

# MEMORANDUM

Agenda Item No. 11(A)(45)

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**TO:** Honorable Chairman Dennis C. Moss  
and Members, Board of County Commissioners

**DATE:** June 2, 2009

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

**SUBJECT:** Resolution authorizing in-kind  
services for the June 8-11, 2009  
"Fifteenth Inter-American  
Conference of Mayors and  
Local Authorities"

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



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R. A. Cuevas, Jr.  
County Attorney

RAC/up



# MEMORANDUM

(Revised)

**TO:** Honorable Chairman Dennis C. Moss  
and Members, Board of County Commissioners

**DATE:** June 2, 2009

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

**SUBJECT:** Agenda Item No. 11(A)(45)

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 Mayor'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) (45)  
6-2-09

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

RESOLUTION AUTHORIZING THE PROVISION OF IN-KIND SERVICES FROM THE MIAMI-DADE POLICE DEPARTMENT, MIAMI-DADE TRANSIT AGENCY, MIAMI-DADE PARK AND RECREATION DEPARTMENT, GENERAL SERVICES ADMINISTRATION DEPARTMENT, ENTERPRISE TECHNOLOGY SERVICES DEPARTMENT, OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT, AND MIAMI-DADE COUNTY FIRE DEPARTMENT IN SUPPORT OF THE JUNE 8-11, 2009 "FIFTEENTH INTER-AMERICAN CONFERENCE OF MAYORS AND LOCAL AUTHORITIES" SPONSORED BY THE FLORIDA INTERNATIONAL UNIVERSITY'S INSTITUTE FOR PUBLIC MANAGEMENT & COMMUNITY SERVICE, A NOT-FOR-PROFIT ORGANIZATION, IN AN AMOUNT NOT TO EXCEED \$29,892.00 TO BE FUNDED IN PART FROM THE COUNTYWIDE IN-KIND RESERVE FUND AND IN PART FROM THE NON-AD VALOREM PORTION OF THE FIRE RESCUE DISTRICT BUDGET

**WHEREAS**, Florida International University's Institute for Public Management & Community Service has requested in-kind services from the Miami-Dade Police Department, Miami-Dade Transit Agency, Miami-Dade Park and Recreation Department, General Services Administration, Enterprise Technology Services Department, Office of Community and Economic Development and Miami-Dade County Fire Department for the June 8-11, 2009 "Fifteenth Inter-American Conference of Mayors and Local Authorities" in an amount not to exceed \$29,892.00 (see attached Fee Waiver/In-Kind Service Application); and

**WHEREAS**, the "Fifteenth Inter-American Conference of Mayors and Local Authorities" 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; and

**WHEREAS**, the “Fifteenth Inter-American Conference of Mayors and Local Authorities” is a special event, and \$28,630.00 of the in-kind services shall be funded from the Countywide In-kind Reserve Fund and \$1,262.00 shall be funded from the Fire Rescue In-kind Reserve Fund,

**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 Department, Miami-Dade Transit Agency, Miami-Dade Park and Recreation Department, General Services Administration, Enterprise Technology Services Department, Office of Community and Economic Development, and Miami-Dade County Fire Department for the June 8-11, 2009 “Fifteenth Inter-American Conference of Mayors and Local Authorities” in an amount not to exceed \$29,892.00 to be funded in part from the Countywide In-kind Reserve Fund and in part from non-ad valorem portion of the Fire Rescue In-kind Reserve Fund.

