

MEMORANDUM

Agenda Item No. 3(A)(3)

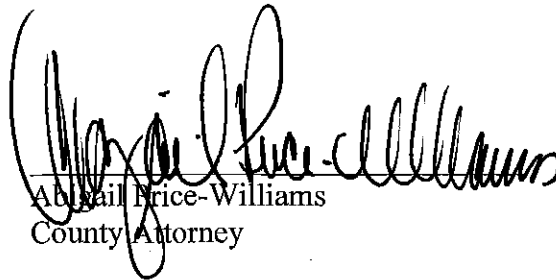
TO: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

DATE: November 15, 2016

FROM: Abigail Price-Williams
County Attorney

SUBJECT: Resolution retroactively authorizing in-kind services from the Parks, Recreation and Open Spaces Department for the October 29, 2016 "North Bay Village Halloween Spooktakular" event sponsored by the City of North Bay Village in an amount not to exceed \$650.00 to be funded from the balance of the District 4 FY 2016-17 In-Kind Reserve Fund

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



Abigail Price-Williams
County Attorney

APW/smm



MEMORANDUM

(Revised)

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

DATE: November 15, 2016

FROM: Abigail Price-Williams
County Attorney

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

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
- Statement of social equity 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)(3)

Veto _____

11-15-16

Override _____

RESOLUTION NO. _____

RESOLUTION RETROACTIVELY AUTHORIZING IN-KIND SERVICES FROM THE PARKS, RECREATION AND OPEN SPACES DEPARTMENT FOR THE OCTOBER 29, 2016 "NORTH BAY VILLAGE HALLOWEEN SPOOKTAKULAR" EVENT SPONSORED BY THE CITY OF NORTH BAY VILLAGE IN AN AMOUNT NOT TO EXCEED \$650.00 TO BE FUNDED FROM THE BALANCE OF THE DISTRICT 4 FY 2016-17 IN-KIND RESERVE FUND

WHEREAS, the City of North Bay Village has requested in-kind services from the Parks, Recreation and Open Spaces Department for the October 29, 2016 "North Bay Village Halloween Spooktakular" event in an amount not to exceed \$650.00 (see attached Fee Waiver/In-kind Service Application); and

WHEREAS, the "North Bay Village Halloween Spooktakular" event brings the community together by creating a family-friendly environment featuring, among other things, entertainment, music, and a costume contest; and

WHEREAS, the "North Bay Village Halloween Spooktakular" 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 2016-17 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 October 29, 2016 "North Bay Village Halloween Spooktakular" event sponsored by the City of North Bay Village, in an amount not to exceed \$650.00 to be funded from the balance of the District 4 FY 2016-17 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 15th day of November, 2016. 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.



Daija Page Lifshitz

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. 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 Commissioner Sally Heyman

1. Full legal name of the requesting organization: North Bay Village
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.): North Bay Village Ana Deleon
Human Resources Clerk/Special Events Coordinator 1666 Kennedy Causeway Suite 300,
North Bay Village, FL 33141 305-756-7171 Ext 72 (c) 786-390-3386
adeleon@nbvillage.com
4. Specify fee waiver or in-kind service requested (quantify, if applicable): (1) Showmobile stage 16x16
We respectfully request a fee waiver for cost of the 16x16 stage for our Village Event.

5. Name, date of event, description, and purpose of the event (if event is a fund-raiser, define the beneficiaries): _____
North Bay Village Halloween Spooktakular Event Saturday, October 29, 2016 6:30-9:30pm
North bay Village will be hosting it's three hour annual Halloween Event for the residents
and the students from Treasure Island Elementary School at Dr. Paul Vogel Community
Park. The show mobile stage is utilized for DJ Music and Costume Contest.

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 4 North Bay Village
Dr. Paul Vogel Community Park 7920 West Drive, North Bay Village, FL 33141 (Harbor Island)

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 will start at
9:00 am on 10/28/16. Halloween Spooktakular Event will be held from 6:30pm-9:30pm on
Saturday, October 29th . Breakdown will be on October 31, 2016 from 9-2pm.

MIAMI-DADE COUNTY
FEE WAIVER/IN-KIND SERVICES APPLICATION
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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): 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): \$6500.00

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

Ana Deleon
Signature of Authorized Representative

9/20/16
Date



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

EQUIPMENT (S) CONFIRMATION FORM

ORGANIZATION/AGENCY: North Bay Village

EQUIPMENT REQUESTED: Stage 16x16

NAME OF PERSON RESPONSIBLE FOR THIS BILL: Commissioner Sally Heyman

OR INDEX CODE (MIAMI-DADE AGENCIES ONLY): 1100 NE 163rd Street Suite 303,
North Miami Beach, FL 33162

BILLING ADDRESS/ZIP CODE: North Bay Village 1666 Kennedy Causeway Suite 300
North Bay Village, FL 33141

NAME/TITLE OF THE EVENT: North Bay Village Halloween *Spooktakular* Event

ADDRESS OF EVENT: 7920 West Drive, North Bay Village, FL 33141 (Harbor Island)

