# MEMORANDUM

Agenda Item No. 11(A)(4)

| | | | |
|---|---|---|---|
| **TO:** | Honorable Chairman Bruno A. Barreiro and Members, Board of County Commissioners | **DATE:** | February 19, 2008 |
| **FROM:** | R. A. Cuevas, Jr. County Attorney | **SUBJECT:** | Resolution retroactively authorizing in-kind services from Parks and Police for 5th Annual Discovery of Puerto Rico Festival |

The accompanying resolution was prepared and placed on the agenda at the request of Commissioner Dennis C. Moss.

R. A. Cuevas, Jr.
County Attorney

RAC/bw

# MEMORANDUM

(Revised)

TO: Honorable Chairman Bruno A. Barreiro and Members, Board of County Commissioners

DATE: February 19, 2008

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

SUBJECT: Agenda Item No. 11(A)(4)

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. 11(A)(4)
02-19-08

RESOLUTION NO. _____

RESOLUTION RETROACTIVELY AUTHORIZING IN-KIND SERVICES FROM THE MIAMI-DADE PARK AND RECREATION DEPARTMENT AND THE MIAMI-DADE POLICE DEPARTMENT FOR THE NOVEMBER 17, 2007 5TH ANNUAL DISCOVERY OF PUERTO RICO FESTIVAL SPONSORED BY ASPIRA OF FLORIDA, INC., A NOT-FOR-PROFIT ORGANIZATION, IN AN AMOUNT NOT TO EXCEED $3,268.00 TO BE FUNDED FROM THE COUNTYWIDE IN-KIND RESERVE FUND

**WHEREAS**, ASPIRA of Florida, Inc. has requested in-kind services from the Miami-Dade Park and Recreation Department and the Miami-Dade Police Department for the November 17, 2007 5th Annual Discovery of Puerto Rico Festival in an amount not to exceed $3,268.00 (see attached Fee Waiver/In-kind Service Application); and

**WHEREAS**, the purpose of the 5th Annual Discovery of Puerto Rico Festival is to unite the community and give recognition to the 1493 discovery of the Boriquen Island; and

**WHEREAS**, ASPIRA of Florida, Inc. is a not-for-profit organization; and

**WHEREAS,** the 5th Annual Discovery of Puerto Rico Festival is a special event, as that term is defined on the attached Fee Waiver/In-kind Service Application, and the in-kind services shall be funded from the Countywide In-kind Reserve Fund,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA,** that this Board retroactively authorizes in-kind services from the Miami-Dade Park and Recreation Department and the Miami-Dade Police Department for the November 17, 2007 5th Annual Discovery of Puerto Rico Festival in an amount not to exceed $3,268.00 to be funded from the Countywide In-kind Reserve Fund.

The foregoing resolution was sponsored by Commissioner Dennis C. Moss 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:

Bruno A. Barreiro, Chairman
Barbara J. Jordan, Vice-Chairwoman

| | |
|---|---|
| Jose "Pepe" Diaz | Audrey M. Edmonson |
| Carlos A. Gimenez | Sally A. Heyman |
| Joe A. Martinez | Dennis C. Moss |
| Dorrin D. Rolle | Natacha Seijas |
| Katy Sorenson | Rebeca Sosa |
| Sen. Javier D. Souto | |

The Chairperson thereupon declared the resolution duly passed and adopted this 19th day of February, 2008. 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. MR

Monica Rizo

2 of

$716 PARK
$2,552 Police
$3,268

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:

Delores Green
Office of Strategic Business Management
111 N.W. 1st Street, Suite 2200
Miami, FL 33128

Phone: (305) 375-5148
Fax: (305) 375-5189

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.)

Note: Event budget must be included for "Special" and "Major" event types.

1. Full legal name of the requesting organization: ASPIRA of Florida Inc.

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

- ☒ Not-For-Profit or Tax Exempt
- ☐ For-Profit
- ☐ Local Government or Public Entity
- ☐ Other (specify): _____

3. Name and contact information for single point of contact (address, phone, fax, e-mail address, etc.): Christina Lugo
13330 SW 288th Street, Leisure City, FL 33033 (305) 242-0016- Office#
email information: clugo@fl.aspira.org (305) 246-3898- Fax #

4. Specify fee waiver or in-kind service requested (quantity, if applicable): Sponsorship provided by Commissioner Dennis Moss. Stage 24x40 & 4 Police Officers
$716.00 $2551.60

5. Name, date of event, description, and purpose of the event (if event is a fund-raiser, define the beneficiaries): 5th Annual Discovery of Puerto Rico Celebration on November 17, 2007. The purpose of the event is to unite the community and give recognition of the discovery of the Boriquen island founded on November 19, in 1493.

