

# MEMORANDUM

Agenda Item No. 3(A)(2)

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

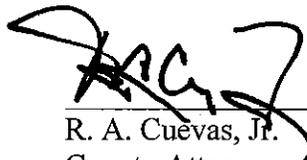
**DATE:** June 30, 2015

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

**SUBJECT:** Resolution retroactively  
authorizing in-kind services for  
the March 14, 2015 "Surf Bal  
Bay – Relay for Life" event

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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/smm



# MEMORANDUM

(Revised)

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

**DATE:** June 30, 2015

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

**SUBJECT:** Agenda Item No. 3(A)(2)

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

Agenda Item No. 3(A)(2)

Veto \_\_\_\_\_

6-30-15

Override \_\_\_\_\_

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

RESOLUTION RETROACTIVELY AUTHORIZING IN-KIND SERVICES FROM THE PARKS, RECREATION AND OPEN SPACES DEPARTMENT FOR THE MARCH 14, 2015 “SURF BAL BAY – RELAY FOR LIFE” EVENT SPONSORED BY THE TOWN OF BAL HARBOUR POLICE DEPARTMENT IN AN AMOUNT NOT TO EXCEED \$800.00 TO BE FUNDED FROM THE BALANCE OF THE DISTRICT 4 FY 2014-15 IN-KIND RESERVE FUND

**WHEREAS**, the Town of Bal Harbour Police Department has requested in-kind services from the Parks, Recreation and Open Spaces Department for the March 14, 2015 “Surf Bal Bay – Relay for Life” event in an amount not to exceed \$800.00 (see attached Fee Waiver/In-kind Service Application); and

**WHEREAS**, the purpose of the “Surf Bal Bay – Relay for Life” is to raise funds for the American Cancer Society; and

**WHEREAS**, the Town of Bal Harbour Police Department is a governmental agency; and

**WHEREAS**, the “Surf Bal Bay – Relay for Life” event is a special event, as that term is defined in the attached Fee Waiver/In-kind Service Application, and \$800.00 of the in-kind services shall be funded from the balance of the District 4 FY 2014-15 In-Kind Reserve Funds,

**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 Parks, Recreation and Open Spaces Department for the March 14, 2015 “Surf Bal Bay – Relay for Life” event sponsored by the Town of Bal Harbour Police Department in an amount not to exceed \$800.00 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 30<sup>th</sup> day of June, 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

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 Management and Budget  
111 N.W. 1<sup>st</sup> Street, Suite 2200  
Miami, FL 33128

Phone: (305) 375-5143  
Fax: (305) 375-5166

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 Commissioner Herrera

1. Full legal name of the requesting organization: Bal Harbour Police Department  
Janetla Flanders

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.):

Janetla Flanders jflanders@balharbourpolice.org  
Bal Harbour Police Dept 305-866-5000 ex. 152  
655-96 Street 305-866-4885 (fax)  
Bal Harbour, FL 33154

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

5. Name, date of event, description, and purpose of the event (if event is a fund-raiser, define the beneficiaries): Surf Bal Bay Relay for Life is a joint effort between Bal Harbour, Bay Harbor, and Surfside to provide a fun-filled family event to bring awareness to treatment, services, and the efforts of cancer. All proceeds of this event will benefit the American Cancer Society.

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)): 9600 BIK Collins Ave (on the beach)

8. Description of regional or local impact:

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

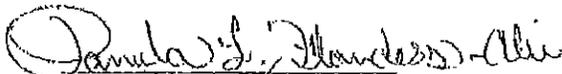
Set-up for event will start at 10:00am. The actual event will start at 3:00p to 9:00p.

