Memorandum

MIAMI-DADE COUNTY

Date: December 1, 2009

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

Agenda Item No. 12(A)(1)

From: George M. Burgess
County Manager

Subject: In-Kind Services Recommendation for South Florida Workforce Investment Board

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RECOMMENDATION

It is recommended that the Board approve the attached Resolution authorizing in-kind services for the South Florida Workforce Investment Board in an amount totaling $7,655.

BACKGROUND

A retroactive waiver for in-kind services has been requested by the South Florida Workforce Investment Board for the "Training Expo 2009" event held on October 29, 2009.

In-kind services have been requested in an amount not to exceed $6,500 from the Miami-Dade Police Department for personnel services and $1,155 from the Miami-Dade Fire Rescue Department for personnel services for a total in-kind of $7,655. At the request of the Mayor, this event will be funded in part from the Mayor's FY 2008-09 in-kind reserve fund unspent balance and in part from the unspent balance of the non-ad valorem portion of the Fire Rescue district budget.

In FY 2009-10, the South Florida Workforce Investment Board has received no county funding for this event.

Jennifer Glazer-Moon
Special Assistant/Director, OSBM

Inkind00810

MEMORANDUM
OFFICE OF THE MAYOR

DATE: December 1, 2009

TO: George M. Burgess
County Manager

FROM: Carlos Alvarez, Mayor
Miami-Dade County

SUBJECT: In-Kind Reserve request – South Florida Workforce

Attached is an application from the South Florida Workforce Investment Board requesting in-kind services totaling $7,655 for the South Florida Workforce Investment Board "Training Expo 2009" event held on October 29, 2009. This request is for the use of Miami-Dade Police and Miami-Dade Fire personnel.

I have approved the use of the Mayor's In-Kind Reserve to fund this request. Please place this item on the November 9th Budget, Planning and Sustainability Committee agenda for subsequent approval by the full Board of County Commissioners at one of their December 2009 meetings.

If you have any questions regarding this request, please contact Denis Morales at (305) 375-5071.

Attachments

c: Honorable Chairman Dennis C. Moss and Members,
Board of County Commissioners
Denis Morales, Chief of Staff, Office of the Mayor
Robert A. Cuevas, County Attorney
Dianne Collins, Clerk of the Board
Dianne Davis, Director of Agenda Coordination
Jennifer Glazer-Moon, Director, Office of Strategic Business Management

2

MEMORANDUM

(Revised)

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

DATE: December 1, 2009

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

SUBJECT: Agenda Item No. 12(A)(1)

Please note any items checked.

_____	"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
_____	Ordinance creating a new board requires detailed County Manager's report for public hearing
_____	No committee review
_____	Applicable legislation requires more than a majority vote (i.e., 2/3's ____, 3/5's ____, unanimous _____) to approve
✓	Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 12(A)(1)
12-1-09

RESOLUTION NO. _____

RESOLUTION RETROACTIVELY AUTHORIZING IN-KIND SERVICES FROM THE MIAMI-DADE POLICE DEPARTMENT AND THE MIAMI-DADE FIRE RESCUE DEPARTMENT FOR THE OCTOBER 29, 2009 "TRAINING EXPO 2009" SPONSORED BY SOUTH FLORIDA WORKFORCE INVESTMENT BOARD, IN AN AMOUNT NOT TO EXCEED $7,655.00 TO BE FUNDED IN PART FROM THE UNSPENT BALANCE OF THE MAYOR'S FY 2008-09 IN-KIND RESERVE FUND AND IN PART FROM THE UNSPENT BALANCE OF THE NON-AD VALOREM PORTION OF THE FIRE RESCUE DISTRICT BUDGET

WHEREAS, South Florida Workforce Investment Board, has requested in-kind services from the Miami-Dade Police Department and the Miami-Dade Fire Rescue Department for the October 29, 2009 "Training Expo 2009" in an amount not to exceed $7,655.00 (see attached Fee Waiver/In-kind Service Application); and

WHEREAS, the purpose of the "Training Expo 2009" is to offer free occupational training workshops for residents of Miami-Dade County; and

WHEREAS, the "Training Expo 2009" is a small event, as defined in the attached Fee Waiver/In-kind Service Application, and $6,500.00 of the in-kind services shall be funded from the unspent balance of the Mayor's FY 2008-09 In-kind Reserve Fund and $1,155.00 of the in-kind services shall be funded from the unspent balance of the non-ad valorem portion of the Fire Rescue District Budget,

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 Police Department and the Miami-Dade Fire

Rescue Department for the October 29, 2009 "Training Expo 2009" in an amount not to exceed $7,655.00 to be funded in part from the unspent balance of the Mayor's FY 2008-09 in-kind reserve fund and in part from the unspent balance of the non-ad valorem portion of the Fire Rescue District budget.

