MEMORANDUM

Agenda Item No. 11(A)(20)

TO:	Honorable Chairman Bruno A. Barreiro and Members, Board of County Commissioners	**DATE:**	June 3, 2008
FROM:	R. A. Cuevas, Jr. County Attorney	**SUBJECT:**	Resolution retroactively authorizing in-kind services from Miami-Dade Park and Recreation Dept. for 8th Annual Croquet and Croquetas event

The accompanying resolution was prepared and placed on the agenda at the request of Commissioner Katy Sorenson.

R. A. Cuevas, Jr.
County Attorney

RAC/bw

MEMORANDUM

(Revised)

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

DATE: June 3, 2008

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

SUBJECT: Agenda Item No. 11(A)(20)

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)(20)
6-3-08

RESOLUTION NO. _____

RESOLUTION RETROACTIVELY AUTHORIZING IN-KIND SERVICES FROM THE MIAMI-DADE PARK AND RECREATION DEPARTMENT FOR THE APRIL 13, 2008 8TH ANNUAL CROQUET AND CROQUETAS EVENT SPONSORED BY THE HISTORICAL ASSOCIATION OF SOUTHERN FLORIDA, INC., A NOT-FOR-PROFIT ORGANIZATION, IN AN AMOUNT NOT TO EXCEED $3,396.00 TO BE FUNDED FROM THE DISTRICT 8 IN-KIND RESERVE FUND

WHEREAS, the Historical Association of Southern Florida, Inc. has requested in-kind services from the Miami-Dade Park and Recreation Department for the April 13, 2008 8th Annual Croquet and Croquetas event in an amount not to exceed $3,396.00 (see attached Fee Waiver/In-kind Service Application); and

WHEREAS, the purpose of the 8th Annual Croquet and Croquetas event is to raise funds to benefit the Historical Museum's Exhibitions, as well as its educational and community outreach programs; and

WHEREAS, the Historical Association of Southern Florida, Inc. is a not-for-profit organization; and

WHEREAS, the 8th Annual Croquet and Croquetas event is a district 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 District 8 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 for the April

13, 2008 8th Annual Croquet and Croquetas event in an amount not to exceed $3,396.00 to be funded from the District 8 In-kind Reserve Fund.

The foregoing resolution was sponsored by Commissioner Katy Sorenson 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 3rd day of June, 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

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) 375-5143
Fax: (305) 375-5168

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: HISTORICAL ASSOCIATION OF SOUTHERN FLORIDA

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.): CRISTINA BLANCO, VP, EXTERNAL RELATIONS HISPORICAL MUSEUM OF SOUTHERN FLORIDA, 101 WEST FLAGLER ST., MIAMI, 33130. 305.375.1615 phone 305.375.1609 fax, c.blanco@hmsf.org

4. Specify fee waiver or in-kind service requested (quantity, if applicable): $3,396.00 RENTAL FEE FOR THE DEERING ESTATE AT CUTLER

5. Name, date of event, description, and purpose of the event (if event is a fund-raiser, define the beneficiaries):
8TH ANNUAL CROQUET + CROQUETAS SUNDAY, APRIL 13, 2008, A BENEFIT FOR THE HISTORICAL MUSEUM'S EXHIBITIONS, EDUCATION PROGRAMS, AND COMMUNITY OUTREACH. A SOCIAL EVENT BLENDING ANGLO (CROQUET) AND HISPANIC (CROQUETAS) TRADITIONS.

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)): DEERING ESTATE AT CUTLER, 16701 SW 72ND AVENUE, MIAMI, FL, 33157. (DISTRICT 8)

8. Description of regional or local impact: BRINGING AWARENESS AND ATTENDANCE TO A REGIONAL HISTORIC SITE; PROVIDING TOURS WITH LOCAL HISTORIANS, INCLUDING EDUCATIONAL, CULTURAL, AND ECOLOGICAL SIGNIFICANCE.

9. Daily/hourly event schedule, including set-up and breakdown schedule (attach event calendar, if applicable):
(PLEASE SEE ATTACHED)

10. Detailed description of event venues (map or schematic of event venues, access points, surrounding roadways and traffic flow diagrams, if applicable): (PLEASE SEE ATTACHED.)

11. Expected number of participants and estimated attendance (per day, if applicable): 200-250

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.

Signature of Authorized Representative

4/15/08
Date

Detail by Entity Name

Florida Non Profit Corporation

HISTORICAL ASSOCIATION OF SOUTHERN FLORIDA, INC.