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



5

✓ Moss

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

7. Physical address of event venues (please specify Commission District(s)): The address of the event is planned 14116 SW 288th Street, Leisure City, Fl. 33033

8. Description of regional or local impact: The proposed impact of the event is to unite the community to an event that provides cultural and educational awareness of the struggles as well as advances of Puerto Rican people. This event aims to create cultural diversity for all that attend.

9. Daily/hourly event schedule, including set-up and breakdown schedule (attach event calendar, if applicable): 7:30 am is the requested time for the mobile stage to be set up at 14116 SW 288th Street in Leisure City. 7:30 pm is the requested time for the mobile stage to be taken down.

10. Detailed description of event venues (map or schematic of event venues, access points, surrounding roadways and traffic flow diagrams, if applicable): The event is planned to take place at the traditional site at the open field of the ASPIRA South Charter School.

11. Expected number of participants and estimated attendance (per day, if applicable): The expected number of participants aims for 300 -500.

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.

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

Christia Lugo
Signature of Authorized Representative

October 5th, 07
Date



6

FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS



# Detail by Entity Name

## Florida Non Profit Corporation

ASPIRA OF FLORIDA, INC.

## Filing Information

| | |
|---|---|
| Document Number | 750586 |
| FEI Number | 592105537 |
| Date Filed | 03/02/1981 |
| State | FL |
| Status | ACTIVE ✓ |

## Principal Address

4100 NE 2ND AVE.
SUITE 302
MIAMI FL 33137

Changed 01/31/2007

## Mailing Address

4100 NE 2ND AVE.
SUITE 302
MIAMI FL 33137

Changed 01/31/2007

## Registered Agent Name & Address

COWEN, GERALD E ESQ
2432 HOLLYWOOD BLVD
HOLLYWOOD FL 33020 US

Name Changed: 04/27/2006

Address Changed: 04/27/2006

## Officer/Director Detail

Name & Address

Title CD

VAZQUEZ-HERNANDEZ, VICTOR CHAIR
4200 NE 2ND AVENUE, SUITE 302

MIAMI FL 33137

Title VCP

AMY, LYDIA VCHAIR
4200 NE 2 AVENUE, SUITE 302
MIAMI FL 33137

Title TD

CORRY, LAURA TREASUR
4200 NE 2ND AVENUE, SUITE 302
MIAMI FL 33137

Title VCF

JONES, WENDY VCHAIR
4200 NE 2ND AVENUE
MIAMI FL 33137

Title CEO

MARTINEZ, RAUL CEO
4200 NE 2ND AVENUE, SUITE 302
MIAMI FL 33137

Title D

SIERRA, MIREAM PASTCH
5001 SW 74 CT STE 203
MIAMI FL 33155

## Annual Reports

| Report Year | Filed Date |
|---|---|
| 2005 | 01/05/2005 |
| 2006 | 04/27/2006 |
| 2007 | 01/31/2007 |

## Document Images

01/31/2007 -- ANNUAL REPORT

04/27/2006 -- ANNUAL REPORT

01/05/2005 -- ANNUAL REPORT

04/22/2004 -- ANNUAL REPORT

02/24/2003 -- ANNUAL REPORT

02/17/2002 -- ANNUAL REPORT

02/28/2001 -- ANNUAL REPORT

03/04/2000 -- ANNUAL REPORT

03/01/1999 -- ANNUAL REPORT

04/13/1998 -- ANNUAL REPORT

03/03/1997 -- ANNUAL REPORT

02/09/1996 -- ANNUAL REPORT

# 2007 BUDGET
## Discovery of Puerto Rico Festival

| | |
|---|---|
| **REVENUES** | |
| **SALES** | |
| Booth rentals | $950 |
| Raffle | $166 |
| Water & Soda | $510 |
| Hot dogs | $90 |
| Games | $35 |
| **CASH DONATIONS** | |
| Sallie Mae | $500 |
| Iris Corchado | $250 |
| UPS | $100 |
| **FIELD TRIPS** | |
| Charter North | $630 |
| Charter South | $330 |
| **TOTAL REVENUES** | **$3,561** |
| | |
| **EXPENSES** | |
| Generador | $411.00 |
| Staff T-shirts | $173.00 |
| Children T-shirts | 690.00 |
| 4EVER | 250.00 |
| **TOTAL EXPENSES** | **$1,524.00** |
| | |
| **NET** | **$2,037.25** |
| | |
| **IN-KIND DONATIONS** | |
| Stage | $5,000 |
| 3 Portable bathrooms | $225 |
| Sound System | $1,500 |
| DJ | $500 |
| 6 Police officers | $630 |
| Water | $252 |
| Soda | $252 |
| Promotion/Cards/ flyers | $310 |
| Bounce house | $150 |
| **TOTAL IN-KIND** | **$8,819** |
| | |
| Total Expenses | $10,343.00 |