The foregoing 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:

Dennis C. Moss, Chairman
Jose "Pepe" Diaz, Vice-Chairman

Bruno A. Barreiro	Audrey M. Edmonson
Carlos A. Gimenez	Sally A. Heyman
Joe A. Martinez	Barbara J. Jordan
Dorrin D. Rolle	Natacha Seijas
Katy Sorenson	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 1st day of December, 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

Police- 6,500
1929
Fire- 1,155
#7655

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

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 event _____

1. Full legal name of the requesting organization: South Florida Workforce Investment Board
   DBA - South Florida Workforce

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.):
   Marian M. Smith 305-594-7615 ext. 374
   South Florida Workforce Investment Board
   7300 Corporate Center Drive, Ste. 500
   Miami, Florida 33126
   E-Mail:- msmith@southfloridaworkforce.com

4. Specify fee waiver or in-kind service requested (quantify, if applicable):
   (7) Police Officers ✓ (2) Supervisors
   (3) Paramedics ✓ (1) Cart

MC

5. Name, date of event, description, and purpose of the event (if event is a fund-raiser, define the beneficiaries):

Name: South Florida Workforce Training Expo 2009

Date: Thursday, October 29, 2009

Offer no cost training in high demand occupations for residents in 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)): District 11

Miami-Dade County Fair Exposition Center
Arnold Hall
10901 Coral Way
Miami, Florida 33165

8. Description of regional or local impact: Provide no cost training in high demand occupations for Miami-Dade County residents.

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

Set-up - Monday, October 26 - Wednesday, October 28, 2009

Event Schedule - Thursday, October 29, 2009, 9:00 AM - 4:00 PM

Breakdown Schedule - Thursday, October 29 - Friday, October 30, 2009.

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

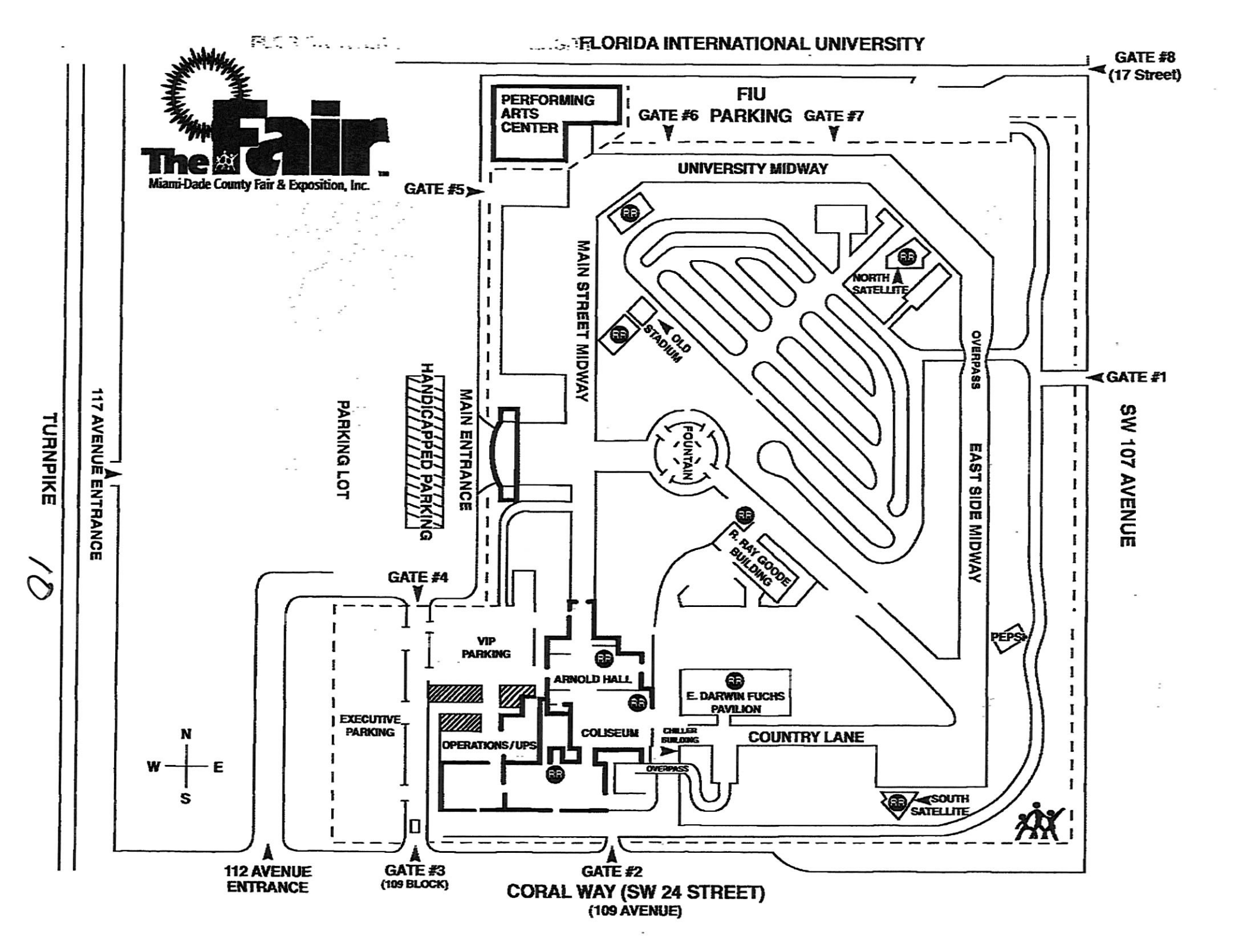
11. Expected number of participants and estimated attendance (per day, if applicable): 20,000