Filing Information

Document Number	701205
FEI Number	590968005
Date Filed	07/15/1960
State	FL
Status	ACTIVE
Last Event	AMENDMENT
Event Date Filed	08/11/1993
Event Effective Date	NONE

Principal Address

101 W. FLAGLER STREET
MIAMI FL 33130

Mailing Address

101 W. FLAGLER STREET
MIAMI FL 33130

Registered Agent Name & Address

MCCAMMON, ROBERT
HISTORICAL MUSEUM
101 WEST FLAGLER ST.
MIAMI FL 33130 US

Name Changed: 01/19/2006

Address Changed: 01/19/2006

Officer/Director Detail

Name & Address

Title T

RENDEIRO, CAROLINA
1395 BRICKELL AVE #800
MIAMI FL 33131

Title T

ROSENBERG, MICHAEL

8

3550 ROYAL PALM AVE.
FORT LAUDERDALE FL 33-3133

Title T

CAMPBELL, DENNIS
799 BRICKELL PLAZA SUITE 900
MIAMI FL 33131

Title T

PARNES, EDMUND
8700 N. KENDALL DR SUITE 221
MIAMI FL 33176

Title T

WILLIAM, HOLLY
1221 BRICKELL AVE #304
MIAMI FL 33133

Title D

MCCAMMON, ROBERT
101 WEST FLAGLER ST
MIAMI FL 33130

Annual Reports

Report Year	Filed Date
2006	01/19/2006
2007	01/18/2007
2008	02/25/2008

Document Images

02/25/2008 -- ANNUAL REPORT	View image in PDF format
01/18/2007 -- ANNUAL REPORT	View image in PDF format
01/19/2006 -- ANNUAL REPORT	View image in PDF format
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02/21/1999 -- ANNUAL REPORT	View image in PDF format
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02/10/1997 -- ANNUAL REPORT	View image in PDF format
02/06/1996 -- ANNUAL REPORT	View image in PDF format
02/06/1995 -- ANNUAL REPORT	View image in PDF format

Note: This is not official record. See documents if question or conflict.

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FLORIDA DEPARTMENT OF REVENUE

Consumer's Certificate of Exemption

DR-14
R. 01/02

Issued Pursuant to Chapter 212, Florida Statutes

Certificate Number	Effective Date	Expiration Date	Exemption Category
23-08-329948-85C	03/17/03	03/17/08	501(C)(3) ORGANIZATION

This certifies that

HISTORICAL ASSOCIATION OF SOUTHERN
FLORIDA INC
101 WEST FLAGLER ST
MIAMI FL 33130

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.

FLORIDA DEPARTMENT OF REVENUE

Important Information for Exempt Organizations

DR-14
R. 01/02

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.039, Florida Administrative Code (FAC).

2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.

3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.

4. This exemption applies only to purchases your organization makes. The sale or lease to others by your organization of tangible personal property, sleeping accommodations or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, FAC).

5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third degree felony. Any violation will necessitate the revocation of this certificate.

6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Central Registration at 850-487-4130. The mailing address is 5050 West Tennessee Street, Tallahassee, FL 32399-0100.

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Historical Museum of Southern Florida

8th Annual Croquet & Croquetas

April 13th, 3:00 – 8:00 pm
@ Deering Estate
16701 SW 72nd Avenue, Miami 33157

FINAL PROGRAM

Purpose of Event:
The 8th annual Croquet & Croquetas is a fundraiser that will benefit the Historical Museum of Southern Florida's exhibitions, education programs and community outreach.

The reception is expected to last approximately five hours. Brief remarks will be made in from the entertainment stage to guide guests through the evening. Expected attendance is 150 for the VIP hour and 200+ for the dinner and main event.

Friday, April 11, 2008
5:00 PM **LOAD VAN**
All event supplies must be loaded in the museum van and staff vehicles.

Sunday, April 13, 2007
9:00 AM **ARRIVAL FOR EARLY SET UP**
Fare to Remember will arrive to coordinate with vendor to sets up all tables, linens, chairs.
C. Blanco, V. Cappello, K. Sincich arrive for early coordination with grounds staff and vendor load-in
Cristina's Party Rentals delivers stage, lights and extension cords.
Carlos Laco of Mixed Imaging arrives to post signage.
Deering Estate staff sets up their two light towers and four tents.

11:00 AM **ARRIVAL FOR SET UP**
Catering staff will arrive to set up behind the house
C. Blanco, V. Cappello, K. Sincich

12:00 PM **ER STAFF ARRIVAL FOR SET UP**
H. Masip arrives with C&C supplies via museum van.
K. Lorette and **H. Masip** set up registration.
K. Lorette verifies we have all our signs, signage placement, etc.
K. Sincich sets up the silent auction.
A. Stockley sets up VIP area.
D. Morales and **M. Lafitte** set up croquet courts and assist with any additional set up needs.
USCA reps Linda and Jennifer arrive to set up their booth.

