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CLERK OF THE BOARD
OF COUNTY COMMISSIONERS
MIAMI-DADE COUNTY, FLORIDA

MEMORANDUM

Agenda Item No. 11(A)(37)

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

DATE: October 7, 2008

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

SUBJECT: Resolution retroactively authorizing in-kind services for the September 13, 2008 "The Children's Trust 2008 Family Expo"

Resolution R-1090-08

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

R. A. Cuevas, Jr.
County Attorney

RAC/up

MEMORANDUM

(Revised)

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

DATE: October 7, 2008

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

SUBJECT: Agenda Item No. 11(A)(37)

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)(37)
10-7-08

RESOLUTION NO. R-1090-08

RESOLUTION RETROACTIVELY AUTHORIZING IN-KIND SERVICES FROM THE MIAMI-DADE POLICE DEPARTMENT AND THE MIAMI-DADE FIRE RESCUE DEPARTMENT FOR THE SEPTEMBER 13, 2008 "CHILDREN'S TRUST 2008 FAMILY EXPO" SPONSORED BY THE CHILDREN'S TRUST, A NOT-FOR-PROFIT ORGANIZATION, IN AN AMOUNT NOT TO EXCEED $3,408.00 TO BE FUNDED IN PART FROM THE DISTRICT 11 IN-KIND RESERVE FUND AND IN PART FROM THE NON-AD VALOREM PORTION OF THE FIRE RESCUE IN-KIND RESERVE FUND

WHEREAS, the Children's Trust has requested in-kind services from the Miami-Dade Police Department and the Miami-Dade Fire Rescue Department for the September 13, 2008 "Children's Trust 2008 Family Expo" in an amount not to exceed $3,408.00 (see attached Fee Waiver/In-kind Service Application); and

WHEREAS, the "Children's Trust 2008 Family Expo" is a free event that will feature approximately 200 providers and health and social service organizations offering, among other things, Pre-K registration, KidCare Outreach, injury prevention, after-school programs and parenting classes; and

WHEREAS, the purpose of this event is to, among other things, connect the community with important social and health services, while promoting educational and cultural awareness; and

WHEREAS, the Children's Trust is a not-for-profit organization; and

WHEREAS, the Children's Trust 2008 Family Expo is a major event, as that term is defined on the attached Fee Waiver/In-kind Service Application, and $2,488.00 of the in-kind services shall be funded from the District 11 In-kind Reserve Fund and $920.00 of the in-kind services shall be funded from the non-ad valorem portion of the Fire Rescue 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 Police Department and the Miami-Dade Fire Rescue Department for the September 13, 2008 "Children's Trust 2008 Family Expo" in an amount not to exceed $3,408.00 to be funded in part from the District 11 In-kind Reserve Fund and in part from the non-ad valorem portion of the Fire Rescue In-kind Reserve Fund.

The Prime Sponsor of the foregoing resolution is Commissioner Joe A. Martinez. It was offered by Commissioner **Rebeca Sosa**, who moved its adoption. The motion was seconded by Commissioner **Jose "Pepe" Diaz** and upon being put to a vote, the vote was as follows:

Bruno A. Barreiro, Chairman **aye**
Barbara J. Jordan, Vice-Chairwoman **aye**

Jose "Pepe" Diaz	**aye**	Audrey M. Edmonson	**aye**
Carlos A. Gimenez	**aye**	Sally A. Heyman	**aye**
Joe A. Martinez	**aye**	Dennis C. Moss	**aye**
Dorrin D. Rolle	**aye**	Natacha Seijas	**absent**
Katy Sorenson	**aye**	Rebeca Sosa	**aye**
Sen. Javier D. Souto	**absent**		

The Chairperson thereupon declared the resolution duly passed and adopted this 7th day of October, 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

By: **Kay Sullivan**
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:

Delores Green
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.

1. Full legal name of the requesting organization: The Children's Trust

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

   - ☐ Not-For-Profit or Tax Exempt
   - ☐ For-Profit
   - ☒ Local Government or Public Entity
   - ☐ Other (specify): Special Taxing District in Miami-Dade

3. Name and contact information for single point of contact (address, phone, fax, e-mail address, etc.) Bristol Public Relations, Inc.
   Eloise E. Rodriguez, Cell. 786.326.2221, Office 305.447.6300, Fax 305.447.6599
   eloise@bristolpr.com

4. Specify fee waiver or in-kind service requested (quantify, if applicable): County services such as police, fire rescue and fire department.