12. Itemized budget, including total event budget, total budget of host organization, if applicable, and total commitment of resources (attach additional pages as needed): See Attached

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

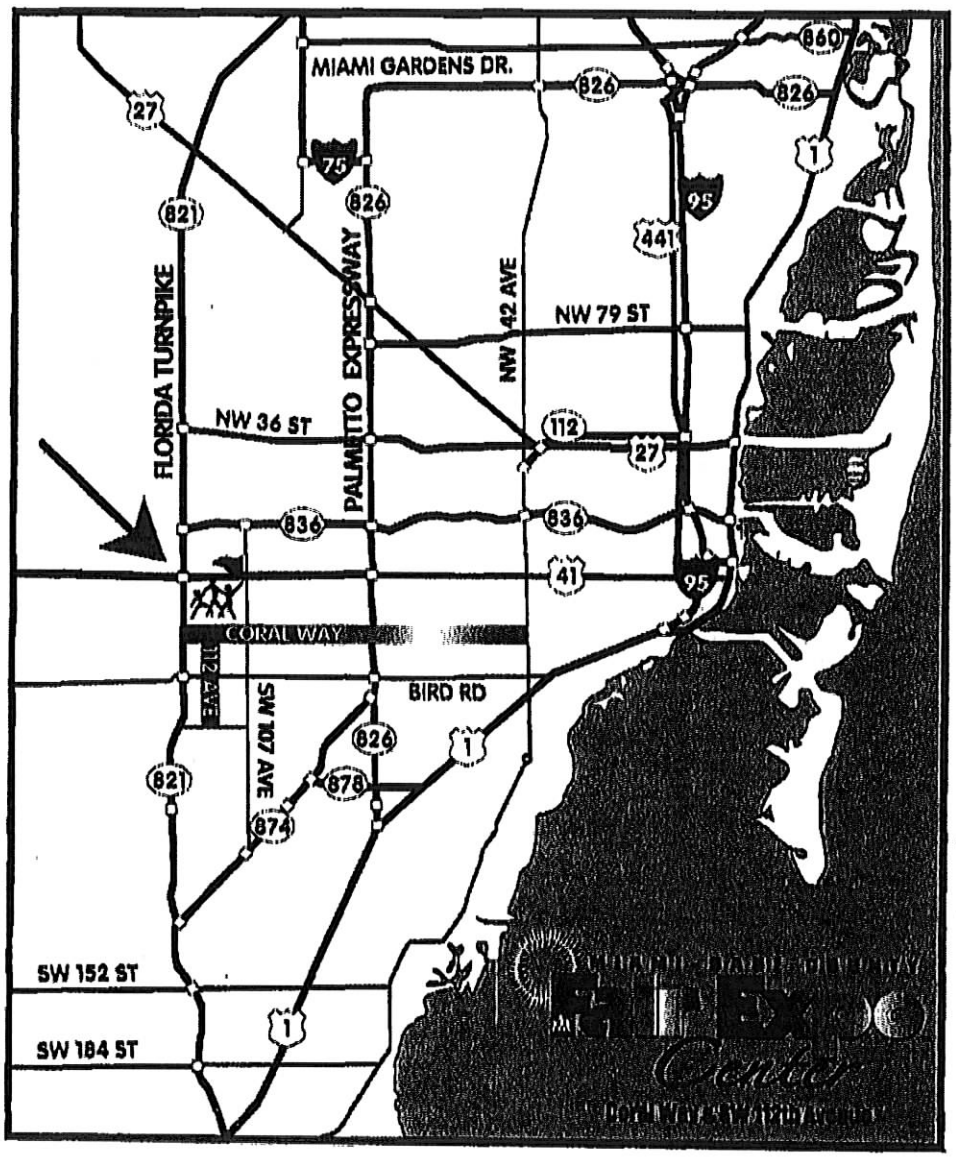
Rick Davis
Signature of Authorized Representative