The Prime Sponsor of the foregoing resolution is Senator Javier D. Souto. It 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:

Dennis C. Moss, Chairman	
Jose "Pepe" Diaz, Vice-Chairman	
Bruno A. Barreiro	Audrey M. Edmonson
Carlos A. Gimenez	Sally A. Heyman
Barbara J. Jordan	Joe A. Martinez
Dorrian D. Rolle	Natacha Seijas
Katy Sorenson	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 2<sup>nd</sup> day of June, 2009. 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

MIAMI-DADE COUNTY  
FEE WAIVER/IN-KIND SERVICES APPLICATION  
FY 2008-09

*Macaya 13,125*  
*Det - 29,892*  
*43017*

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:

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.\*\***

Commissioner sponsoring the event Com. Javier Souto

1. Full legal name of the requesting organization: Florida International University's Institute for Public Management & Community Service

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.): Dr. Allan Rosenbaum and/or Ms. Cristina A. Rodriguez-Acosta. Tel (305) 348-1271, fax (305) 348-1273, email: laqierc@fiu.edu Address: 11200 SW 8th St. - PCA 350B, Miami, FL 33199

4. 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).

5. Name, date of event, description, and purpose of the event (if event is a fund-raiser, define the beneficiaries): The XV Inter-American Conference of Mayors and Local Authorities, June 8-11, 2009 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

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

- 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

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): Downtown Hilton Hotel for all conference events. Wednesday, June 10 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.

12. 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

3/11/09

Date

## 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 5,280 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**

<b>Agenda Item # : Mayor's International Conference</b>			
<b>Legislative Timeline</b>			
Transit Committee		CITT Project/Finance Committee	N/A
BCC		CITT Full Trust	N/A

**WHAT: Bus transportation**

**WHEN: June 2009**

**WHERE: Various locations**

**COMMISSIONER SPONSOR: Jaiver Souto**

**DETAILS:**

This is a yearly event for mayors visiting the United States from other countries.

600 weekly passes @ 26.00 per equals 15,600.00

**Employee salaries**

Maria Batista: 48.00 per hour for 1 week (7 days), 8 hours per day

Manuel Serrano 47.00 x 40 hrs

\$2,688.00	1920
\$2,632.00	1880
<u>\$5,320.00</u>	<u>3800</u>

\$15,600.00	15600
<u>5,320.00</u>	<u>3,800</u>
<u>\$20,920.00</u>	<u>19,400</u>

**Total:**

Vizcaya Museum and Gardens  
Estimated Cost Breakdown

Event: Interamerican Conference of Mayors/FIU  
Evening Reception

**Date: Wednesday, June 10, 2009**

Guests: 350 estimated

Hours: 6:30 p.m. – 11:00 p.m.

Base Facility Rental Fee	\$7,500.00
225 additional guests @ \$25.00 each	\$5,625.00
7% Florida Sales Tax	Certificate of Exemption must be provided
<b>Estimated Facility Rental Total</b>	<b>\$13,125.00</b>

Comments

The Estimated Facility Rental Total does not include the services of Miami-Dade County Police Department for pedestrian and vehicular traffic control for an event of this size. The estimate does not include any optional items such as tenting.

FLORIDA INTERNATIONAL UNIVERSITY PROPOSAL BUDGET SHEET

FULL YEAR

Principal Investigator/Project Director: Allen Rosenbaum  
 Agency: Miami-Dade County Support Department Duration From: 10/01/08 To: 09/30/09 Period/Year #: 1

