



**MEMORANDUM**

Agenda Item No. 11(A)(9)

**TO:** Honorable Chairwoman Rebeca Sosa  
and Members, Board of County Commissioners

**DATE:** February 5, 2013

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

**SUBJECT:** Resolution retroactively authorizing  
in-kind services from the Parks,  
Recreation and Open Spaces  
Department for the November 17,  
2012 "Let The Games Begin" event  
sponsored by Ruth K. Broad Bay  
Harbor PTA

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



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R. A. Cuevas, Jr.  
County Attorney

RAC/lmp



**MEMORANDUM**  
(Revised)

**TO:** Honorable Chairwoman Rebeca Sosa  
and Members, Board of County Commissioners

**DATE:** February 5, 2013

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

**SUBJECT:** Agenda Item No. 11(A)(9)

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 Mayor'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. 11(A)(9)  
2-5-13

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

RESOLUTION RETROACTIVELY AUTHORIZING IN-KIND SERVICES FROM THE PARKS, RECREATION AND OPEN SPACES DEPARTMENT FOR THE NOVEMBER 17, 2012 "LET THE GAMES BEGIN" EVENT SPONSORED BY RUTH K. BROAD BAY HARBOR PTA IN AN AMOUNT NOT TO EXCEED \$790.00 TO BE FUNDED FROM THE DISTRICT 4 FY 2012-13 IN-KIND RESERVE FUND

**WHEREAS**, Ruth K. Broad Bay Harbor PTA has requested in-kind services from the Parks, Recreation and Open Spaces Department for the November 17, 2012 "Let The Games Begin" event in an amount not to exceed \$790.00 (see attached Fee Waiver/In-kind Service Application); and

**WHEREAS**, "Let the Games Begin" event is a fundraiser to help the school build a new playground; and

**WHEREAS**, the "Let The Games Begin" event is a special event, as that term is defined in the attached Fee Waiver/In-kind Service Application, and \$790.00 of the in-kind services shall be funded from the District 4 FY 2012-13 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 Parks, Recreation and Open Spaces Department for the November 17, 2012 "Let The Games Begin" event sponsored by Ruth K. Broad Bay Harbor PTA in an amount not to exceed \$790.00 to be funded from the District 4 FY 2012-13 In-Kind Reserve Fund.

The Prime Sponsor of the foregoing resolution is Commissioner Sally A. Heyman. 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:

	Rebeca Sosa, Chairwoman
	Lynda Bell, Vice Chair
Bruno A. Barreiro	Esteban L. Bovo, Jr.
Jose "Pepe" Diaz	Audrey M. Edmonson
Sally A. Heyman	Barbara J. Jordan
Jean Monestime	Dennis C. Moss
Sen. Javier D. Souto	Xavier L. Suarez
Juan C. Zapata	

The Chairperson thereupon declared the resolution duly passed and adopted this 5<sup>th</sup> day of February, 2013. 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

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. 1<sup>st</sup> 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

*Sally Heymann*

1. Full legal name of the requesting organization:

*Ruth K. Broad Bay Harbor PTA.*

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.):

*Julia Magnani (305) 610 1876.*

4. Specify fee waiver or in-kind service requested (quantify, if applicable):

*Please support our efforts to raise money for our school by assisting with an in-kind contribution of the stage for our event.*

*Thank you!*

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

Ruth K. Broad  
"Let the Games Begin"  
Olympic Spirit  
CARNIVAL.

fundraiser to benefit school - New playground!

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 playground.
- Health and Social Services: Event supports health-related causes and/or social programs or institutions that improve quality of life within the community Playground.
- 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 playground.

7. Physical address of event venues (please specify Commission District(s)): \_\_\_\_\_

1155 93rd Street  
Bay Harbor Islands, Fl. 33154.

8. Description of regional or local impact: \_\_\_\_\_

Raise \$ to help rebuild our  
playground for our school.

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

Event on  
November 17<sup>th</sup>, set up on Nov. 16<sup>th</sup>, breakdown  
on Nov. 17 around 3<sup>30</sup> pm.