4/23/09
Date


The Fair
Miami-Dade County Fair & Exposition, Inc.
FLORIDA INTERNATIONAL UNIVERSITY
GATE #8
(17 Street)
PERFORMING ARTS CENTER
FIU PARKING
GATE #6
GATE #7
UNIVERSITY MIDWAY
GATE #5
MAIN STREET MIDWAY
NORTH SATELLITE
OLD STADIUM
OVERPASS
GATE #1
SW 107 AVENUE
HANDICAPPED PARKING
MAIN ENTRANCE
PARKING LOT
FOUNTAIN
EAST SIDE MIDWAY
R. RAY GOODE BUILDING
PEPS
GATE #4
VIP PARKING
ARNOLD HALL
E. DARWIN FUCHS PAVILION
EXECUTIVE PARKING
OPERATIONS/UPS
COLISEUM
CHILLER BUILDING
COUNTRY LANE
OVERPASS
SOUTH SATELLITE
N
W
E
S
TURNPIKE
117 AVENUE ENTRANCE
112 AVENUE ENTRANCE
GATE #3
(109 BLOCK)
GATE #2
CORAL WAY (SW 24 STREET)
(109 AVENUE)

MAP-

HOW TO GET TO THE FAIRGROUNDS



B-BEACH
N-NORTH
S-SOUTH

HOW TO GET TO THE FAIR EXPO CENTER
MIAMI, FLORIDA 33165

FROM DADE COUNTY:

B-1	BAL HARBOR VILLAGE:	Go West on I-95 to State Road (SR) 836, West on 836 to exit 107 Ave. South; Proceed to Fairgrounds
B-2	BAY HARBOR ISLAND	Same as #1
N-3	BISCAYNE PARK VILLAGE	Same as #I
S-4	COCONUT GROVE	Bird Road West to 107 Ave.; the head North to Fairgrounds
S-5	CORAL GABLES	Tamiami Trail (SW 8 St.) or Coral Way West To Fairgrounds.
S-6	CUTLER RIDGE	Turnpike extension North to Bird Road (SW 40 St.) follow signs to Fairgrounds.
N-7	EL PORTAL:	Same as #1
N-8	HIALEAH	Palmetto Expwy. South to Tamiami Trail (S.W. 8 St.), or Coral Way exit, West to Fairgrounds
N-9	HIALEAH GARDENS	Same as #8
S-10	HOMESTEAD	Same as #6
B-11	INDIAN CREEK VILLAGE	Same as #1
S-12	KENDALL	East or West to 107 Ave.; North on 107 Ave to Fairgrounds.
B-13	KEY BISCAYNE	Tamiami Trail or Coral Way West to Fairgrounds.
N-14	LITTLE RIVER	Same as #1
N-15	MEDLEY	Same as #8
N-16	MIAMI AIRPORT	Lejuene Road South to SR 836, West to 107 Ave.; South; Proceed to Fairgrounds.
B-17	MIAMI BEACH	McArthur Causeway and SR 836, West to Fairgrounds
N18	MIAMI SHORES	Same as #1
N-19	MIAMI SPRINGS	Same as #8
B-20	NORTH BAY VILLAGE	Same as #1
N-21	NORTH MIAMI	Same as #1
N-22	NORTH MIAMI BEACH	Same as #1
N-23	OPA-LOCKA	Palmetto Expwy. South to Tamiami Trail or Coral Way, West to Fairgrounds
S-24	SOUTH MIAMI	West to 107 Ave.; North to Fairgrounds
B-25	SURFSIDE	Same as #1
S-26	SWEETWATER	South on 107 Ave., to Fairgrounds
N-27	VIRGINIA GARDENS	Same as #8
N-28	WEST MIAMI	West on Coral Way or Tamiami Trail (S.W. 8th St.) to Fairgrounds