Object Code	A. 1. Faculty / AAP / USPS Salary	Base Salary	% Effort CY	% Effort AY	% Effort Summer	12 month	9 month	Summer	Total
771001-771130 (F)	1. Cristina A. Rodriguez-Acosta	\$51,591	92%			\$ 56,755.00	\$ -	\$ -	\$ 56,755.00
771140-771149 (A)									
771150-771159 (U)									
771600-771649	FRINGE BENEFITS FOR PERSONNEL ABOVE								
771700-771999	FRINGE BENEFITS FOR PERSONNEL ABOVE								
771001-771130 (F)	2.	\$0				\$ -	\$ -	\$ -	\$ -
771140-771149 (A)									
771150-771159 (U)									
771600-771649	FRINGE BENEFITS FOR PERSONNEL ABOVE								
771700-771999	FRINGE BENEFITS FOR PERSONNEL ABOVE								
771001-771130 (F)	3.	\$0				\$ -	\$ -	\$ -	\$ -
771140-771149 (A)									
771150-771159 (U)									
771600-771649	FRINGE BENEFITS FOR PERSONNEL ABOVE								
771700-771999	FRINGE BENEFITS FOR PERSONNEL ABOVE								
771001-771130 (F)	4.	\$0				\$ -	\$ -	\$ -	\$ -
771140-771149 (A)									
771150-771159 (U)									
771600-771649	FRINGE BENEFITS FOR PERSONNEL ABOVE								
771700-771999	FRINGE BENEFITS FOR PERSONNEL ABOVE								
771001-771130 (F)	5.	\$0				\$ -	\$ -	\$ -	\$ -
771140-771149 (A)									
771150-771159 (U)									
771600-771649	FRINGE BENEFITS FOR PERSONNEL ABOVE								
771700-771999	FRINGE BENEFITS FOR PERSONNEL ABOVE								
771001-771130 (F)	6.	\$0				\$ -	\$ -	\$ -	\$ -
771140-771149 (A)									
771150-771159 (U)									
771600-771649	FRINGE BENEFITS FOR PERSONNEL ABOVE								
771700-771999	FRINGE BENEFITS FOR PERSONNEL ABOVE								
TOTAL SENIOR PERSONNEL (1-6)									\$ 56,755.00
FRINGE BENEFITS FOR SECTION A									\$ 18,867.59

Object Code	A. 2. Overload / Extra State Compensation	Total
771500-771050	1.	\$ -
771500-771050	FRINGE BENEFITS FOR PERSONNEL ABOVE	
771500-771050	2.	\$ -
771500-771050	FRINGE BENEFITS FOR PERSONNEL ABOVE	
TOTAL OVERLOAD		\$ -
TOTAL FRINGE BENEFITS FOR SECTION A 2		\$ -

Object Code	B. Other Personnel - No Fringe Benefits Except Social Security (Show Numbers in Brackets) (DPS)	Total
771500-771649	1. ( ) Other Professionals	\$ 22,584.00
771500-771649	2. ( ) Graduate Students	\$ -
771500-771649	3. ( ) Undergraduate Students	\$ -
771500-771649	4. ( ) Secretarial/Clerical (SECRETARIAL/CLERICAL WILL REQUIRE A DIRECT CHARGE EXEMPTION FORM AT PROPOSAL TIME)	\$ -
771500-771649	5. ( ) Other	\$ -
TOTAL OTHER PERSONNEL (1-5)		\$ 22,584.00
TOTAL FRINGE BENEFITS FOR SECTION B		\$ -
TOTAL SALARIES & WAGES (A+B)		\$ 79,339.00
TOTAL FRINGE BENEFITS		\$ 18,867.59
TOTAL SALARIES, WAGES, AND FRINGE BENEFITS		\$ 98,206.59