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1:00 PM ENTERTAINMENT ARRIVAL FOR SET UP

Suman Group arrives for set up.
J. Osbourne arrives for set up of croquet courts.

2:00 PM ADDITIONAL MUSEUM STAFF ARRIVES

R. Parker, M. Coney and G. Chararria self-park in visitor parking lot and arrive and check in to get briefed on job post rotations.
Mac Valet Parking, Sabor Havana Cigars, Cefalos's Wine Cellar, and Ketel One arrive for set up.

2:30 PM SET UP COMPLETE

Museum staff freshens up and prepare for event execution at post.
C & C Committee members arrive and preset at entrance grounds to greet guests at arrival.
B. Barahona arrives with the croquetas from Tinta y Cafe.
P. George, F. Schena, M. Trowbridge and C. Navarro arrive.

2:50 PM GUESTS BEGIN TO ARRIVE

Guests valet-park at entrance of grounds.
Bartenders are staged at bar.
Staff is preset at guest check-in, member registration table and throughout the grounds to usher guests.
C&C Committee members are welcome guests at main entrance.
Guests proceed to registration table and then head towards the Stone House for hors d'oeuvres and participate in tour/tasting/tutorial.
Preview & Purchase auction is opened and staffed with also a security guard.
Croquet lessons begin while museum staff is signing VIP guests up for matches.
Photographer arrives.

3:00 PM VIP RECEPTION BEGINS

Music is playing and **bars** are open.
Catering staff presents VIP guests with a glass of champagne at the Poinciana tree just beyond registration.
Auction preview and purchase is open.

3:15 PM 1st VIP TOURS & WINE TASTING

M. Trowbridge encourages guests to proceed to either a tour/tasting/tutorial.
Dr. George and Mr. Schena tour groups meet under the banner next to the palms.
Wine tasters head downstairs to the wine cellar.

3:45 PM 2nd VIP TOUR & WINE TASTING

M. Trowbridge announces to guests to proceed to either a tour/tasting/tutorial.
Dr. George and Mr. Schena tour groups meet under the banner next to the palms.
Wine tasters head downstairs to the wine cellar.
Auction preview and purchase closes.

4:00 PM **MAIN EVENT BEGINS**

General Admission Guests enter.
Food Stations, cigar bar and other bars on main lawn open.
Music continues to play.
Croqueta Competition judging in front of Stone House.

4:30 PM **SPECIAL RECOGNITION**

M. Trowbridge recognizes museum board, staff, and event co-chairs.

4:45 PM **SILENT AUCTION OPENS**

M. Trowbridge unveils Carlos Navarro painting and auction reopens.

5:00 PM **CROQUETTA TASTING & CROQUET MATCHES BEGIN**

Deering Estate officially closes to the public.

6:00 PM **SPONSOR RECOGNITION**

M. Trowbridge recognizes lead, supporting, VIP and special thanks sponsors and **The Guayabera Lady**.
Acknowledge (if present) Katy Sorensen, George Burgess, and Alex Munoz.

6:15 PM **CROQUET & CROQUETA COMPETITIONS END**

D. Morales tells A. Prieto the name of the croquet winner.
V. Cappello tells A. Prieto which **Café y Tinta** croqueta flavor is the winner.
Non-competitive games continue.

6:30 PM **AWARDS ARE PRESENTED**

M. Trowbridge announces "People's Choice Award' for Best Croqueta and "Best All-Around Player" for Croquet Award.

7:00 PM **SILENT AUCTION CLOSES**

Museum staff places sold stickers on items that were bought & covers up buy now options on items.
Coffee & Dessert is opened to all in the Stone House.

7:15 PM **SILENT AUCTION CHECK-OUT**

Sold items are available to be picked up in the Library.
Valet is on the ready to place Wendy's Chocolates and Museum Happenings in cars as guests leave.

7:45 PM **LIGHT BREAKDOWN BEGINS**

M. Trowbridge announces thanks guests for attending.
Bars close.
Croquet Matches end on the main lawn.

8:00 PM **RECEPTION ENDS**

Music ends.