5. Name, date of event, description, and purpose of the event (if event is a fund-raiser, define the beneficiaries): The Children's Trust 2008 Family Expo, Sat, Sept. 13, 2008. This free community event will feature approximately 200 providers, health & social service organizations offering Pre-K registration, KidCare Outreach, Injury Prevention, After School programs, parenting classes, workshops, programs for kids w/special needs clowns, facepainters, storytellers, bounce houses, music and dance performances, arts & crafts, mobile units like HealthConnect on Wheels, Gov. on the Go Bus, Injury Free Mobile Unit, and PIAG Museum. This is a free event for participating and for the public aimed to connect the public with key social and health services, while offering educational & cultural elements for the entire family.

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

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

7. Physical address of event venues (please specify Commission District(s)): Commission District 11
Miami-Dade County Fair & Exposition, 10901 Coral Way, (SW 24 Street) Miami, FL 33165
Event will take place at Arnold Hall.

8. Description of regional or local impact: Individuals and organizations from all throughout Miami-Dade County are expected to attend this free community event.

9. Daily/hourly event schedule, including set-up and breakdown schedule (attach event calendar, if applicable):
Saturday, September 13, 2008, 10 a.m. - 6 p.m.
Set up all day Friday, Sept. 12, 2008 & Breakdown by Monday Sept. 15, 2008.

10. Detailed description of event venues (map or schematic of event venues, access points, surrounding roadways and traffic flow diagrams, if applicable): Floor plans of Arnold Hall and aerial map attached.

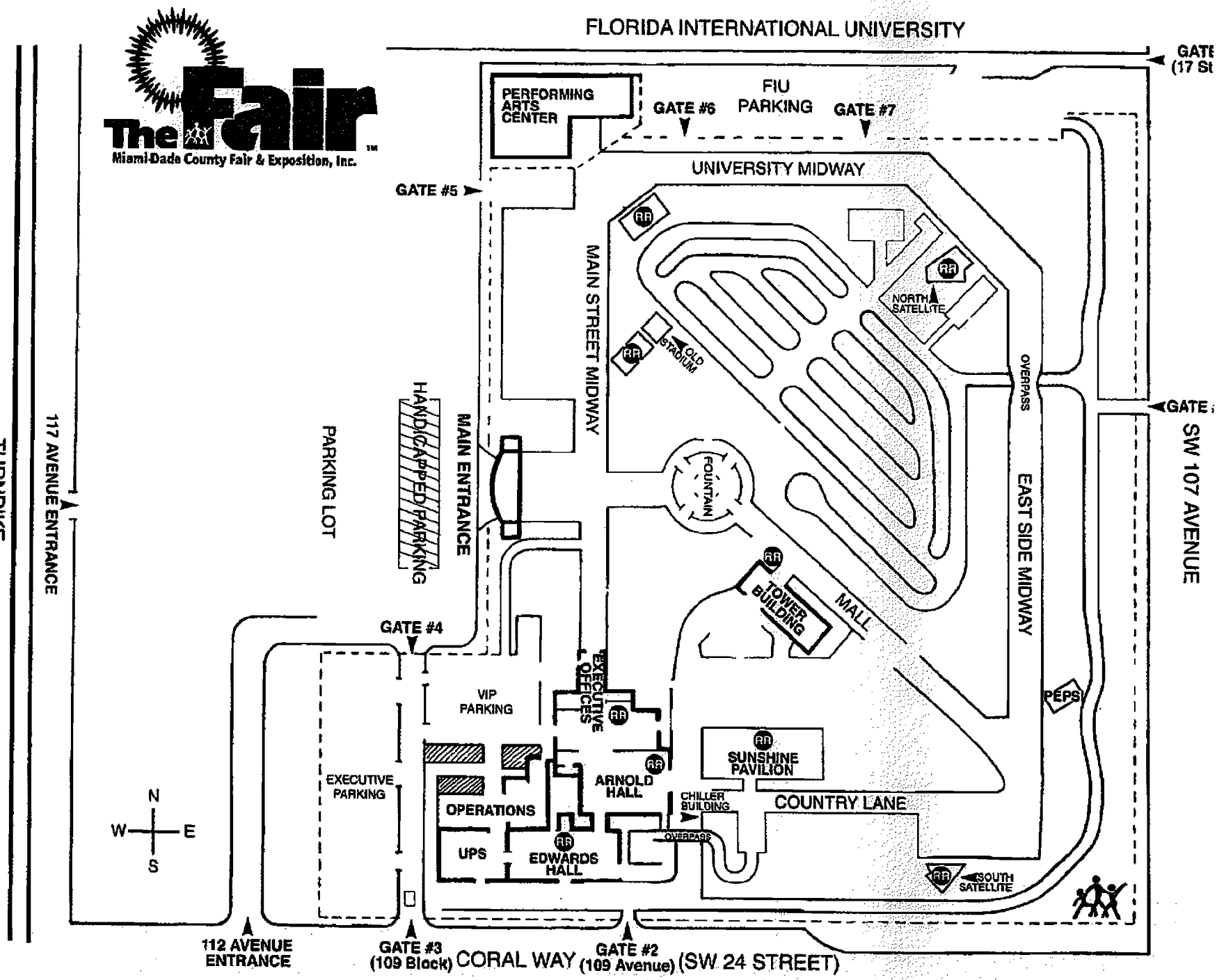
11. Expected number of participants and estimated attendance (per day, if applicable): Approximately 200 organizations will be participating & approximately 7,500 are expected.