Object Code	C. Expenses - In alphabetical order by category.	Total
773000-773099	1 Educational & Lab Supplies	\$ -
771000-771099	2 Freight	\$ -
773800-773819	3 Hazardous Chemicals/Waste	\$ -
771300-771399	4 Insurance	\$ -
771100-771199	5 Long Distance Telephone Calls	\$ -
771900-771999	6 Miscellaneous Expenses (Other)	\$ -
773500-773599	7 Specialty: Equipment Rental	\$ -
773600-773699	8 Motor Fuel & Lubricants	\$ -
773900-773999	9 Other Materials & Supplies	\$ 600.00
771900-771999	10 Participant Payments	\$ -
771500-771549	11 Patient Care Costs	\$ -
772100-772199	12 Printing & Reproduction	\$ 50.00
772100-772179	13 Professional Fees / Consultants	\$ -
771540-771549	14 Rent Expense Buildings	\$ -
771420-771429	15 Rent Expense Other Than Buildings	\$ -
768000-768099	16 Scholarships & Stipends	\$ -
772900-772957	17 Subcontracts	\$ 1,000.00
	A.	\$ -
	B.	\$ -
	C.	\$ -
771210-771229	18 Travel - Domestic	\$ -
771230-771239	19 Travel - Foreign	\$ -
768400-768409	20 Tuition Payments	\$ -
TOTAL EXPENSES		\$ 1,650.00
Restricted Expenses - In alphabetical order by category.		
RED items are part of F&A and are normally not allowed on Federal Grants. RED items will require a DIRECT CHARGE EXEMPTION FORM.		
772200-772299	21 Advertising Services	\$ -
771320-771329	22 Business & Travel	\$ -
771900-771919	23 Books & Fees	\$ -
772000-772099	24 Building & Construction	\$ -
771170-771179	25 Cellular Phones	\$ -
772180-772189	26 Consulting Services	\$ -
773820-773829	27 Data Processing Services	\$ -
773600-773609	28 Face Products	\$ -
771160-771169	29 Local Telephone Calls	\$ -
771450-771459	30 Moving Expenses	\$ -
771300-771329	31 Moving Expenses	\$ -
773300-773369	32 Office Supplies	\$ -
771000-771019	33 Postage	\$ -
773400-773499	34 Refreshments for Meals	\$ -
761000-761099	35 Repairs & Maintenance	\$ -
771150-771189	36 Telephone Equipment	\$ -
771100-771159	37 Utilities	\$ -
TOTAL RESTRICTED EXPENSES		\$ -
772100-772199	D. Permanent Equipment & Books or other library resources (per item and dollar amount for each item exceeding \$1,000)	\$ -
TOTAL PERMANENT EQUIPMENT		\$ -
Total Direct Costs (A through D)		\$ 99,814.59
757000	F. Indirect Costs	\$ 14,837.29
	F&A Effective Period	07/01/08 - 06/30/09
	F&A Rate	15%
	Project Months	12
		14,837
	07/01/09 - 06/30/10	44%
		0
	07/01/10 - Until Amended	45%
		0
TOTAL INDIRECT COSTS		\$ 14,837.29
G. TOTAL DIRECT AND INDIRECT COSTS		\$ 114,651.88

\*Please insert the number of months this period/year will fall within the specified F&A effective periods.  
 Example: A budget period of 09/01/08 - 08/31/09 would have 10 project months at 42% and 2 project months at 44%.

**FLORIDA INTERNATIONAL UNIVERSITY PROPOSAL BUDGET SHEET**

Principal Investigator/Project Director: Dr. Allan Robinson  
 Agency: Miami-Dade County Tourist Development Council Duration: From: 10/01/08 To: 09/30/09 Period/Year #: 1

Object Code	A. 1. Faculty / AAP / USPS Salary	Base Salary	% Effort CY 08	% Effort Summer	12 month	6 month	Summer	Total
77100-771139 (F) 77140-771149 (A) 77150-771159 (U)	(List each separately with title)	\$0			\$ -	\$ -	\$ -	\$ -
771600-771649 771700-771699	FRINGE BENEFITS FOR PERSONNEL ABOVE				\$ -	\$ -	\$ -	\$ -
77100-771139 (F) 77140-771149 (A) 77150-771159 (U)		\$0			\$ -	\$ -	\$ -	\$ -
771600-771649 771700-771699	FRINGE BENEFITS FOR PERSONNEL ABOVE				\$ -	\$ -	\$ -	\$ -
77100-771139 (F) 77140-771149 (A) 77150-771159 (U)		\$0			\$ -	\$ -	\$ -	\$ -
771600-771649 771700-771699	FRINGE BENEFITS FOR PERSONNEL ABOVE				\$ -	\$ -	\$ -	\$ -
77100-771139 (F) 77140-771149 (A) 77150-771159 (U)		\$0			\$ -	\$ -	\$ -	\$ -
771600-771649 771700-771699	FRINGE BENEFITS FOR PERSONNEL ABOVE				\$ -	\$ -	\$ -	\$ -
77100-771139 (F) 77140-771149 (A) 77150-771159 (U)		\$0			\$ -	\$ -	\$ -	\$ -
771600-771649 771700-771699	FRINGE BENEFITS FOR PERSONNEL ABOVE				\$ -	\$ -	\$ -	\$ -
<b>TOTAL SENIOR PERSONNEL (1-6)</b>								