| | |
|---|---|
| Total Revenue | $3,581 |
| Total Net Loss | $8,781.75 |
| Less in Kind | $8,819 |
| Total Net Profit | $3,220.50 |

**Bannerman, Wayman G. (DIST9)** (Cely)

**From:** Vazquez, Maricely (DIST9)
**Sent:** Wednesday, September 05, 2007 4:29 PM
**To:** Bannerman, Wayman G. (DIST9)
**Subject:** RE: ASPIRA Puerto Rican Festival

OK/County Wide
Thanks
ms
9-24-07

Mr. Bannerman,

Their request ~~consists~~ of the following:

* Mobile stage OK/ms
* ~~Portable outdoor lights~~
* 6 Police Officers. OK/ms

As Hi-Lited

I need your approval.

Thank you,

---

From: Bannerman, Wayman G. (DIST9)
Sent: Wednesday, September 05, 2007 1:21 PM
To: Vazquez, Maricely (DIST9)
Subject: FW: ASPIRA Puerto Rican Festival

FYR

---

From: Roberson, Ashley (DIST9)
Sent: Wednesday, September 05, 2007 1:18 PM
To: Bannerman, Wayman G. (DIST9)
Subject: FW: ASPIRA Puerto Rican Festival

For your review chief.

Ashley Roberson

Commission Aide

Commissioner Dennis C. Moss

District 9

Phone: (305) 245-4420 Fax: (305) 245-5008

ashley@miamidade.gov

"Delivering excellence every day"

-----Original Message-----
From: Christina Lugo [mailto:clugo@fl.aspira.org]
Sent: Friday, August 31, 2007 4:59 PM
To: Roberson, Ashley (DIST9)
Subject: ASPIRA Puerto Rican Festival

Hello,

I have attached for your review a Press Release, Donation Letter and the Puerto Rican Flyer in English and Spanish regarding of our 5th Annual Puerto Rican Festival.

We sincerely appreciate your continued assistance and support to our Community. This event is aimed to generate a large audience and bring awareness to our youth's contributions.

Ashley, please try to attend this festival and enjoy the hard work we all put in.

Thank you,

Christina Lugo

Youth Program Coordinator

13330 SW 288 Street

Homestead, Fl. 33033

Tele: 305-242-0016

Fax: 305-246-3898

Email Address: clugo@fl.aspira.org

# MIAMI-DADE PARKS & RECREATION DEPARTMENT
## SHOWMOBILE, STAGES, BLEACHERS, SOUTH & PRODUCTION

Phone: (305) 224-8315 x 8
Fax: (305) 553-8511

## EQUIPMENT CONFIRMATION FORM

ORGANIZATION/AGENCY: OFFICE OF COMMISSIONER DENNIS C. MOSS

EQUIPMENT REQUESTED: Mobile Stage 24 X 40

NAME OF PERSON RESPONSIBLE FOR THIS BILL: DENNIS C. MOSS

BILLING ADDRESS/ ZIP CODE: 111 N.W. 1st STREET, SUITE 320, MIAMI, FLORIDA 33128

NAME/TITLE OF THE EVENT: 5th Annual Discovery of Puerto Rico Celebration

ADDRESS OF EVENT: 14116 NW 288th Street, Leisure City, FL 33033

TODAY'S DATE: October 4, 2007

DATE (S) OF EVENT: November 17, 2007

SET-UP TIME & DAY: 7:30 am on November 17, '07

TAKE-DOWN & DAY: 7:30 pm on November 17, '07

CONTACT PERSON/PHONE: Christina Lugo 305-247-0016- Office number

AT SITE CONTACT/CELL PHONE #: Christina Lugo 305-910-1604/ 786-709-3948

SPECIAL INSTRUCTIONS: Direction item(s) are to be placed, maps, diagrams, etc.

Please contact organization for special instructions.

OTHER INFORMATION: include additional equipment if needed.

Please see attached request letter.