FROM BROWARD COUNTY & PALM BEACHES:

VIA I-95: I-95 South to SR 836. West on 836 to 107 Ave. South on 107th Ave. to Fairgrounds

VIA I-75/Turnpike: I-75 South to Fl. Turnpike extension. South on Turnpike, exit Tamiami Trail (S.W. 8 St.) East on Trail/8 St. to 107 Ave, South on 107 Ave. to Fairgrounds.

SFW Training Expo Budget

Building	Cost	Credits	Comments
Space Rental	$2,500.00		Discounted
Rental Equipment			
Dumpsters, Restroom Supplies	$850.00		
Concession	$0.00		
Set-up, Equipment, Tables, Chairs, Signs	$0.00		Complimentary
TOTAL COST	*$9,350.00*		
Fair Expo Personnel			
Cleaning/Restroom Staff move in	$1,404.00		Must be FE employees
Cleaning Staff/Restroom Staff			Must be FE employees
Parking Attendants (8)	$1,584.00		Must be FE employees
Gate Guard (1)	$198.00		Must be FE employees
Other Personnel			
Miami- Dade Police (9 police)	$3,992.14		Required by Contract
Miami -Dade Fire Rescue (3) paramedics (1) cart	$1,479.00		Required by Contract
TOTAL COST	*$8,657.14*		
Other Electrical Services			
TOTAL	$2,880.00		
Event Requirements			
Inernet Access	$600.00		
TOTAL COST	*$3,480.00*		
Total Building Cost	*$15,487.14*		
Contractors			***Contractors must be from the Miami Beach Convention Center approved list.***
Vendor General Contractor	$14,418.00		11 - 20'x25' Vendor Booths Pipe & Drape ; 11 - 10X10 Vendor Booths; 1 -20X24 Booths Resource Room; 9 - 28'X40' Rooms (5 orientation & 4 workshops) Vouch Room, Registration,etc.
Audio Visual	$1,920.00		5 - Projectors, Laptops,Screens, Stands 1-Tech for set-up (4 hours) 1- Tech for monitoring (8 hours) 1- Tech for dismantle (4 hours)
Electric	$3,000.00		Rough estimate based on layout
Telecommunications	$12,650.00		NetEvent package includes 2 locations, 29IP addresses and 3Mb of bandwidth
Signage @ $200.00 each	$400.00		2 - Meter Directional (single sided) 8'tall X 3'wide
Signage	$2,500.00		Directional, Career Centers, Workshop, Event signage
8 Photo Copiers and Paper	$2,880.00		
Office Supplies- Pens ans Customer Folders, etc.,	$1,000.00		
TOTAL COST	*$38,768.00*		
Promotions			
Advertising	$10,000.00		Partial Advertisement. Already in *PY 09-10* budget.
Promotional Materials/Sponsors	$3,500.00		Sponorship will off set
TOTAL	*$13,500.00*		
TOTAL COST			
Miscellaneous			
U-Haul Truck Rental 2 days	$200.00		Transportation of 80 computers, 80 monitors, and 16 laptops for Registration and Resource room
Printing of hand outs	$10,000.00		Sponorship will off set
TOTAL	*$10,200.00*		
Sponsorships			
Registration Fee-11 Vendors@ $4,500		$49,500.00	Actual
Registration Fee-11 Vendors@ $2,000		$22,000.00	Actual
Sponsorships		$7,500.00	Actual
4 - 3 Panel Floor signs $125 ea.	*$500.00*		Part of sponsorship package
GRAND TOTAL =	$78,455.14	$79,000.00	

