MEMORANDUM

Agenda Item No. 11(A)(5)

TO:	Honorable Chairman Bruno A. Barreiro and Members, Board of County Commissioners	**DATE:**	June 17, 2008
FROM:	R. A. Cuevas, Jr. County Attorney	**SUBJECT:**	Resolution retroactively authorizing in-kind services from various departments for the June 16-19, 2008 XIV Inter-American Conference of Mayors and Local Authorities

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

R. A. Cuevas, Jr.
County Attorney

RAC/cp

MEMORANDUM

(Revised)

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

DATE: June 17, 2008

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

SUBJECT: Agenda Item No. 11(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

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Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 11(A)(5)
6-17-08

RESOLUTION NO. _____

RESOLUTION RETROACTIVELY AUTHORIZING THE PROVISION OF IN-KIND SERVICES FROM THE MIAMI-DADE POLICE DEPARTMENT, THE MIAMI-DADE TRANSIT AGENCY, THE MIAMI-DADE PARK AND RECREATION DEPARTMENT, THE GENERAL SERVICES ADMINISTRATION DEPARTMENT, THE ENTERPRISE TECHNOLOGY SERVICES DEPARTMENT, THE OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT, THE GOVERNMENT INFORMATION CENTER DEPARTMENT, AND THE MIAMI DADE COUNTY FIRE DEPARTMENT FOR THE JUNE 16-19, 2008 XIV INTER-AMERICAN CONFERENCE OF MAYORS AND LOCAL AUTHORITIES SPONSORED BY FLORIDA INTERNATIONAL UNIVERSITY'S INSTITUTE FOR PUBLIC MANAGEMENT AND COMMUNITY SERVICE, A NOT-FOR-PROFIT ORGANIZATION, IN AN AMOUNT NOT TO EXCEED $34,392.00 TO BE FUNDED IN PART FROM THE COUNTYWIDE IN-KIND RESERVE FUND AND THE NON-AD VALOREM PORTION OF THE FIRE RESCUE IN-KIND RESERVE FUND

WHEREAS, Florida International University's Institute for Public Management and Community Service has requested in-kind services from the Miami-Dade Police Department, the Miami-Dade Transit Agency, the Miami-Dade Park and Recreation Department, the General Services Administration Department, the Enterprise Technology Services Department, the Office of Community and Economic Development, the Government Information Center Department and the Miami-Dade Fire Rescue Department for the June 16-19, 2008 XIV Inter-American Conference of Mayors and Local Authorities in an amount not to exceed $34,392.00 (see attached Fee Waiver/In-kind Service Application); and

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

WHEREAS, the purpose of the XIV Inter-American Conference of Mayors and Local Authorities is to 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; and

WHEREAS, XIV Inter-American Conference of Mayors and Local Authorities is a countywide event, as that term is defined on the attached Fee Waiver/In-kind Service Application, and $29,818.00 of the in-kind services shall be funded in part from the Countywide In-kind Reserve Fund and $4,574.00 of the in-kind services shall be funded in part from the Fire Rescue In-kind Reserve Fund; and

WHEREAS, this Board desires to provide County in-kind services to ensure a successful XIV Inter-American Conference of Mayors and Local Authorities,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board retroactively authorizes the provision of in-kind services from the Miami-Dade Police Department, the Miami-Dade Transit Agency, the Miami-Dade Park and Recreation Department, the General Services Administration, the Enterprise Technology Services Department, the Office of Community and Economic Development, the Government Information Center, and the Miami Dade County Fire Rescue Department for the June 16-19, 2008 XIV Inter-American Conference of Mayors and Local Authorities in an amount not to exceed $34,392.00 to be funded in part from the Countywide In-kind Reserve Fund and the non-ad valorem portion of the Fire Rescue In-kind Reserve Fund, as outlined in the attached budget incorporated herein by reference and attached as 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:

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 17th 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. MK

Monica Rizo

Exhibit 1

FOURTEENTH INTER-AMERICAN CONFERENCE OF MAYOR
In-Kind Services Budget
Inter-American Conference of Mayors
June 16-19, 2008

VARIOUS DEPARTMENTS

County Staff Support for Conference Administration	**$12,801.29**
1. Maria Batista – Transit (48 hrs)	$2,688*
2. Manny Serrano – Transit (48 hours)	$2,520*
3. Karen Naya – Government Information Center (40 hrs)	$1,520
4. Winston Parkinson – OCED (40 hrs)	$1,760
5. Yemar Reus - Fire Dpt. (40 hrs)	$909.38**
6. Carlos Heredia - Fire Dpt. (40 hrs)	$1815.11**
7. Arturo Abreu (40 hrs)	$1588.80**