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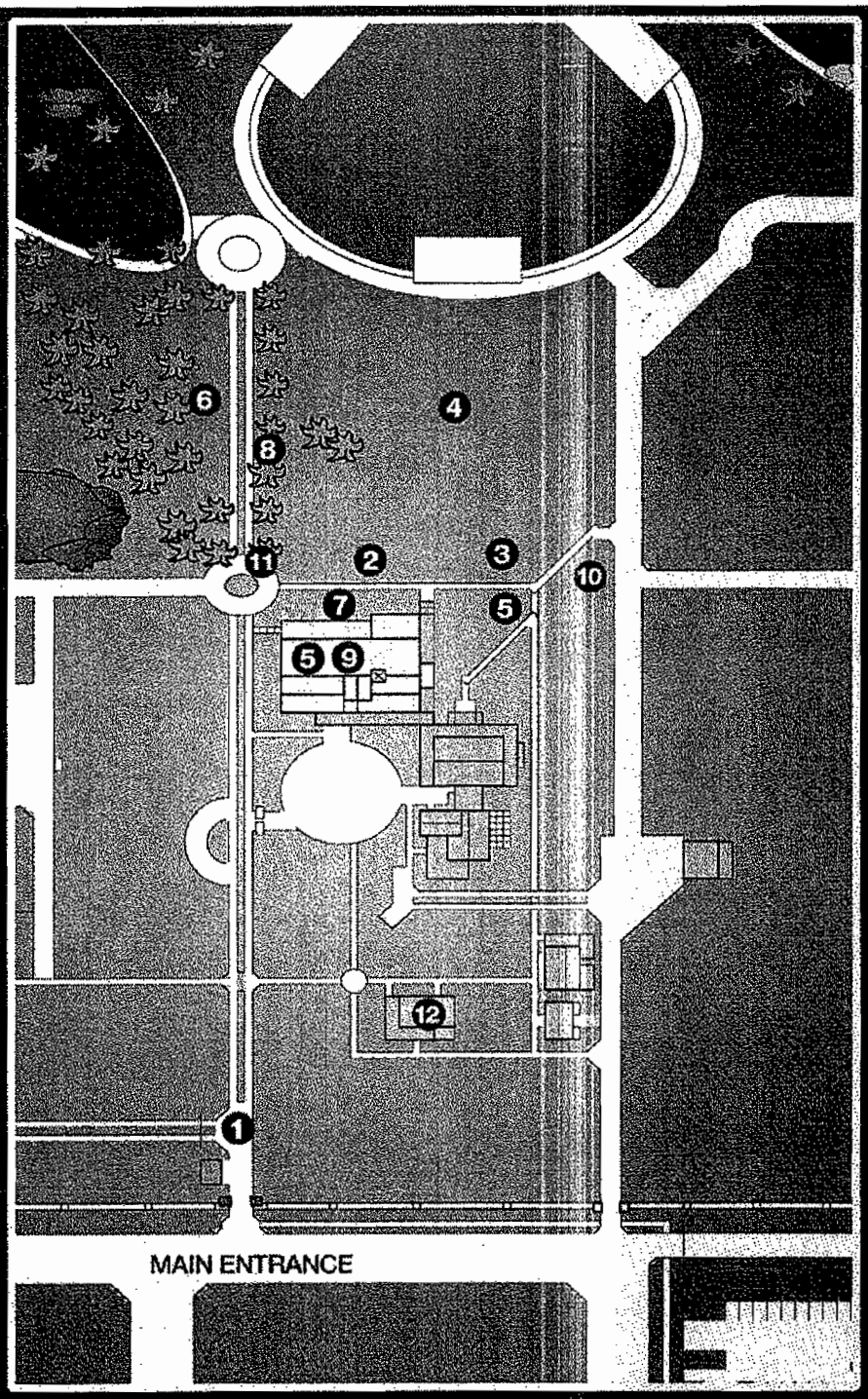

1 REGISTRATION
2 VIP TABLES
3 GENERAL TABLES
4 CROQUET COURTS
5 BAR
6 PICNIC TABLES
7 CROQUETA COMPETITION
8 KETEL ONE BAR
9 SILENT AUCTION & DESSERTS
10 STAGE
11 CIGAR ROLLER
12 RESTROOMS

CROQUET & CROQUETAS 2008 BUDGET	Amount
Advertising	$ 500.00
Cigar roller & supplies	$ 583.40
Entertainment/parking/photographer/labor	$ 4,556.50
Printing & postage	$ 4,853.47
Facility & rentals	$ 7,192.00
Food & beverage	$ 24,570.00
TOTAL EXPENSES	**$ 42,255.37**

Memorandum

MIAMI-DADE COUNTY

Date: June 3, 2008

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

From: George M. Burgess
County Manager

Subject: District Specific In-Kind Reserve Request Recommendation

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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 district specific 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 Historical Association of Southern Florida for the 8th Annual Croquet and Croquetas event held on April 13, 2008.

In-kind services have been requested in an amount not to exceed $3,396 from the Miami-Dade Park and Recreation Department for the use of the Deering Estate facility. This event will be funded from the District 8 in-kind reserve fund.

In FY 2007-08, the Historical Association of Southern Florida has received $180,066 from the Department of Cultural Affairs and $16,366 in Countywide and Fire district in-kind services per Resolution 44-08 for the Harvest Festival.

Inkind10208