Object Code	A. 2. Overload / Extra State Compensation	Total
771590-771659	1. FRINGE BENEFITS FOR PERSONNEL ABOVE	\$ -
771550-771659	2. FRINGE BENEFITS FOR PERSONNEL ABOVE	\$ -
771650-771659	FRINGE BENEFITS FOR PERSONNEL ABOVE	\$ -
<b>TOTAL OVERLOAD</b>		
<b>TOTAL FRINGE BENEFITS FOR SECTION A.2.</b>		

Object Code	B. Other Personnel - No Fringe Benefits Except Social Security (Show Numbers in Brackets) (DPS)	Total
771500-771549	1. ( ) Other Professionals	\$ -
771500-771549	2. ( ) Graduate Students	\$ -
771500-771549	3. ( ) Undergraduate Students	\$ -
771500-771549	4. ( ) Secretarial-Clerical (SECRETARIAL-CLERICAL WILL REQUIRE A DIRECT CHARGE EXEMPTION FORM AT PROPOSAL TIME)	\$ -
771500-771549	5. ( ) Other	\$ -
<b>TOTAL OTHER PERSONNEL (3-5)</b>		
<b>TOTAL FRINGE BENEFITS FOR SECTION B.</b>		

Object Code	C. Expenses - In alphabetical order by category.	Total
773600-773699	1 Educational & Lab Supplies	\$ -
771020-771099	2 Freight	\$ -
773810-773819	3 Hazardous Chemicals/Waste	\$ -
771360-771399	4 Insurance	\$ -
771190-771199	5 Long Distance Telephone Calls	\$ -
771900-771999	6 Miscellaneous Expenses (Other)	\$ -
	7 Specialty	\$ -
773600-773699	8 Motor Fuel & Lubricants	\$ -
773800-773999	9 Other Materials & Supplies	\$ -
771900-771999	10 Participant Payments	\$ -
771500-771549	11 Patient Care Costs	\$ -
773900-773999	12 Printing & Reproduction	\$ 2,400.00
772100-772179	13 Professional Fees / Consultants	\$ 10,000.00
771440-771449	14 Rent Expense Buildings	\$ -
771440-771439	15 Rent Expense Other Than Buildings	\$ -
769000-769099	16 Scholarships & Stipends	\$ -
772950-772962	17 Subcontracts	\$ -
	A.	\$ -
	B.	\$ -
	C.	\$ -
771210-771229	18 Travel - Domestic	\$ -
771230-771239	19 Travel - Foreign	\$ -
768400-768429	20 Tuition Payments	\$ -

Object Code	Restricted Expenses - In alphabetical order by category.	Total
RED items are part of F&A and are normally not allowed on Federal Grants. RED items will require a DIRECT CHARGE EXEMPTION FORM.		
772200-772299	21 Advertising Expenses	\$ -
771330-771359	22 Binding & Printing	\$ -
771100-771199	23 Conferences & Fees	\$ -
773200-773299	24 Consulting & Construction	\$ -
771170-771179	25 Courier Expenses	\$ -
772180-772189	26 Contracted Services	\$ -
773820-773829	27 Data Processing Supplies	\$ -
773800-773809	28 Food Products	\$ -
771160-771169	29 Local Telephone Calls	\$ -
771450-771459	30 Membership & Subscriptions	\$ -
771300-771329	31 Office Supplies	\$ -
772300-772399	32 Postage	\$ -
771000-771019	33 Postage - NOT A FEDERAL GRANT	\$ 2,000.00
773400-773499	34 Postage for Rents	\$ -
761000-761999	35 Repairs & Maintenance	\$ -
771180-771189	36 Telephone Equipment	\$ -
771100-771159	37 Utilities	\$ -

