# MEMORANDUM

Agenda Item No. 3(A)(4)

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| **TO:** | Honorable Chairman Jean Monestime and Members, Board of County Commissioners | **DATE:** | April 21, 2015 |
| **FROM:** | R. A. Cuevas, Jr. County Attorney | **SUBJECT:** | Resolution retroactively authorizing in-kind services for the December 13, 2014 "School Carnival" event |

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/smm

# MEMORANDUM
(Revised)

**TO:** Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

**DATE:** April 21, 2015

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

**SUBJECT:** Agenda Item No. 3(A)(4)

**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. 3(A)(4)
4-21-15

RESOLUTION NO. _____

RESOLUTION RETROACTIVELY AUTHORIZING IN-KIND SERVICES FROM THE PARKS, RECREATION AND OPEN SPACES DEPARTMENT FOR THE DECEMBER 13, 2014 "SCHOOL CARNIVAL" EVENT SPONSORED BY THE RUTH K. BROAD BAY HARBOR ELEMENTARY SCHOOL PTA IN THE AMOUNT OF $650.00 TO BE FUNDED FROM THE BALANCE OF DISTRICT 4 FY 2014-15 IN-KIND RESERVE FUND

**WHEREAS**, the Ruth K. Broad Bay Harbor Elementary School PTA has requested in-kind services from the Parks, Recreation and Open Spaces Department for the December 13, 2014 "School Carnival" event in an amount of $650.00 (see attached Fee Waiver/In-kind Service Application); and

**WHEREAS**, the "School Carnival" is an annual school fundraiser to benefit students; and

**WHEREAS,** the "School Carnival" is a special event, as that term is defined in the attached Fee Waiver/In-kind Service Application, and $650.00 of the in-kind services shall be funded from the balance of the District 4 FY 2014-15 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 December 13, 2014 "School Carnival" event sponsored by the Ruth K. Broad Bay Harbor Elementary School PTA, in the amount of $650.00 to be funded from the balance of the District 4 FY 2014-15 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:

Jean Monestime, Chairman
Esteban L. Bovo, Jr., Vice Chairman

| | |
|---|---|
| Bruno A. Barreiro | Daniella Levine Cava |
| Jose "Pepe" Diaz | Audrey M. Edmonson |
| Sally A. Heyman | Barbara J. Jordan |
| Dennis C. Moss | Rebeca Sosa |
| Sen. Javier D. Souto | Xavier L. Suarez |
| Juan C. Zapata | |

The Chairperson thereupon declared the resolution duly passed and adopted this 21st day of April, 2015. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this Resolution and the filing of this approval with the Clerk of the 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. 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 Sally Heyman

1. Full legal name of the requesting organization: Ruth K Broad Bay Harbor Elementary School 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.): Debbie Padilla 7865253449
   1155 93 Street Bay Harbor Islands FL 33154

4. Specify fee waiver or in-kind service requested (quantity, if applicable):
   $650.00 towards the large stage rental

5. Name, date of event, description, and purpose of the event (if event is a fund-raiser, define the beneficiaries): Carnival Fund raer for the school on December 13 , 2014 . Where there is rides an attractions and we sell tickets and wrist bands in order to raise funds for the school

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)): 1155 93 Street Bay Harbor Islands FL 33154 Miami Dade .

8. Description of regional or local impact: All the students , family and friends of students

9. Daily/hourly event schedule, including set-up and breakdown schedule (attach event calendar, if applicable): 11 AM to 3 PM

10. Detailed description of event venues (map or schematic of event venues, access points, surrounding roadways and traffic flow diagrams, if applicable): The event will happen on the field located at the entrance on 94th Street

11. Expected number of participants and estimated attendance (per day, if applicable): 1,000.00

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

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

Signature of Authorized Representative

11-21-2014
Date

MIAMI-DADE PARKS

# SHOWMOBILES, STAGES, BLEACHERS, AND SOUND PRODUCTION

(305) 226-8315 Ext. 221/(305) 553-8511 (Fax)

## EQUIPMENT (S) CONFIRMATION FORM

ORGANIZATION/AGENCY: Ruth K Broad k-8 Center

EQUIPMENT REQUESTED: Stage 24' x 40'

NAME OF PERSON RESPONSIBLE FOR THIS BILL: Commissioner Sally Heyman

OR INDEX CODE (MIAMI-DADE AGENCIES ONLY):

BILLING ADDRESS/ZIP CODE: 111 NW 1 Street Suite 220 Miami, FL 33128

NAME/TITLE OF THE EVENT: Ruth K Broad Winter Carnival

ADDRESS OF EVENT: Ruth K Broad 1155 93 Street Bal Harbour

TODAY'S DATE: 11/17/14 DATE (S) & TIME OF EVENT: 12/13/14

SET-UP TIME & DAY: 7AM 12/13/14

TAKE-DOWN & DAY: 3:30PM 12/13/14

CONTACT PERSON/PHONE: Julia Magnani 305-610-1876

AT SITE CONTACT/CELL PHONE#:

SPECIAL INSTRUCTIONS: Direction item(s) are to be placed, maps, diagrams, etc.

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 out-lined in the rental policy. **We also understand that the total fee is to be remitted (15) fifteen working days before the event.**

*Fee: $650.00 Invoice

*(SEE FEE SCHEDULE FOR EXACT CHARGES)

Signature: [signature]

Julia Magnani

Agency/Group: Ruth K Broad K-8 Center

**CANCELLATIONS MUST BE MADE 72 HOURS IN ADVANCE OF THE EVENT BY FAX OR EMAIL OTHERWISE EXPECT TO BE CHARGED ½ (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) 236-7926

# Memorandum

MIAMI-DADE COUNTY

**Date:** April 21, 2015

**To:** Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

**From:** Carlos A. Gimenez
Mayor

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

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A retroactive waiver for in-kind services has been requested by the Ruth K. Broad Bay Harbor Elementary School PTA for its "School Carnival" event held on December 13, 2014.

In-kind services have been requested in an amount not to exceed $650.00 from the Parks, Recreation and Open Spaces Department for the use of a 24' x 40' stage. This event will be funded from the balance of District 4 FY 2014-15 In-Kind Reserve Funds.

Edward Marquez
Deputy Mayor

Inkind01502