10. Detailed description of event venues (map or schematic of event venues, access points, surrounding roadways and traffic flow diagrams, if applicable): there is one entry point to field with street access. The stage was able to fit thru the gate with no problem in previous years.

11. Expected number of participants and estimated attendance (per day, if applicable): 500-1000

12. Itemized budget, including total event budget, total budget of host organization, if applicable, and total commitment of resources (attach additional pages as needed): We made \$24,000 last year, less expenses of about \$10,000 which raised \$14,000 for Smart boards for all of our classrooms.

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

Juan Magana  
Signature of Authorized Representative

Oct 16, 2012  
Date



**SHOWMOBILES, STAGES, BLEACHERS,  
AND SOUND PRODUCTION**  
(305) 226-8315 Ext. 224/(305) 553-8511 (Fax)

**EQUIPMENT (S) CONFIRMATION FORM**

ORGANIZATION/AGENCY: Ruth K. Broad Bay Harbor K-8 Center PTA

EQUIPMENT REQUESTED: 24x40 stage

NAME OF PERSON RESPONSIBLE FOR THIS BILL: Sally Heyman (in kind)

OR INDEX CODE (MIAMI-DADE AGENCIES ONLY): \_\_\_\_\_

BILLING ADDRESS/ZIP CODE: 111 NW First St.  
Miami, FL 33128

NAME/TITLE OF THE EVENT: "Let the Games Begin" Olympic Spirit Carnival

ADDRESS OF EVENT: 1155 93rd Street, Bay Harbor Islands

TODAY'S DATE: Oct 16, 2012 DATE (S) & TIME OF EVENT: November 17, 2012  
 SET-UP TIME & DAY: 11:00 AM  
Between 4-6 PM November 16, 2012  
 TAKE-DOWN TIME & DAY: November 17, 2012 3:30 PM

CONTACT PERSON/PHONE: Julia Magnan  
 AT SITE CONTACT/CELL PHONE#: 305-610-1876

SPECIAL INSTRUCTIONS: Direction Item(s) are to be placed, maps, diagrams, etc.  
On field (please call 305-610-1876 before delivery and we will meet you on field)

OTHER INFORMATION: Include additional equipment if needed.

We, the users, understand that we assume full responsibility for any damage, theft, or loss to said equipment and its accessories between the time the Miami-Dade Park and Recreation Department completes setting up and the time it takes down. We, the users, also agree to adhere to the requests set forth in the rental policy. We do have a copy of the rental policy and fully understand the requirements set forth in renting the equipment requested as outlined in the rental policy. We also understand that the total fee is to be remitted (15) fifteen working days before the event.

\*Fee: \$ 790.00

\*(SEE FEE SCHEDULE FOR EXACT CHARGES)

Signature: Julia Magnan

Agency/Group: RKBBH PTA

**CANCELLATIONS MUST BE MADE 72 HOURS IN ADVANCE OF THE  
EVENT BY FAX OR EMAIL OTHERWISE EXPECT TO BE CHARGED**

**1/2 (HALF) OF RENTAL FEE.** \*There will be no completed reservation on the schedule unless the confirmation Form is filled out completely and signed.

Late equipment arrivals, please call (786) 236-7928



# Memorandum



**Date:** February 5, 2013

**To:** Honorable Chairwoman Rebeca Sosa  
and Members, Board of County Commissioners

**From:** Carlos A. Gimenez  
Mayor

**Subject:** District Specific In-Kind Request

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

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A retroactive waiver for in-kind services has been requested by Ruth K. Broad Bay Harbor PTA for their "Let The Games Begin" event held on November 17, 2012.

In-kind services have been requested in an amount not to exceed \$790 from the Parks, Recreation and Open Spaces Department for the use of a small stage. This event will be funded from the District 4 FY 2012-13 In-Kind Reserve Fund.

A handwritten signature in black ink, appearing to read "Edward Marquez". The signature is cursive and somewhat stylized, with a prominent loop at the end.

Edward Marquez  
Deputy Mayor

Inkind012058