

**MEMORANDUM**

Agenda Item No. 11(A)(24)

---

**TO:** Honorable Chairman Bruno A. Barreiro  
and Members, Board of County Commissioners

**DATE:** April 8, 2008

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

**SUBJECT:** Resolution retroactively  
authorizing In-kind Services  
for the March 27<sup>th</sup>, 2008 Field  
Day sponsored by Highland  
Oaks Middle School

Resolution No: R-376-08

---

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

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

RAC/cp



# MEMORANDUM

(Revised)

TO: Honorable Chairman Bruno A. Barreiro  
and Members, Board of County Commissioners

DATE: April 8, 2008

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

SUBJECT: Agenda Item No. 11(A)(24)

Please note any items checked.

- \_\_\_\_\_ "4-Day Rule" ("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
- \_\_\_\_\_ Bid waiver requiring County Manager's written recommendation
- \_\_\_\_\_ Ordinance creating a new board requires detailed County Manager's report for public hearing
- \_\_\_\_\_ Housekeeping item (no policy decision required)
- \_\_\_\_\_ No committee review

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 11(A) (24)  
4-08-08

RESOLUTION NO. R-376-08

RESOLUTION RETROACTIVELY AUTHORIZING IN-KIND SERVICES FROM THE MIAMI-DADE PARK AND RECREATION DEPARTMENT FOR THE MARCH 27, 2008 FIELD DAY SPONSORED BY HIGHLAND OAKS MIDDLE SCHOOL, A NOT-FOR-PROFIT ORGANIZATION, IN AN AMOUNT NOT TO EXCEED \$1,146.00 TO BE FUNDED FROM THE DISTRICT 4 IN-KIND RESERVE FUND

**WHEREAS**, Highland Oaks Middle School has requested in-kind services from the Miami-Dade Park and Recreation Department for the March 27, 2008 Field Day in an amount not to exceed \$1,146.00 (see attached Fee Waiver/In-kind Service Application); and

**WHEREAS**, the Field Day is a celebration and reward to students, teachers and staff for all their hard work and preparation for and successfully completing the state-mandated FCAT exams; and

**WHEREAS**, Highland Oaks Middle School is a not-for-profit organization; and

**WHEREAS**, the Field Day is a district event, as that term is defined on the attached Fee Waiver/In-kind Service Application, and \$1,146.00 of the in-kind services shall be funded from the District 4 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 Miami-Dade Park and Recreation Department for the March 27, 2008 Field Day in an amount not to exceed \$1,146.00 to be funded from the District 4 In-kind Reserve Fund.

The foregoing resolution was sponsored by Commissioner Sally A. Heyman and offered by Commissioner **Sally A. Heyman** , who moved its adoption. The motion was seconded by Commissioner **Barbara J. Jordan** and upon being put to a vote, the vote was as follows:

|                                    |               |                               |
|------------------------------------|---------------|-------------------------------|
| Bruno A. Barreiro, Chairman        | <b>aye</b>    |                               |
| Barbara J. Jordan, Vice-Chairwoman | <b>aye</b>    |                               |
| Jose "Pepe" Diaz                   | <b>aye</b>    | Audrey M. Edmonson <b>aye</b> |
| Carlos A. Gimenez                  | <b>aye</b>    | Sally A. Heyman <b>aye</b>    |
| Joe A. Martinez                    | <b>aye</b>    | Dennis C. Moss <b>absent</b>  |
| Dorin D. Rolle                     | <b>aye</b>    | Natacha Seijas <b>absent</b>  |
| Katy Sorenson                      | <b>aye</b>    | Rebeca Sosa <b>absent</b>     |
| Sen. Javier D. Souto               | <b>absent</b> |                               |

The Chairperson thereupon declared the resolution duly passed and adopted this 8<sup>th</sup> day of April, 2008. 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

**Kay Sullivan**

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.

MR

Monica Rizo

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:

Special Events Staff  
Communications Department  
111 N.W. 1<sup>st</sup> Street, Suite 2510  
Miami, FL 33128

Phone: (305) 375-2838  
Fax: (305) 375-3988

Type of Event/Application (select one of the following):

Per email from Mary 2/15/08 @ 10:45AM

- 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.)