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

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

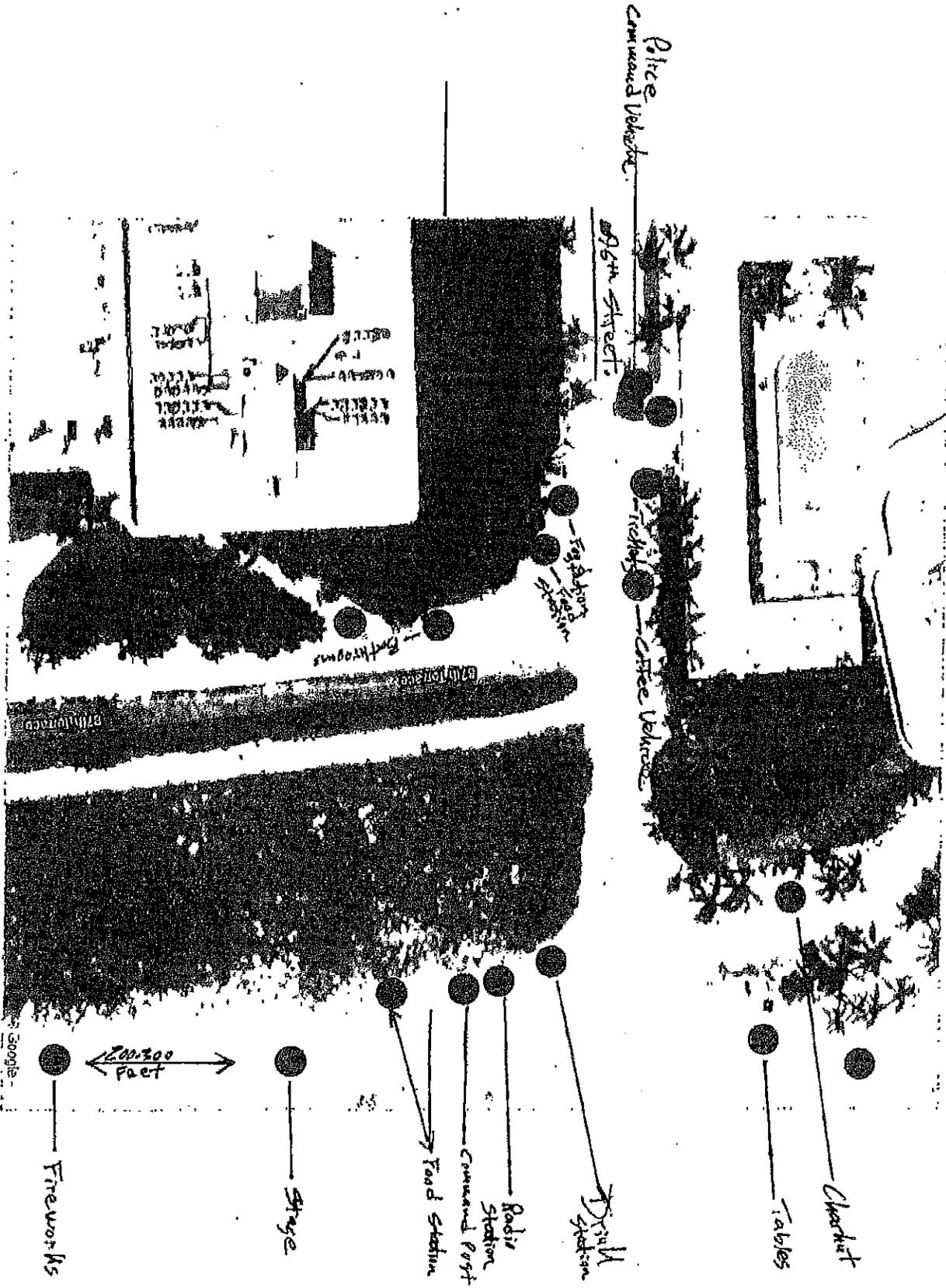
12. Itemized budget, including total event budget, total budget of host organization, if applicable, and total commitment of resources (attach additional pages as needed): \_\_\_\_\_

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

  
Signature of Authorized Representative

2/25/15  
Date

- — Food stations, P.D. Command Post, Tables, Fireworks, etc...
- — Indicates Lighting





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

**EQUIPMENT (S) CONFIRMATION FORM**

ORGANIZATION/AGENCY: Bal Harbour Police Department

EQUIPMENT REQUESTED: asking for their smaller stages

NAME OF PERSON RESPONSIBLE FOR THIS BILL: Commissioner Sally Heyman

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

BILLING ADDRESS/ZIP CODE: \_\_\_\_\_

NAME/TITLE OF THE EVENT: Surf Bal Bay Relay for Life

ADDRESS OF EVENT: 9600 Bk of Beach (Collins Ave)

TODAY'S DATE: 2/27/15 DATE (S) & TIME OF EVENT: 03/14/2015

SET-UP TIME & DAY: 03/14/2015

TAKE-DOWN & DAY: 03/15/2015 after 11.00am

CONTACT PERSON/PHONE: Pamela Flanders-Alvin

AT SITE CONTACT/CELL PHONE#: 786-348-3258

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: \$800.00

Signature: Pamela Flanders-Alvin

\*(SEE FEE SCHEDULE FOR EXACT CHARGES)

Agency/Group: Bal Harbour Police Dept.

**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) 236-7926

5th Annual American Cancer Society  
Relay for Life  
March 14 - 15

Stage/DJ/Sound	3,000.00
Portable Toilets	580.00
Tents/tables/chairs	1,500.00
Generator	300.00
T-shirt Orders	798.00
Décor/supplies	100.00
<b>Total Event Expenses</b>	<b>6,278.00</b>
	580.00

# Memorandum



**Date:** June 30, 2015

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

**From:** Carlos A. Gimenez  
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez", written over the name in the "From:" field.

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

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A retroactive waiver for in-kind services has been requested by the Town of Bal Harbour Police Department for its "Surf Bal Bay – Relay for Life" event held on March 4, 2015.

In-kind services have been requested in an amount not to exceed \$800.00 from the Parks, Recreation and Open Spaces Department for the use of a 20' x 40' stage. This event will be funded from the balance of District 4 FY 2014-15 In-Kind Reserve Funds.

A handwritten signature in black ink, appearing to read "Edward Marquez", written over the name in the signature block.

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Edward Marquez  
Deputy Mayor

Inkind01509