



**MEMORANDUM**

Agenda Item No. 11(A)(17)

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

**DATE:** November 20, 2008

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

**SUBJECT:** Resolution authorizing in-kind  
services from the Miami-Dade  
Park and Recreation Department  
for the October 4, 2008 "Village  
of Biscayne Park 75<sup>th</sup> Anniversary  
Celebration"

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The accompanying resolution was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Sally A. Heyman.

\_\_\_\_\_  
R. A. Cuevas, Jr.  
County Attorney

RAC/cp



# MEMORANDUM

(Revised)

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

**DATE:** November 20, 2008

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

**SUBJECT:** Agenda Item No. 11(A)(17)

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**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)(17)  
11-20-08

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING IN-KIND SERVICES FROM THE MIAMI-DADE PARK AND RECREATION DEPARTMENT FOR THE OCTOBER 4, 2008 "VILLAGE OF BISCAYNE PARK 75<sup>TH</sup> ANNIVERSARY CELEBRATION" SPONSORED BY THE VILLAGE OF BISCAYNE PARK IN AN AMOUNT NOT TO EXCEED \$716.00 TO BE FUNDED FROM THE DISTRICT 4 IN-KIND RESERVE FUND

**WHEREAS**, the Village of Biscayne Park has requested in-kind services from the Miami-Dade Park and Recreation Department for the October 4, 2008 "Village of Biscayne Park 75<sup>th</sup> Anniversary Celebration" in an amount not to exceed \$716.00 (see attached Fee Waiver/In-kind Service Application); and

**WHEREAS**, the "Village of Biscayne Park 75<sup>th</sup> Anniversary Celebration" is a free public event to commemorate the 75<sup>th</sup> anniversary of the Village of Biscayne Park; and

**WHEREAS**, the "Village of Biscayne Park 75<sup>th</sup> Anniversary Celebration" 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 4 In-kind Reserve Fund,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA**, that this Board authorizes in-kind services from the Miami-Dade Park and Recreation Department for the October 4, 2008 "Village of Biscayne Park 75<sup>th</sup> Anniversary Celebration" in an amount not to exceed \$716.00 to be funded from the District 4 In-kind Reserve Fund.

The Prime Sponsor of the foregoing resolution is Commissioner Sally A. Heyman. The resolution was 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 20<sup>th</sup> day of November, 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.

GKS

Gerald K. Sanchez



MARY - DISTRICT 4  
FX (305) 372-6179

Packs  
\$ 716  
10/4

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:

DeJores Green  
Office of Strategic Business Management  
111 NW 1st Street, Suite 2200  
Miami, FL 33128

Phone: (305) 375-3143  
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: Village of Biscayne Park

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.): FRANK R. SPENCE, VILLAGE MANAGER, VILLAGE HALL, 640 NE 114th ST, BISCAYNE PARK 33161 (305) 899-8000, fax (305) 891-7241; f.spence@bpcflsouthfl.net

4. Specify fee waiver or in-kind service requested (quantity, if applicable): WAIVE FEE FOR THE RENTAL OF A GRAND STAND.

5. Name, date of event, description, and purpose of the event (if event is a fund-raiser, define the beneficiaries): VILLAGE OF BISCAYNE PARK 75th ANNIVERSARY celebration SAT. OCT 4, 2008 PARADE & FAMILY DAY TO CELEBRATE 75th ANNIVERSARY (commemorate)

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

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Heyman  
(4)



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

7. Physical address of event venues (please specify Commission District(s)) Village of Biscayne Park  
RECREATION CENTER 11400 AVE. 9<sup>th</sup> COURT,  
Comm DISTRICT 4

8. Description of regional or local impact FOR ALL OF THE RESIDENTS OF  
BISCAYNE PARK & THEIR GUESTS,

9. Daily/hourly event schedule, including set-up and breakdown schedule (attach event calendar, if applicable):  
ONE DAY ONLY 10:00 AM - 3:00 PM

10. Detailed description of event venues (map or schematic of event venues, access points, surrounding roadways and traffic flow diagrams, if applicable): Village of Biscayne Park Recreation Park - 1 sq block  
bounded by Ave 9<sup>th</sup> Ave, 9<sup>th</sup> Court, 113<sup>th</sup> & 115<sup>th</sup>

11. Expected number of participants and estimated attendance (per day, if applicable): 1,000

12. Itemized budget, including total event budget, total budget of host organization, if applicable, and total commitment of resources (attach additional pages as needed): \$15,000 IN VILLAGE BUDGET TO COVER EXPENSES  
LIKE BANNERS, BAND, PRINTING,