MIAMI-DADE POLICE DEPARTMENT

Security (two officers at hotel from 8am-10pm) **$7,000**

2-4 Officers (supervision and traffic support at Vizcaya reception & other events)
Monday 2:00 PM – 9:00 PM (2-Officers)
Tuesday (2 Officers)
Wednesday (4 Officers)
Thursday (4 Officers)

MIAMI-DADE TRANSIT AGENCY

Transportation (Metro Bus/Rail Passes)
Wednesday, June 18, 2008
600 weekly Bus/Rail passes **$11,500**

Total: $11,500.00 + $5,208* = $16,708.00
(Staff Support listed above)

MIAMI-DADE FIRE DEPARTMENT**

2- VIP Vehicle: Chrysler 300 (unmarked) **$260**
June 16 – June 19, 2008 / 4-days, 150 miles
($10hr/pd = $80 each), 150 miles ($ .32 x150=$48 each)

Fire Total: *$260 (cars) +$4,314*
(Staff Support listed above for 3 Employees) = *$4573.29***

ETSD

Equipment (copy machines, faxes, computers) **$2,000**

Includes delivery and setup of four computers w/17" monitors, two printers, one all-in-one fax/printers , on-call support and pickup after the event. Does not include large copy machine.

Vizcaya Museum and Gardens

Fee waiver for rental of the facilities **$20,825**

Base Facility Rental Fee	$7,500.00
375 additional guests @ $25.00 each	$9,375.00
33' X 180' Tent	$3,500.00
Required Dumpster	$450.00
7% Florida Sales Tax	Certificate of Exemption must be provided
Facility Rental Total	**$20,825.00**

GSA

Printing (tickets for meal events and Vizcaya Reception) **$200**

Miami-Dade Park and Recreation Department

15 - Areca Palms and 15 - Crotons **$630**

Total In-Kind Budget	**$55,217**

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.)

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. – PCA 350B, Miami, FL 33199

Specify fee waiver or in-kind service requested (quantify, if applicable): Staff support (8 County staff for on site conference administration; 2 police officers at conference site; Copy Machines: a large machine to handle a large volume of copies, or at least 2 smaller machines; 1-Fax Machine; Computers: 4 (or laptops); Color printers: 2 or 3); two (2) Chrysler 300 unmarked VIP vehicles, flags of the Americas, decorative plants (24) .

4. Name, date of event, description, and purpose of the event (if event is a fund-raiser, define the beneficiaries): The XIV Inter-American Conference of Mayors and Local Authorities, June 16-19, 2008 at the downtown Hilton 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 Hilton Hotel, 1601 Biscayne Boulevard, Miami, FL

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

8. Description of regional or local impact: ___See attached Appendix 'A" _

9. Daily/hourly event schedule, including set-up and breakdown schedule (attach event calendar, if applicable): _See attached agenda

10. Detailed description of event venues (map or schematic of event venues, access points, surrounding roadways and traffic flow diagrams, if applicable): Dowtonw Hilton Hotel for all conference events. Wednesday, June 18 from 8pm to 10pm, reception at Viscaya Museum and Gardens.

11. Expected number of participants and estimated attendance (per day, if applicable): 400 to 500 participants are expected to attend the Conference each 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' and 'C")

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

Signature of Authorized Representative

4/21/08

Date

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BUDGET SHEET - 2008 - XIV Mayors Conference

Principal Investigator/Project Director: Dr. Allan Rosenbaum

Agency: Miami-Dade County Seaport Department | Duration From: 10/1/2007 To: 9/30/2008