1. Full legal name of the requesting organization: Kelle Anne George

2. Applicant Status: (Select one of the choices below)

- Not-For-Profit or Tax Exempt Dade City School  Local Government or Public Entity
- For-Profit
- County Sponsored Event/Sponsoring Department
- Other (specify): \_\_\_\_\_

3. Name and contact information for single point of contact (address, phone, fax, e-mail address, etc.): Kelle Anne George, 2148 NE 183<sup>rd</sup> Street, North Miami Beach, FL 33178, (788) 419-1192, nmbkelle@aol.com, representing Highland Oaks Middle School, 2376 NE 203<sup>rd</sup> Street, North Miami Beach, FL 33180, (305) 932-9910, Sally Alayon, Principal

4. Specify fee waiver or in-kind service requested (quantify, if applicable): Fee waived in the amount of \$966 for county-owned and operated medium-size Showmobile Stage.

5. Name, date of event, description, and purpose of the event (if event is a fund-raiser, define the beneficiaries): Request was made on behalf of Highland Oaks Middle School for their annual "Field Day" event, scheduled for Thursday, March 27, 2008 from 11:30 a.m. to 3:40 p.m. This event is a yearly reward for the school's 2,500+ students, teachers and staff for all their hard work in preparing for, and successfully completing, the state required FCAT exams. "Field Day" is an all-day outdoor activity that is sponsored by the Parent Teacher Association and is held at the adjacent Highland Oaks Park, and features carnival style rides and bounce houses, a live DJ, a sports and recreation area, games and activities, and food and refreshments for all in attendance. This not-for-profit event is not a fund-raiser, as the event pays for itself through the sale of food items, and it is strictly a school activity for current students.

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)): Highland Oaks Park, 20300 NE 24<sup>th</sup> Avenue, North Miami Beach, FL 33180

Heyman

5

MIAMI-DADE COUNTY  
FEE WAIVER/IN-KIND SERVICES APPLICATION

9. Description of regional or local impact: "Field Day" is a yearly reward for the 2,500+ students of Highland Oaks Middle School, and over the years has turned into a community service event for the students of MOM and for the students of Dr. Michael M. Krop Senior High, as students from both schools assist with set-up, clean-up, and the running of the day's activities, thus preparing them for future volunteer experiences and responsibilities.
9. Daily/hourly event schedule, including set-up and breakdown schedule (attach event calendar, if applicable): "Field Day" is scheduled for Thursday, March 27, 2008, from 11:30 a.m. to 3:40 p.m. Set-up begins that morning at 8:00 a.m. and clean-up is usually finished on the same day between 4:30 p.m. - 5:00 p.m.
10. Detailed description of event venues (map or schematic of event venues, access points, surrounding roadways and traffic flow diagrams, if applicable): "Field Day" incorporates the whole of Highland Oaks Park, with the carnival rides and activities, DJ/Stage area, and food tents being located on the north-west part of the field. The Sports and Recreation area is set-up and run on the south-east portion (soccer field) of the park.
11. Expected number of participants and estimated attendance (per day, if applicable): 2,500 (students, teachers and staff, parents, volunteers, and community representatives).
12. Itemized budget, including total event budget, total budget of host organization, if applicable, and total commitment of resources (attach additional pages as needed): To date, the school's Parent Teacher Association (PTA) has paid for the use of the DJ (\$500), portable toilets (\$370), the carnival rides (\$4,000), and the county required park permit (\$26). Future expenditures include the cost of food, refreshments and ice, and the rental of a refrigerator truck (to house the lunches prior to & on the day of the event). Last year, the PTA recovered the total amount spent on the event through the sale of food items, and made a profit of \$630.77, which went back to the school fund.