We, the users, understand that we assume full responsibility for any damage, theft, or loss to said equipment and its accessories between the time the Miami-Dade Park and Recreation Department completes setting up and the time it takes down. We, the users, also agree to adhere to the requests set forth in the rental policy. We do have a copy of the rental policy and fully understand the requirements set forth in renting the equipment requested as out-lined in the rental policy. We also understand that the total fee is to be remitted (5) five working days before the event.

*Fee $716.00 Signature: ASPIRA of Florida Inc.
*(SEE FEE SCHEDULE FOR EXACT CHARGES) Agency/Group

CARCELLATIONS MUST BE MADE 72 HOURS IN ADVANCE OF THE EVENT BY FAX OR EMAIL OTHERWISE EXPECT TO BE CHARGED ½ (HALF) OF RENTAL FEE.
*There will be no completed reservation on the schedule unless the confirmation Form is filled out completely and signed.

✓ In-Kind ___ Budget Allocation
County-Wide

FAXED 10/9/07

CONFIRMED DATE 10/12/07 SIGNATURE

# MIAMI-DADE PARKS & RECREATION DEPARTMENT
## SHOWMOBILE, STAGES, BLEACHERS, SOUTH & PRODUCTION

Phone: (305) 226-8315 x 8
Fax: (305) 553-8511

## EQUIPMENT CONFIRMATION FORM

ORGANIZATION/AGENCY: OFFICE OF COMMISSIONER DENNIS C. MOSS

EQUIPMENT REQUESTED: Mobile Stage 24 X 40

NAME OF PERSON RESPONSIBLE FOR THIS BILL: DENNIS C. MOSS

BILLING ADDRESS/ ZIP CODE: 111 N.W. 1ST STREET, SUITE 320, MIAMI, FLORIDA 33128

NAME/TITLE OF THE EVENT: 5th Annual Discovery of Puerto Rico Celebration

ADDRESS OF EVENT: 14116 SW 288th Street, Leisure City, FL. 33033

TODAY'S DATE October 4, 2007

DATE (S) OF EVENT: November 17, 2007

SET-UP TIME & DAY: 7:30 am on November 17,'07

TAKE-DOWN & DAY: 7:30 pm on November 17,'07

CONTACT PERSON/PHONE: Christina Lugo 305-242-0016- Office number

AT SITE CONTACT/CELL PHONE #: Christina Lugo 305-910-1604/ 786-709-3948

SPECIAL INSTRUCTIONS: Direction item(s) are to be placed, maps, diagrams, etc.

Please contact organization for special instructions.

OTHER INFORMATION: Include additional equipment if needed.

Please see attached request letter.

We, the users, understand that we assume full responsibility for any damage, theft, or loss to said equipment and its accessories between the time the Miami-Dade Park and Recreation Department completes setting up and the time it takes down. We, the users, also agree to adhere to the requests set forth in the rental policy. We do have a copy of the rental policy and fully understand the requirements set forth in renting the equipment requested as out-lined in the rental policy. We also understand that the total fee is to be remitted (5) five working days before the event.

*Fee $716.-
*(SEE FEE SCHEDULE FOR EXACT CHARGES)

Signature ASPIRA of Florida Inc.
Agency/Group

CANCELLATIONS MUST BE MADE 72 HOURS IN ADVANCE OF THE EVENT BY FAX OR EMAIL OTHERWISE EXPECT TO BE CHARGED ½ (HALF) OF RENTAL FEE.
*There will be no completed reservation on the schedule unless the confirmation Form is filled out completely and signed.

✓ In-Kind ___ Budget Allocation
County-Wide

# Memorandum

MIAMI-DADE COUNTY

**Date:** February 19, 2008

**To:** Honorable Chairman Bruno A. Barreiro
and Members, Board of County Commissioners

**From:** George M. Burgess
County Manager

**Subject:** Countywide In-Kind Reserve Request Recommendation

---

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 retroactive fee waiver for in-kind services is being requested by a not-for-profit organization ASPIRA of Florida, Inc. for the 5th Annual Discovery of Puerto Rico Festival event held on November 17, 2007.

In-kind services have been requested in an amount not to exceed $716 from the Miami-Dade Park and Recreation Department for use of a 24x40 stage and $2,552 from the Miami-Dade Police Department for security services for a total in-kind amount of $3,268. This event will be funded from the countywide in-kind reserve fund.

In FY 2007-08, ASPIRA of Florida, Inc. has received $359,975 from the General Fund and $1,500 from District 1 discretionary reserve.

Inkind2508