A. Senior Personnel: PI/PD, Co-PI's, Faculty and other Senior Assoc. (List each separately with title; For A.6 show number in brackets)	12 month	9 month	Summer	Total
1. Conference Director - Allan Rosenbaum - 2 pay periods	$ 11,494.00	$ -	$ -	$ 11,494.00
FRINGE BENEFITS FOR PERSONNEL ABOVE	$ 3,160.85	$ -	$ -	$ 3,160.85
2. Conference Coordinator - Cristina A. Rodriguez-Acosta (50%)	$ 31,346.00	$ -	$ -	$ 31,346.00
FRINGE BENEFITS FOR PERSONNEL ABOVE	$ 8,620.15	$ -	$ -	$ 8,620.15
3.	$ -	$ -	$ -	$ -
FRINGE BENEFITS FOR PERSONNEL ABOVE	$ -	$ -	$ -	$ -
4.	$ -	$ -	$ -	$ -
FRINGE BENEFITS FOR PERSONNEL ABOVE	$ -	$ -	$ -	$ -
5.	$ -	$ -	$ -	$ -
FRINGE BENEFITS FOR PERSONNEL ABOVE	$ -	$ -	$ -	$ -
6.	$ -	$ -	$ -	$ -
FRINGE BENEFITS FOR PERSONNEL ABOVE	$ -	$ -	$ -	$ -
TOTAL SENIOR PERSONNEL (1-6)				$ 42,840.00
FRINGE BENEFITS FOR SECTION A.				$ 11,781.00
A. 2. Overload				
1.				
FRINGE BENEFITS FOR PERSONNEL ABOVE				$ -
2.				
FRINGE BENEFITS FOR PERSONNEL ABOVE				$ -
TOTAL OVERLOAD				$ -
TOTAL FRINGE BENEFITS FOR SECTION A 2.				$ -
B. Other Personnel (Show Numbers in Brackets) (OPS)				
1. ( ) Other Professionals				$ -
2. ( ) Graduate Students				
3. 2 Undergraduate Students				$ 33,228.00
4. ( ) Secretarial-Clerical (SECRETARIAL-CLERICAL WILL REQUIRE A DIRECT CHARGE EXEMPTION FORM AT PROPOSAL TIME)				$ -
5. ( ) Other				
TOTAL OTHER PERSONNEL (1-6)				$ 33,228.00
TOTAL FRINGE BENEFITS FOR SECTION B.				$ 2,541.94
TOTAL SALARIES & WAGES (A+B)				$ 76,068.00
TOTAL FRINGE BENEFITS				$ 14,322.94
TOTAL SALARIES, WAGES, AND FRINGE BENEFITS				$ 90,390.94
C. Expenses (In alphabetical order by category)				
1. Communication & Freight				$ -
2. Computer Services/Time				$ -
3. Consultant Services (these do not have fringe benefits)				$ -
4. Data Processing Supplies				$ -
5. Educational Supplies				$ -
6. Food				$ -
7. Postage				$ 4,600.00
8. Materials and Supplies (OFFICE SUPPLIES WILL REQUIRE A DIRECT CHARGE EXEMPTION FORM AT PROPOSAL TIME)				
9. Publication Costs/Documentation/Dissemination/Printing/Reproduction				$ 3,400.00
10. Rentals				$ -
11. Stipends Nontaxable				$ -
12. Subcontracts/Independent Contractors (list each subcontractor individually below)				$ -
a.				$ -
b.				$ -
13. Telecommunications Charges				
14. Travel				
1. In-state				$ -
2. Domestic				
3. Foreign				$ 522.50
15. Tuition				
16. If not included above, specify other category (ANY ITEM LISTED BELOW THAT IS NORMALLY NOT CHARGED TO A GRANT WILL REQUIRE A DIRECT CHARGE EXEMPTION FORM)				$ -
TOTAL EXPENSES				$ 8,522.50
D. Permanent Equipment & Books or other library resources (list item and dollar amount for each item exceeding $1,000)				
TOTAL PERMANENT EQUIPMENT				$ -
E. Total Direct Costs (A through D)				$ 98,913.44
F. Indirect Costs				
INDIRECT COST RATE				15.00%
INDIRECT COST BASE				$ 98,913.44
TOTAL INDIRECT COSTS				$ 14,837.02
G. TOTAL DIRECT AND INDIRECT COSTS				$ 113,750.46

APPENDIX 'A'

The Inter-American Conference of Mayors and Local Authorities

A Brief Overview

For the last eleven 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 eleven years the Inter-American Conference of Mayors has brought to Miami-Dade County about 5,780 local leaders, senior government officials, legislators, governors and senior administrators of the Americas and about 10,700 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; Quito, Ecuador; Panama City, Panama; Guatemala City, Guatemala; San Salvador, El Salvador; Santiago, Chile; Cordoba, Argentina; Tegucigalpa, Honduras; Asuncion, Paraguay; Santa Cruz, Bolivia; 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