Rodriguez, Nadia (OSBM)

From: Daker, Richard F. [RDaker@mdpd.com]
Sent: Monday, September 28, 2009 7:05 AM
To: Rodriguez, Nadia (OSBM)
Subject: RE: Miami-Dade County In-Kind Services Application

The budget is $6,500

Sergeant R. F. Daker
Miami-Dade Police Department
Special Events Unit
1519 NW 79 Avenue
Miami, Fl 33126
Office: 305-468-1210
Fax: 305-470-1735

From: Rodriguez, Nadia (OSBM) [mailto:RODRINA@miamidade.gov]
Sent: Friday, September 25, 2009 2:58 PM
To: Antoine, Michel (MDFR); Daker, Richard F.
Subject: FW: Miami-Dade County In-Kind Services Application

Please provide me with an estimate. Thanks.

From: Marian Smith [mailto:msmith@southfloridaworkforce.com]
Sent: Wednesday, September 23, 2009 2:56 PM
To: Rodriguez, Nadia (OSBM)
Subject: Miami-Dade County In-Kind Services Application

Good afternoon Nadia:

Per conversation with Suzanne Salichs, attached is completed In-Kind Services Application, for the South Florida Workforce Training Expo.

If you have any questions, please call me.

Thank you for your assistance,

Marian M. Smith
Assistant Director, Administration
South Florida Workforce Investment Board
7300 Corporate Center Drive, Suite 500
Miami, Florida 33126
Tel: 305-594-7615
Fax: 305-477-0113
msmith@southfloridaworkforce.com

14

Think Green. Please only print this e-mail if you need to.

Miami-Dade County is a public entity subject to Florida Statutes Chapter 119, Public Records. E-mail messages are subject to public records disclosure, and with limited exceptions are not exempt from chapter 119.

15

MIAMI-DADE FIRE RESCUE DEPARTMENT
SPECIAL EVENTS BUREAU

9300 N.W. 41 STREET
DORAL, FLORIDA 33178
OFFICE (786) 331-5000 / FAX (786) 331-4435

SPECIAL EVENTS OVERTIME ESTIMATE SHEET

Permit Number: _____ Date: September 4, 2009

Prepared By: LONIE BROWN

VENDOR INFORMATION

Name: SOUTH FLORODA WORKFORCE INVESTMENT BOARD (INKIND)

Billing Address: 7300 CORPORATE CENTER DRIVE, SUITE 500

City: MIAMI State: FLORIDA Zip Code: 33126

Phone Number: 305-594-7615 Fax Number: 305-477-0113

PERSONNEL

Rank / Title	Overtime Hourly Rate	Quantity	Event Hours	Total
Chief Fire Officer	$ 75.00			$ -
Captain	$ 65.00	1	7	$ 455.00
Lieutenant	$ 55.00			$ -
Fire Fighter	$ 50.00	2	7	$ 700.00
Civilian Inspector	$ 56.04			$ -
Beach Manager	$ 30.25			$ -
Lifeguard 2	$ 26.75			$ -
Lifeguard 1	$ 22.75			$ -
Civilian (Overtime Rate Only) DISPATCHER	$ 30.00			$ -
			Personnel Total	$ 1,155.00

EQUIPMENT

Type	Hourly Rate	Quantity	Event Hours	Total
Pumper	$ 100.00			$ -
QRV / TRT	$ 65.00			$ -
Rescue Truck	$ 50.00			$ -
Motorcycle Unit	$ 40.00			$ -
Rescue Cart	$ 35.00			$ -
Rigid Hull Inflatable Boat (RHIB)	$ 35.00			$ -
Personal Watercraft (PWC)	$ 35.00			$ -
Bicycle Unit	$ 35.00			$ -
			Equipment Total	$ -
			Personnel Total	$ 1,155.00
			10% Administrative Fee	
			Total Event Estimate	$ 1,155.00

Please make checks payable to: **Board of County Commissioners**

Please note: The Board of County Commissioners set all rates through County Administrative Order 7-33.

NOTE: The above costs are only an estimate for your event. Any permit related inspection costs (tents, stages, etc.) and/or other related firewatch and rescue standby related costs will be borne by the vendor. Required permit inspections must be completed before occupying or use. After hours or weekend inspections will be billed at a rate of $50.00 per hour with a minimum 4-hour charge.

Rev. 04/17/09