIU's Institute for Public Maganagement & Community Service

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.): Dr. Allan Rosenbaum and/or Ms. Cristina A. Rodriguez-Acosta. Tel (305) 348-1271, fax (305) 348-1273, email: lagierc@fiu.edu Address: 11200 SW 8th St. – TC 30, Miami, FL 33199

4. Specify fee waiver or in-kind service requested (quantify, if applicable): Staff support (County staff for on site conference administration); security (2 police officers at hotel from 8am to 8pm for 3 days, including supervision and traffic support at Vizcaya reception); Transportation (buses to Vizcaya reception, airport hotel transfers, supervisory assistance and Metrorail passes for conference participants); equipment (computers, copy machine, faxes); printing (tickets for meal events and Vizcaya reception).

5. Name, date of event, description, and purpose of the event (if event is a fund-raiser, define the beneficiaries): The XII Inter-American Conference of Mayors and Local Authorities, June 19-22, 2006 at the downtown Radisson Hotel. The Conference will bring together mayors, council members, legislators, governors, public officials, political leaders, representatives of non-governmental organizations, as well as local, regional and national leaders of the Western 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)): Downtown Radisson Hotel, 1601 Biscayne Boulevard, Miami, FL

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

8. Description of regional or local impact: Please see attached document – Appendix 'A'.

9. Daily/hourly event schedule, including set-up and breakdown schedule (attach event calendar, if applicable): June 19 – 22, 2006 from 8:30am to 6pm

10. Detailed description of event venues (map or schematic of event venues, access points, surrounding roadways and traffic flow diagrams, if applicable): Dowtonw Radisson Hotel for all conference events. Wednesday, June 21 from 8pm to 10pm, reception at Viscaya Museum and Gardens.

11. Expected number of participants and estimated attendance (per day, if applicable): 550 participants every day.

Itemized budget, including total event budget, total budget of host organization, if applicable, and total commitment of resources (attach additional pages as needed): See attached Conference budget for host organization (Appendix 'B')

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

Allan Rosenbaum

Signature of Authorized Representative

02/01/06
Date

APPENDIX 'A'

The Inter-American Conference of Mayors and Local Authorities

A Brief Overview

For the last ten years, Miami-Dade County Government has sponsored (and Florida International University has organized for it) the Inter-American Conference of Mayors and Local Authorities. The idea of organizing such an annual conference in Miami-Dade County originated with County Commissioner, Sen. Javier D. Souto and this event rapidly emerged as the largest and most important annual gathering of people concerned with local democracy in the Hemisphere. Over the years the event has received extensive newspaper, television and radio coverage throughout the Hemisphere and has served to significantly demonstrate Miami-Dade County's leadership in the promotion of democracy and good governance in the Americas.

The Inter-American Conference of Mayors has played an important role in shaping the discussions regarding the strengthening of local governments in the Americas. This has been demonstrated by its contributions to the Organization of American State's Summit of the Americas Process and many other comparable events. Indeed, it was a result of efforts originating from the Conference that produced the first recognition by the Hemisphere's Presidents of the importance of local governance for democracy in the region as reflected in the Declaration of the Quebec Summit of 2001.

- Over the past ten years the Inter-American Conference of Mayors has brought to Miami-Dade County about 5,280 local leaders, senior government officials, legislators, governors and senior administrators of the Americas and about 10,560 accompanying visitors to the County. It should be noted that conference attendees cover all of their own participation costs.

- Among the participants from Latin America have been many of the leading figures in the Hemisphere including the chief executives of such cities as Bogota, Medellin and Cali, Colombia; Panama City, Panama; Guatemala City, Guatemala; San Salvador, El Salvador; Santiago, Chile; Cordoba, Argentina; Tegucigalpa, Honduras; Asuncion, Paraguay; Santa Cruz, Bolivia; Quito, Ecuador; Lima, Peru; Monterrey, Mexico; etc.

- Senior high ranking officials of the US Government routinely attend the Conference. In the past these have included the Secretary of US Department of Housing and Urban Development; various assistants to the President of the United States including the White House Representative for Local Governments; the Deputy Director of the US Agency for International Development; US Ambassador to the Organization of American States; and the President of the Inter-American Foundation among others.

- Key leaders of major international organizations have routinely participated. Among them have been the President of the Inter-American Development Bank; the Secretary General of the Organization of American States; senior officials of the World Bank and the United Nations; etc.

