

# MEMORANDUM

Agenda Item No. 3(A)(2)

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

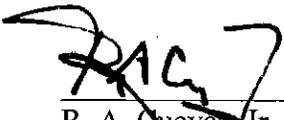
**DATE:** October 6, 2015

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

**SUBJECT:** Resolution retroactively  
authorizing in-kind services  
for the April 18, 2015 "El  
Portal Art Fair"

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The accompanying resolution was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Audrey M. Edmonson.

  
\_\_\_\_\_  
R. A. Cuevas, Jr.  
County Attorney

RAC/smm



**MEMORANDUM**  
(Revised)

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

**DATE:** October 6, 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  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 3(A)(2)  
10-6-15

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

RESOLUTION RETROACTIVELY AUTHORIZING IN-KIND SERVICES FROM THE PARKS, RECREATION AND OPEN SPACES DEPARTMENT FOR THE APRIL 18, 2015 "EL PORTAL ART FAIR" SPONSORED BY THE VILLAGE OF EL PORTAL IN AN AMOUNT NOT TO EXCEED \$790.00 TO BE FUNDED FROM THE BALANCE OF THE DISTRICT 3 FY 2014-15 IN-KIND RESERVE FUND

**WHEREAS**, the Village of El Portal has requested in-kind services from the Parks, Recreation and Open Spaces Department for the April 18, 2015 "El Portal Art Fair" in an amount not to exceed \$790.00 (see attached Fee Waiver/In-kind Service Application); and

**WHEREAS**, the purpose of the "El Portal Art Fair" is to promote local artists and bring the community together; and

**WHEREAS**, the "El Portal Art Fair" 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 balance of the District 3 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 retroactively authorizes in-kind services from the Parks, Recreation and Open Spaces Department for the April 18, 2015 "El Portal Art Fair" sponsored by the Village of El Portal in an amount not to exceed \$790.00 to be funded from the balance of the District 3 FY 2014-15 In-Kind Reserve Fund.

The Prime Sponsor of the foregoing resolution is Commissioner Audrey M. Edmonson. 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 6<sup>th</sup> day of October, 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



**SHOWMOBILES, STAGES, BLEACHERS,  
AND SOUND PRODUCTION**  
**(305) 226-8315 Ext. 221/(305) 553-8511 (Fax)**

**EQUIPMENT (S) CONFIRMATION FORM**

ORGANIZATION/AGENCY: Village of El Portal

EQUIPMENT REQUESTED: Stage 24' x 40'

NAME OF PERSON RESPONSIBLE FOR THIS BILL: Commissioner Audrey M. Edmonson,  
Commission District #3

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

BILLING ADDRESS/ZIP CODE: 2525 NW 62<sup>nd</sup> Street Suite 4200 Miami, FL 33147

NAME/TITLE OF THE EVENT: El Portal Art Fair

ADDRESS OF EVENT: 205 NE 87 Street

TODAY'S DATE: 04/21/15 DATE (S) & TIME OF EVENT: 04/18/15 12PM - 6PM

SET-UP TIME & DAY: 9AM 04/18/15

TAKE-DOWN & DAY: 7PM 04/18/15

CONTACT PERSON/PHONE: Vimai Roman 786-340-3174

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: \$790.00 In-kind District #3

\*(SEE FEE SCHEDULE FOR EXACT CHARGES)

Signature: Audrey M. Edmonson

Commissioner Audrey M. Edmonson

Agency/Group: Commission District #3

**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**

MIAMI-DADE COUNTY  
FEE WAIVER/KIND SERVICE APPLICATION

COUNTY FEE WAIVERS OR KIND SERVICE REQUESTS THROUGH THIS PROGRAM ARE NOT EFFECTIVE UNTIL APPROVED BY ACTION OF THE BOARD OF COUNTY COMMISSIONERS SUBJECT TO THE MIAMI-DADE COUNTY BOARD OF ORDER

Please complete the following form and submit complete form along with requested materials, if applicable, to:

Office of Strategic Business Management  
111 NW 15th Street, Suite 2200  
Miami, FL 33138

Phone: (305) 375-2442  
Fax: (305) 375-5705

Type of Event/Request (check one or the following):

- District Event - Event of municipal impact related to specific commission/district (Form only - questions 1-7, sign and date; copy will be submitted to the appropriate District Commissioner within two days of receipt of application)
- Special Event - Event of municipal 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 500 with localized impact limited to an individual community or municipality (Complete questions 1-7, sign, date and submit form no later than 60 days prior to event date)
- Major Event - Large Event with expected attendance of over 500 or significant probability of protests, unruly crowd, violence or vandalism (Complete questions 1-7, 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

Audrey Edmondson

1. Full legal name of the requesting organization

Village of El Portal

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 (business, phone, fax or mail address, etc.):

Mayor Claude  
Cubillos 500 NE 87th, El Portal, FL 33138  
Vincent Roman 112 NE 90th St El Portal FL  
↳ Event Chair

4. Specify fee waiver or kind service requested (to include, if applicable):

Stage 1

5. Name, date of event, description, and purpose of the event (if event is a fund-raiser, define the beneficiaries):  
El Portal Art Fair to take place Saturday, April 18<sup>th</sup>  
from 12-6pm.

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 3  
205 NE 87th St, El Portal, FL

8. Description of regional or local impact:  
Bringing community together,  
Quality of life. Support to local artists.

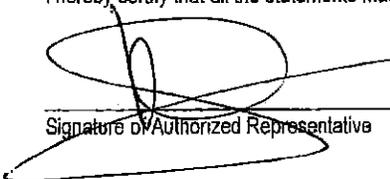
9. Daily/hourly event schedule, including set-up and breakdown schedule (attach event calendar, if applicable):  
Fair Hours 12pm - 6pm  
set up 9am - 11am  
Breakdown 6:15pm - 8pm

10. Detailed description of event venues (map or schematic of event venues, access points, surrounding roadways and traffic flow diagrams, if applicable): Entrance on 8851 NE off 2nd Avenue.

11. Expected number of participants and estimated attendance (per day, if applicable): 200

12. Itemized budget, including total event budget, total budget of host organization, if applicable, and total commitment of resources (attach additional pages as needed): \$5,000.00

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

  
Signature of Authorized Representative

3/31/15  
Date



# Memorandum



**Date:** October 6, 2015  
**To:** Honorable Chairman Jean Monestime  
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", written over a horizontal line.

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A retroactive waiver for in-kind services has been requested by the Village of El Portal for their "El Portal Art Fair" event held on April 18, 2015.

In-kind services have been requested in the amount of \$790.00 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 3 FY 2014-15 In-Kind Reserve Fund.

A handwritten signature in black ink, appearing to read "Edward Marquez", written over a horizontal line.

Edward Marquez  
Deputy Mayor

Inkind01534