TODAY'S DATE: 9/20/2016 DATE (S) & TIME OF EVENT: 10/29/16 6:30pm-9:30pm

SET-UP TIME & DAY: 10/28/16 9-2pm 10/29/16 12-2pm

TAKE-DOWN & DAY: 10/31/16 9-2pm

CONTACT PERSON/PHONE: Ana Deleon 786-390-3386

AT SITE CONTACT/CELL PHONE#: Ana Deleon 786-390-3386

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

*Fee: 450.00

Signature: *Ana Deleon*

*(SEE FEE SCHEDULE FOR EXACT CHARGES)

Agency/Group: North Bay Village

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

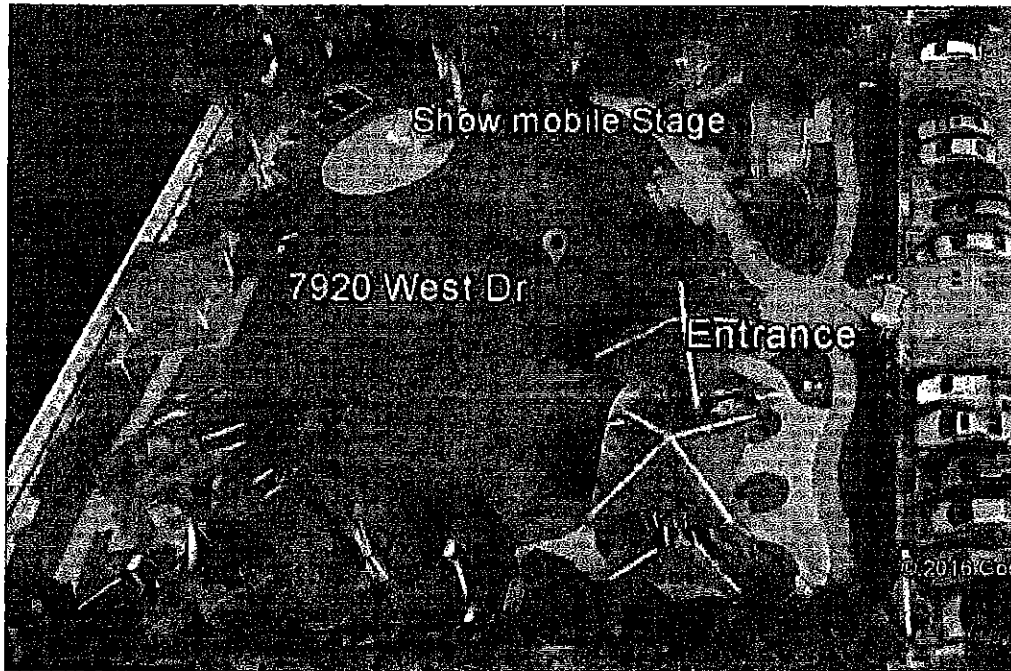
½ (HALF) OF RENTAL FEE. *There will be no completed reservation on the schedule unless the confirmation form is filled out completely and signed.


Late equipment arrivals, please call (786) 236-7926

NORTH BAY VILLAGE ANNUAL HALLOWEEN EVENT


OCTOBER 22, 2016 6:30PM-9:30PM

Halloween Budget FY 2015/2016	5,500.00
Halloween Expenses 2016	
Candy	\$700.00
Decoration (1)(Airblown Giant Dragon)	\$149.00
Decoration (1) (Animated Skeleton Wolf)	\$39.98
Decoration (1) (Animated Rising Phantom)	\$169.00
Decoration (1) (Animated Witch)	\$149.00
Decoration (1) (Animated Corpse)	\$149.00
Rumba's Tent Side Walls/Table Chairs	\$800.16
American Portable A/C Power	\$1,000.00
DJ Music	\$350.00
Stanchions	\$486.72
Food for MBSH School Volunteers	\$50.00
Costco (Costume Prizes)	\$300.00
Party City Decorations (table cloths/table clips/tissue paper/gift bags)	\$250.00
Party City Decorations Halloween decorations	\$180.00
Miscellaneous expenses	\$150.00
Miscellaneous expenses	\$100.00
Miscellaneous expenses	\$400.00
Publix supplies plates etc.	\$60.00
Miscellaneous expenses	\$1,000.00
Total	\$6,528.78




 Start out going east on 79th Street
Cswy/FL-934.

Then 0.06 miles

 Make a U-turn onto 79th Street
Cswy/FL-934.

If you reach the sign that says you're going
south 0.1 miles the sign


Then 0.35 miles

 Turn right onto Harbor Island Dr.


Harbor Island Dr is a 2 mile road that runs
west

If you reach the sign that says you're going
north 0.1 miles the sign

Then 0.03 miles

 Take the 1st left onto West Dr.

Then 0.21 miles

 7920 West Dr, North Bay Village, FL
33141-5504, 7920 WEST DR is on
the left.

Memorandum



Date: November 15, 2016
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 the printed name in the "From:" field.

A retroactive waiver for in-kind services has been requested by City of North Bay Village for their "City of North Bay Village Halloween Spooktakular" event held on October 29, 2016.

In-kind services have been requested in an amount not to exceed \$650.00 from the Parks, Recreation, and Open Spaces Department contributing towards the utilization of a 16' x 16' stage. This event will be funded from the balance of District 4 FY 2016-17 In-Kind Reserve Funds.

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

Edward Marquez
Deputy Mayor

Inkind01645