- The Inter-American Conference of Mayors has brought to the local hotel industry over $660,000 just in room revenue. About $85,800 in local taxes have been related to those rooms (@13%).

- If we assume that each attendee has spent at least $500 in shopping, dining and entertainment, the Conference has brought about $2,640,000 to the local economy in the past ten years. This number would be much more if we were to estimate what the accompanying persons have spent while in Miami-Dade County.

It's been said about the Conference:

"It's been a great pleasure attending the Inter-American Conference of Mayors. It's a very enriching and interesting experience, even more so because of the attendance by so many people from different countries. The experiences discussed were all relevant. We want to thank you also for the great experience we personally had in that beautiful County".
Hon. Armida Villela de Lopez Contreras, Vice President of Honduras

"...The important contribution and the efforts made by your organization...significantly enriched the Summit Process and increased hemispheric cooperation with regard to the goals of the Fourth Summit of the Americas including job creation, democratic governance, citizen participation, and the promotion of human rights."
Mr. Luis Alberto Rodriguez, Director, Summit of the Americas Secretariat, Organization of American States

"...this (The Inter-American Conference of Mayors) venue, is an open space of discussion and analytical reflection that benefits all the local governments of Latin America... and it has become a central point of reference for all of us..."
Hon. Enrique Riera Escudero, Mayor of Asuncion, Paraguay

"I consider forums like this one as an incredible opportunity to share with different people very diverse experiences...The possibility of discussing initiatives with representatives from other cities is an invaluable opportunity...I am convinced that the Conferences is the ideal scenario for the discussion of themes related to the strengthening of democracy, local development and decentralization".
Hon. Sergio Fajardo Valderrama, Mayor of Medellin, Colombia

"...the Mayors conference is a unique venue, in that it brings together local officials from throughout the region, permitting them to interact and exchange information with their colleagues, identify and work together on common challenges and improve their own knowledge and skills...the conference is a valuable tool for building and strengthening capacity in the Americas for more effective local governance."
Ms. Elizabeth Spehar, Former Director of the Unit for the Promotion of Democracy at the Organization of American States

APPENDIX 'B'

Twelfth Inter-American Conference of Mayors
Budget for Institute for Public Management & Community Service
October 1, 2005 - June 30, 2006

Salaries	
Conference Director (1 week)	$1,861
Conference Director (1 week fringe benefits @ 27.5%)	$511
Conference Coordinator	$42,220
Conference Coordinator fringe benefits @ 27.5%	$11,610.50
Program Assistant	$17,620
Program Assistant fringe benefits @ 27.5%	$4,845.50
OPS Student 1 (@$10/hrx20hrs/week)	$8,000
OPS Student 1 fringe benefits @ 7.65%	$612
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	**$91,500**
Expenses	
Travel	$3,873
Telecommunication Charges	$2,230
Postage	$8,600
Comm.& Freight	$500
Computer Services (maintenance)	$300
Printing and Reproduction (includes Xerox and duplicating)	$2,679
Mat.& Supplies (Office Depot)	$818
Total Expense Category	**$19,000**
Indirect Cost (15% overhead)	**$19,500**
Total Costs	**$130,000**

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Memorandum

MIAMI-DADE COUNTY

Date:

To: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners

From: George M. Burgess
County Manager

Subject: Countywide In-Kind Reserve Request Recommendation

The Office of Strategic Business Management (OSBM) has reviewed the attached in-kind request and recommends for the item to move forward to the Board of County Commissioners for consideration. The countywide in-kind reserve balance allows for the funding of this request.

Background

A waiver for in-kind services is being requested by a not-for-profit organization Florida International University's Institute for Public Management & Community Service for their XII Inter-American Conference of Mayors scheduled for June 19-22, 2006.

In-kind services have been requested in an amount not to exceed $8,000 from the Miami-Dade Police Department (MDPD) for police services, $10,932 from Miami-Dade Transit for shuttle bus services, $500 from the Communications Department for graphic and printing services, $4,000 from Enterprise Services Technology Department (ETSD) for office equipment, $7,000 from the International Trade Consortium for staff services for a total in-kind request of $30,432 to be funded by the countywide in-kind reserve fund.

In FY 2005-06 Florida International University received and award of $130,000 from the General Fund Discretionary Reserve for this event.

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