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

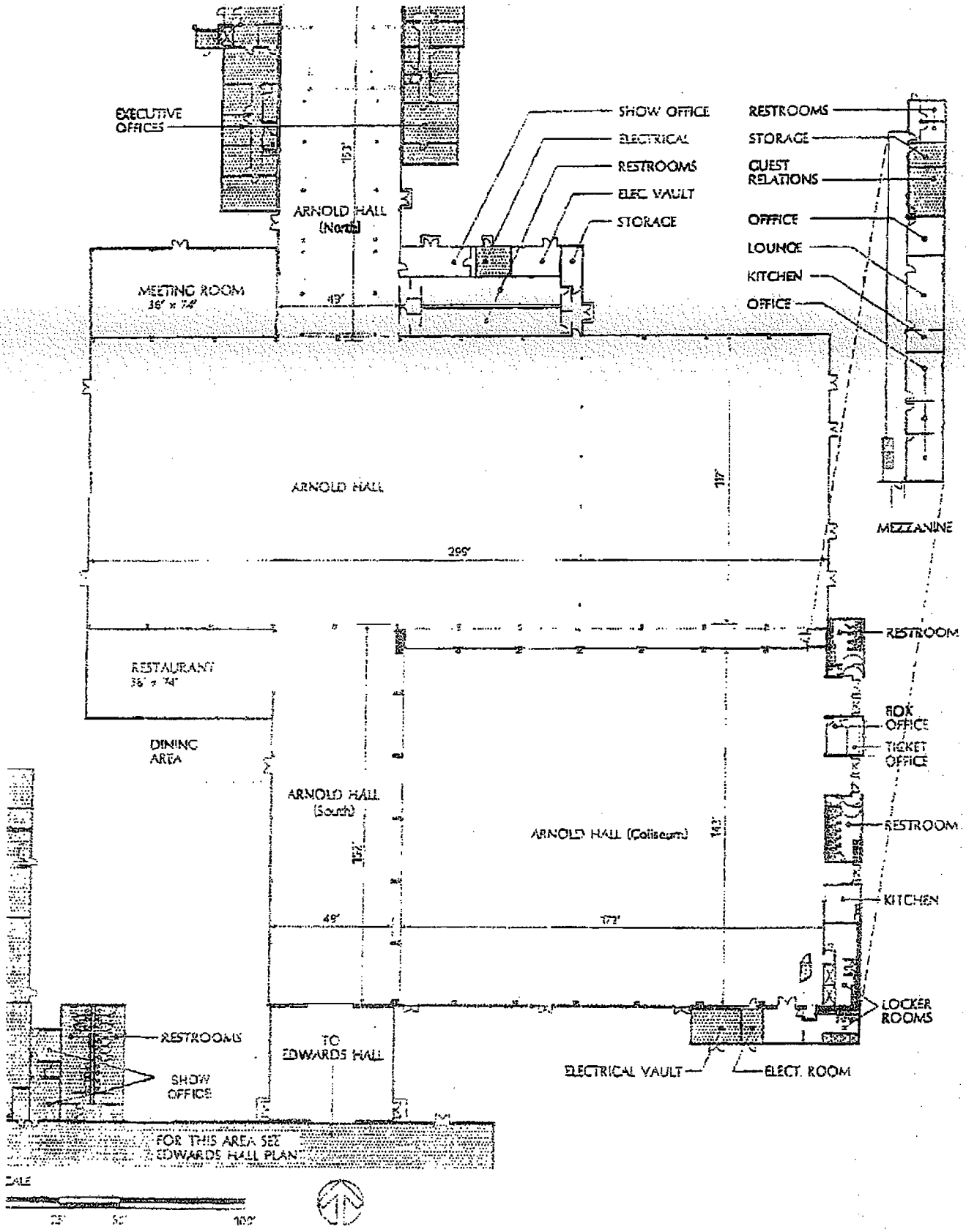
I hereby certify that all the statements made in this application are true and correct.