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

D. M. Spence  
Signature of Authorized Representative

9/3/08  
Date

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# Village of MIAMI BEACH

## Fee Waiver/In-kind Services Application Check List

- 1. Is every item on the application completed?
- 2. Is the **Full Legal Name** of the organization listed on the application? Example:
  - If the legal name of an organization is "We Fight Cancer One Person At a Time, Inc." that is what the application should state and not simply, "We Fight Cancer".
- 3. Is a copy of the non-profit status included with the application? A copy of that information can be downloaded from the Florida Corporation's Website:
  - <http://www.sunbiz.org/corpweb/inquiry/cormenu.html>
- 4. Are the following items indicated:
  - 1. Type of Event (i.e. special, major, district, or small)
  - 2. Applicant Status
  - 3. Name of the Contact person for the organization
  - 4. Physical Address of the Event
  - 5. Specify the fee waiver or in-kind service requested
- 5. Have you included an **event budget** for "Special" and "Major" event types?
- 6. Has the authorized organization representative signed the application?

**NOTE: ALL QUESTIONS MUST BE ANSWERED. IF ANY INFORMATION IS MISSING, THE APPLICATION WILL NOT BE ACCEPTED.**

For OSBM Staff Use Only

Complete package received

Incomplete package, return to \_\_\_\_\_ District \_\_\_\_\_

Reason(s): \_\_\_\_\_

9/3/08

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1014

**Rodriguez, Nadia (OSBM)**

**From:** Jayska, Amanda (OSBM)  
**Sent:** Thursday, August 28, 2008 5:23 PM  
**To:** Ferreira, Maria (DIST4)  
**Cc:** Rodriguez, Nadia (OSBM)  
**Subject:** RE: Biscayne Park 75th Anniversary Equipment Form (Modified)  
**Attachments:** Inkind Application.pdf

Maria -

Thank you for the information. The Village of Biscayne Park needs to also fill out the attached In-kind application. This is the application we use to process the agenda item for approval. I have attached it for your reference and to provide to the appropriate representative from the Village. If you have any questions, please feel free to contact me. Thank you.

**Amanda Jayska**  
 Miami-Dade County

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**From:** Ferreira, Maria (DIST4)  
**Sent:** Thursday, August 28, 2008 11:29 AM  
**To:** Rodriguez, Nadia (OSBM)  
**Cc:** Jayska, Amanda (OSBM)  
**Subject:** FW: Biscayne Park 75th Anniversary Equipment Form (Modified)

**Good Morning:**

Per our conversation, below please find the quote from parks for the large stage for Biscayne Park's 75<sup>th</sup> Anniversary Celebration. Also, attached please find the updated equipment confirmation form.

Please review and begin the process for an in-kind resolution.

Thank you and have a great day.

*Mary Ferreira*  
 Office Manager  
 Office of Commissioner Sally A. Heyman  
 111 NW 1st Street, #220  
 Miami, Florida 33128  
 Tel: (305) 375-5128  
 Fax: (305) 372-6179  
 mary4@miamidade.gov

*"Delivering Excellence Everyday"*

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**From:** Gonzalez, Ana (MDPR)  
**Sent:** Thursday, August 28, 2008 11:05 AM

9/4/2008

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**To:** Ferreiro, Maria (DIST4)  
**Subject:** FW: Biscayne Park 75th Anniversary Equipment Form (Modified)

The cost is \$716 for the day. Delivery and set up are at 4 pm. They are confirmed.

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**From:** Ferreiro, Maria (DIST4)  
**Sent:** Wednesday, August 27, 2008 12:22 PM  
**To:** Gonzalez, Ana (MDPR)  
**Subject:** FW: Biscayne Park 75th Anniversary Equipment Form (Modified)  
**Importance:** High

**Good Afternoon Ms. Gonzalez:**

**Attached please find the modified Equipment Form for the Biscayne Park 75<sup>th</sup> Anniversary.**

**Please provide me with the new quote.**

**Thank you for your prompt attention in this matter.**

*Mary Ferreiro*

Office Manager  
Office of Commissioner Sally A. Heyman  
111 NW 1st Street, #220  
Miami, Florida 33128  
Tel: (305) 375-5128  
Fax: (305) 372-6179  
mary4@miamidade.gov

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# Memorandum



**Date:** November 20, 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 waiver for in-kind services is being requested by the Village of Biscayne Park for their Village of Biscayne Park 75<sup>th</sup> Anniversary Celebration scheduled for October 4, 2008.

In-kind services have been requested in an amount not to exceed \$716 from the Park and Recreation Department for use of the large stage. This event will be funded from the District 4 in-kind reserve fund.

In FY 2008-09, the Village of Biscayne Park has received no county funding.

Inkind00209