Object Code	D. Permanent Equipment & Books or other library resources/each item and dollar amount for each item exceeding \$1,000.	Total
772100-771999		\$ -

Object Code	E. Total Direct Costs (A through D)	Total
797003		\$ 14,400.00

Object Code	F. Indirect Costs	Total
	F&A Effective Period: 07/01/08 - 06/30/09, 07/01/08 - 06/30/10, 07/01/10 - Until Amended	\$ -
	F&A Rate: 42%, 44%, 45%	\$ -
	Project Months: 0, 0, 0	\$ -
	INDIRECT COST BASE	\$ -
	<b>TOTAL INDIRECT COSTS</b>	\$ -

Object Code	G. TOTAL DIRECT AND INDIRECT COSTS	Total
		\$ 14,400.00

\*Please insert the number of months this period year will fall within the specified F&A effective periods.  
 Example: A budget period of 09/01/08 - 06/30/09 would have 10 project months at 42% and 2 project months at 44%.

**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**

- 1. Maria Batista - Transit (48 hrs) *OK 40*
- 2. Manny Serrano - Transit (48 hours) *OK*
- ~~3. Karen Naya - Government Information Center (40 hrs)~~
- 4. Winston Parkinson - OCED (40 hrs)
- 5. Yemar Reus - Fire Dpt. (40 hrs) *(24,79850)*
- ~~6. Carlos Heredia - Fire Dpt. (40 hrs)~~
- ~~7. Arturo Abreu (40 hrs)~~

\$12,801.29

\$2,688\*

\$2,520\*

\$1,520

\$1,760

\$909.38\*\*

\$1815.11\*\*

\$1588.80\*\*

*991*  
*submit forms*  
*(7)*

**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)

June 16 - June 19, 2008 / 4-days, 150 miles

(\$10hr/pd = \$80 each), 150 miles (\$.32 x 150 = \$48 each)

\$260

*helps but not big deal*

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
<b>Facility Rental Total</b>	<b>\$20,825.00</b>

**CSA**

Printing (tickets for meal events and Vizcaya Reception)

**\$200****Miami-Dade Park and Recreation Department**

15 - Areca Palms and 15 - Crotons

**\$630**

<b>Total In-Kind Budget</b>	<b>\$55,217</b>
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# Memorandum



**Date:** June 2, 2009

**To:** Honorable Chairman Dennis C. Moss  
and Members, Board of County Commissioners

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

A handwritten signature in black ink, appearing to read "Burgess", written over the printed name of George M. Burgess.

**Subject:** Countywide and Fire District Specific In-Kind Request Recommendation

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

## Background

A waiver for in-kind services has been requested by a not-for-profit organization, the Florida International University's Institute for Public Management & Community Service, for their "XV Inter-American Conference of Mayors and Local Authorities" scheduled for June 8-11, 2009.

In-kind services have been requested in an amount not to exceed \$7,000 from the Miami-Dade Police Department, \$19,400 from the Miami-Dade Transit Agency, \$630 from the Miami-Dade Park and Recreation Department, \$200 from the General Services Administration, \$1,400 from the Enterprise Technology Services Department, \$1,848 from the Office of Community and Economic Development and \$1,262 from the Miami-Dade County Fire Department for a total in-kind of \$29,892. This event will be funded in part from the Countywide In-kind reserve fund and in part from the non-ad valorem portion of the Fire Rescue District Budget.

In FY 2008-09, Florida International University's Institute for Public Management & Community Service has received \$48,750 from the General Fund and \$65,000 from the Seaport. In addition for review and your consideration, under the sponsorship of Commissioner Souto, is a request for in-kind services in the amount not to exceed \$13,125 for the use of Vizcaya Museum and Gardens for the same event.

Inkind12009