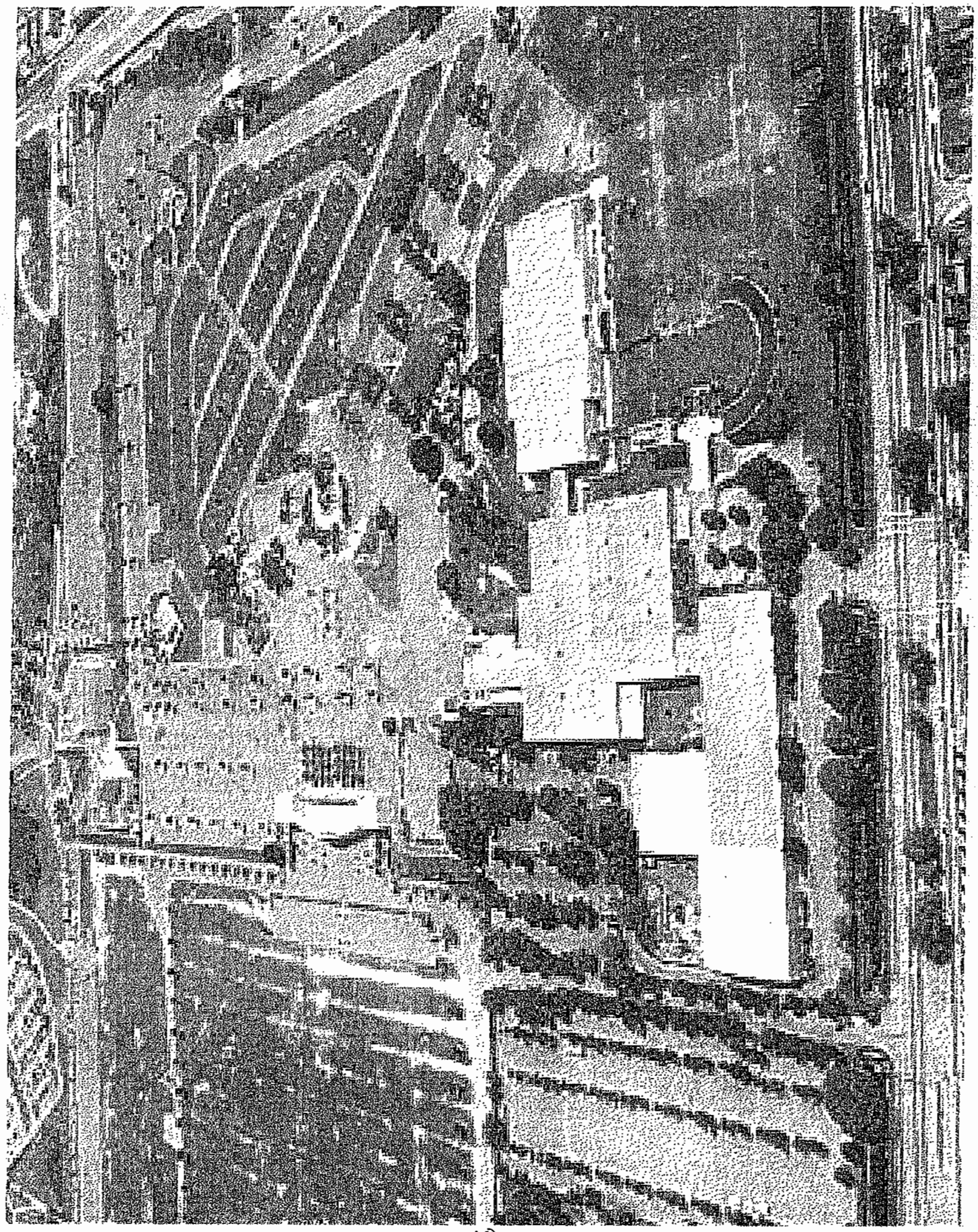
Signature of Authorized Representative

7/21/08
Date


The Fair
Miami-Dade County Fair & Exposition, Inc.
FLORIDA INTERNATIONAL UNIVERSITY
GATE (17 St
PERFORMING ARTS CENTER
GATE #6
FIU PARKING
GATE #7
UNIVERSITY MIDWAY
GATE #5
MAIN STREET MIDWAY
NORTH SATELLITE
OLD STADIUM
OVERPASS
GATE
SW 107 AVENUE
HANDICAPPED PARKING
MAIN ENTRANCE
PARKING LOT
FOUNTAIN
EAST SIDE MIDWAY
TOWER BUILDING
MALL
TURNPIKE
117 AVENUE ENTRANCE
GATE #4
EXECUTIVE OFFICES
VIP PARKING
PEPS
SUNSHINE PAVILION
EXECUTIVE PARKING
ARNOLD HALL
CHILLER BUILDING
COUNTRY LANE
OPERATIONS
N
W
E
S
UPS
EDWARDS HALL
OVERPASS
SOUTH SATELLITE
112 AVENUE ENTRANCE
GATE #3 (109 Block)
CORAL WAY
GATE #2 (109 Avenue)
(SW 24 STREET)

8


EXECUTIVE OFFICES
ARNOLD HALL (North)
MEETING ROOM 36' x 74'
SHOW OFFICE
ELECTRICAL
RESTROOMS
ELEC. VAULT
STORAGE
RESTROOMS
STORAGE
GUEST RELATIONS
OFFICE
LOUNGE
KITCHEN
OFFICE
MEZZANINE
ARNOLD HALL
299'
RESTROOM
RESTAURANT 36' x 74'
DINING AREA
BOX OFFICE
TICKET OFFICE
ARNOLD HALL (South)
ARNOLD HALL (Coliseum)
RESTROOM
KITCHEN
49'
172'
LOCKER ROOMS
RESTROOMS
SHOW OFFICE
TO EDWARDS HALL
ELECTRICAL VAULT
ELECT. ROOM
FOR THIS AREA SEE EDWARDS HALL PLAN
SCALE