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

*Bert A. Bze*  
Signature of Authorized Representative

2-13-08  
Date



# SHOWMOBILES, STAGES, BLEACHERS, AND SOUND PRODUCTION (305) 257-0933 Ext. 240/(305) 257-1083 (Fax)

## EQUIPMENT (S) CONFIRMATION FORM

ORGANIZATION/AGENCY: Highland Oaks Middle School

EQUIPMENT REQUESTED: Medium-size Showmobile Stage

NAME OF PERSON RESPONSIBLE FOR THIS BILL: Commissioner Sally A. Heyman

OR INDEX CODE (MIAMI-DADE COUNTY AGENCIES ONLY):  
cccent010496

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

NAME/TITLE OF THE EVENT: "Field Day"  
ADDRESS OF EVENT: Miami-Dade County Highland Oaks Park, 20300 NE 24<sup>th</sup> Avenue, North Miami Beach, FL 33180

TODAY'S DATE: Wed., 2/13/08  
DATE (S) & TIME OF EVENT: 3/27/08, 11:30 a.m. - 3:40 p.m.  
SET-UP TIME & DAY: 3/27/08, must be set-up by 10:00 a.m.  
TAKE-DOWN & DAY: 3/27/08, anytime after 3:40 p.m.

CONTACT PERSON/PHONE: Kelle George, home (305) 949-3678  
AT SITE CONTACT/CELL PHONE #: Kelle George, cell (786) 419-1192

SPECIAL INSTRUCTIONS: Direction item(s) are to be placed, maps, diagrams, etc. Stage will be set-up on north-east field; event coordinator (Kelle George) will be on-site early that morning and will assist with stage placement.

OTHER INFORMATION: Include additional equipment if needed. N/A  
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 \_\_\_\_\_ Signature Kelle George  
\*(SEE FEE SCHEDULE FOR EXACT CHARGES)  
Agency/Group: Highland Oaks Middle School Parent Teacher Association

**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.~~



MIAMI-DADE COUNTY  
COMMISSIONER SALLY A. HEYMAN  
111 N.W. 1<sup>ST</sup> STREET, SUITE 220  
MIAMI, FL 33128

OFFICE 305-375-5128

FAX 305-372-6179

DOWNTOWN OFFICE FACSIMILE TRANSMITTAL SHEET

|                               |  |
|-------------------------------|--|
| TO: <u>Dee</u>                | FROM: <u>Mary, Ferreira</u>                  |
| COMPANY:                      | DATE: <u>2/14/08</u>                         |
| FAX NUMBER: <u>375-5168</u>   | TOTAL NO. OF PAGES INCLUDING COVER: <u>4</u> |
| PHONE NUMBER: <u>375-5143</u> | SENDER'S FAX NUMBER: <u>305-372-6179</u>     |
| RE:                           | SENDER'S PHONE NUMBER: <u>305-375-5128</u>   |

URGENT     FOR REVIEW     PLEASE COMMENT     PLEASE REPLY     PLEASE RECYCLE

*Commissioner approved this in-kind  
for the medium size Showmobile Sign.*

*lff*

**Green, Delores (OSBM)**

---

**From:** Ferreira, Maria (DIST4)  
**Sent:** Friday, February 15, 2008 10:45 AM  
**To:** Green, Delores (OSBM)  
**Subject:** Re: Kelle Anne George

this is a school. It should also be a district event

-----  
Sent from my BlackBerry Wireless Handheld

----- Original Message -----  
From: Green, Delores (OSBM)  
To: Ferreira, Maria (DIST4)  
Sent: Thu Feb 14 15:23:59 2008  
Subject: Kelle Anne George

Is this a school? Also, the application package is missing the event budget, which is a requirement.

# Memorandum



**Date:** April 8, 2008

**To:** Honorable Chairman Bruno A. Barreiro  
and Members, Board of County Commissioners

**From:** George M. Burgess  
County Manager

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

---

## Recommendation

The Office of Strategic Business Management (OSBM) has reviewed the attached in-kind request and recommends for the item to move forward to the Board of County Commissioners for consideration. The district specific in-kind reserve balance allows for the funding of this request.

## Background

A retroactive waiver for in-kind services is being requested by a not-for-profit organization Highland Oaks Middle School for the annual Field Day event held on March 27, 2008.

In-kind services have been requested in an amount not to exceed \$1,146 from the Miami-Dade Park and Recreation Department for the use of a medium show mobile. This event will be funded from the District 4 in-kind reserve fund.

In FY 2007-08, Highland Oaks Middle School has received no County funding for this event.

Inkind7508