2008 TCT Family Expo Budget	Description & Company	Cost
Venue & Event Requirements		
Arnold Hall at The Miami-Dade County Fair & Expo Center		$ 6,000.00
Insurance	TCT	$ -
Occupational License		$ 75.00
Harrison Electric, Inc.		$ 700.00
Plumber		$ 225.00
Electrician's Contractors Fee		$ 200.00
Cleaning Attendants		$ 1,200.00
Restroom Attendants		$ 700.00
After Cleaning		$ 1,200.00
Restroom Supplies & Trash Liners		$ 300.00
Dumpsters/2 yards		$ 700.00
Webpage		$ 25.00
8 - Parking Attendants		$ 1,500.00
Barricades		$ 100.00
Building Scrubber		$ 500.00
Cones		$ 20.00
Electrical Drops		$ 750.00
Forklift & Operator /Sky Track		$ 300.00
Lattice Panels		$ 150.00
Marquees (107th & 109th Ave.)		$ 400.00
PA System w/one microphone		$ 75.00
Signs on Pedestals - Directional signs		$ 250.00
Stanchions & rope		$ 75.00
Trash Barrels		$ 200.00
Air conditioning & fans for Arnold Hall		$ 6,500.00
20/30 Amps, 50/60 Amps & Lights		$ 2,500.00
Gate Guard Booth		$ 100.00
Signs already made		$ 75.00
	Total In-House Budget	**$ 24,820.00**
Set-Up & Equipment Rentals		
Pipe & draping		$ 5,000.00
Tables with skirts		$ 7,600.00
Pedestal Tables (food area)		$ 1,000.00
Chairs		$ 2,700.00
Easels		$ 200.00
Information Booth Desk		$ 150.00
Walkies/Two-way Radios		$ 250.00
Extension Cords		$ 50.00
Photography & Videography		$ 1,200.00
Phone lines	AT&T Wireless connection, 2 DSL & phone lines	$ 300.00
Southern Electronic Telephone	The Fair's in-house telephone company	$ 150.00
Staging & AV (Main stage & Workshop Room)		$ 7,500.00
Entertainment		
Clowns, face painters & balloon artists		$ 15,000.00
Storytellers		$ 1,300.00
Stilt walkers		$ 1,300.00
Giveaways for Clowns		$ 1,500.00
WLRN - Maya & Miguel		$ 600.00
Misc. Entertainment Expenses		$ 5,000.00
Inflatable Bounce Houses (3) & Rock Wall		$ 4,000.00
Delivery & Power		$ 300.00
Decorations		$ 1,000.00
Balloons		$ 4,000.00
Misc. Expenses		$ 5,000.00

Food & Beverage		
Fair Café In-house catering	no cost - they will sell the food	$ -
Permits		
Miami-Dade County Permits	JEBA Entertainment	$ 4,000.00
Health Permit (Miami-Dade Health Dept.)		
Short-term Permit		
Temporary Food Permit		
Special short-term permit certification stamp for The Fair by their engineer		
Merchandise		
TCT Branded Giveaways		$ 10,000.00
Staff		
Labor for Event Production & Support Staff		$ 58,500.00
Volunteers for Event	Misc. costs	$ 500.00
Day & Overnight Security (private security company) and Gate Guards		$ 4,500.00
Printing, Advertising & Additional Costs		
Signage / Banners	MBS	$ 5,000.00
Graphic Design for Signage & Event Program		$ 5,000.00
Booth & ID Signs		$ 700.00
Event ID Badges		$ 1,000.00
Printing of Event Program		$ 5,000.00
Printing of Flyers for Miami-Dade County Inserts		$ 2,000.00
Courier & Shipping Costs		$ 300.00
Miscellaneous Printing/Copies		$ 500.00
Golf Cart Rental		$ 600.00
Carts for load-in and breakdown		$ 500.00
Incindentals	Fee covers any additional costs that may surface; such as damages, additional electric drops that may be needed, additional printing, etc. This amount will not be utilized, unless necessary.	$ 3,000.00
Police Dept.	Projected if sponsorship not approved.	$ 2,800.00
Fire Rescue Paramedics/Watch Miami-Dade Fire Rescue & Miami-Dade Fire Dept.	Projected if sponsorship not approved.	$ 1,000.00
	Total Expenses for Bristol PR	$ 170,000.00
	Combined Event Total	$ 194,820.00

Memorandum

MIAMI-DADE COUNTY

Date: October 7, 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

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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 has been requested by a not-for-profit organization The Children's Trust for their 2008 Family Expo event held on September 3, 2008.

In-kind services have been requested in an amount not to exceed $2,488 from the Miami-Dade Police Department for police services and $920 from Miami Dade County Fire Department for fire rescue and paramedic services for a total in-kind amount of $3,408. This event will be funded in part from the District 11 in-kind reserve fund and in part from the non-ad valorem portion of the Fire Rescue in-kind reserve fund.

In FY 2007-08, The Children's Trust has received no county funding for this event.

Inkind13308