OFFICIAL FILE COPY
CLERK OF THE BOARD
OF COUNTY COMMISSIONERS
MIAMI-DADE COUNTY, FLORIDA

MEMORANDUM

Agenda Item No. 11(A)(30)

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

DATE: December 2, 2008

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

SUBJECT: Resolution retroactively authorizing in-kind services for the November 8-16, 2008 "Miami Book Fair International event

Resolution No. R-1394-08

The accompanying resolution was prepared and placed on the agenda at the request of Prime Sponsor Chairman Bruno A. Barreiro.

R. A. Cuevas, Jr.
County Attorney

RAC/cp

MEMORANDUM

(Revised)

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

DATE: December 2, 2008

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

SUBJECT: Agenda Item No. 11(A)(30)

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)(30)
12-2-08

RESOLUTION NO. **R-1394-08**

RESOLUTION RETROACTIVELY AUTHORIZING IN-KIND SERVICES FROM THE MIAMI-DADE PUBLIC WORKS DEPARTMENT FOR THE NOVEMBER 8-16, 2008 "MIAMI BOOK FAIR INTERNATIONAL" SPONSORED BY THE MIAMI BOOK FAIR INTERNATIONAL, INC., A NOT-FOR-PROFIT ORGANIZATION, IN AN AMOUNT NOT TO EXCEED $6,000.00 TO BE FUNDED FROM THE COUNTYWIDE IN-KIND RESERVE FUND

WHEREAS, the Miami Book Fair International, Inc. has requested in-kind services from the Miami-Dade Public Works Department for the November 8-16, 2008 Miami Book Fair International event in an amount not to exceed $6,000.00 (see attached Fee Waiver/In-kind Service Application); and

WHEREAS, the Miami Book Fair International is an annual literary festival designed to encourage writing and promote the awareness of literature and books; and

WHEREAS, the Miami Book Fair International, Inc. is a not-for-profit organization; and

WHEREAS, the Miami Book Fair International event is a major event, as defined in the attached Fee Waiver/In-kind Service Application and the in-kind services shall be funded from the Countywide 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 Public Works Department for the November 8-16, 2008 Miami Book Fair International event in an amount not to exceed $6,000.00 to be funded from the Countywide In-kind Reserve Fund.

The Prime Sponsor of the foregoing resolution is Chairman Bruno A. Barreiro. It was offered by Commissioner **Sally A. Heyman**, who moved its adoption. The motion was seconded by Commissioner **Carlos A. Gimenez** 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	**absent**	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	**aye**
Katy Sorenson	**aye**	Rebeca Sosa	**aye**
Sen. Javier D. Souto	**absent**		

The Chairperson thereupon declared the resolution duly passed and adopted this 2nd day of December, 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

Paid - 6,000
Nov 8-16

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: Miami Book Fair International, Inc.

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.): Delia Lopez, Director of Operations, 300 N.E. 2nd Avenue, Miami, FL 33132, (305) 237-3258, (305) 237-3066, (305) 237-3003 fax, dlopez@mdc.edu.

4. Specify fee waiver or in-kind service requested (quantify, if applicable): Waiver for street pole banners installation permit fee.

5. Name, date of event, description, and purpose of the event (if event is a fund-raiser, define the beneficiaries): Miami Book Fair International, celebrating its 25th edition in 2008, is an annual literary festival designed to promote the awareness of literature and books, and to encourage writing. Over the years, the Fair has gained national and international fame as the largest and finest literary event in the nation. As a result, several hundred thousand book lovers and writers from Florida, the U.S., and other countries visit downtown Miami to enjoy more than 350 authors of the caliber of Russell Banks, Mario Batali, Junot Diaz, Edwidge Danticat, Joyce Carol Oates, Amy Tan, Zoe Valdes, Gore Vidal and Terry Tempest Williams who will read from their books or participate in panel discussions in more than 13 different sites located at the Wolfson Campus of Miami Dade College. In addition, visitors may also enjoy the exhibits of more than 200 national and international publishers, booksellers and vendors which are presented in a festival atmosphere during the weekend Street Fair. This year's Fair will take place from November 8–16, 2008, with a Street Fair occurring from November 14th-16th.

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

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Barreto
5

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

7. **Physical address of event venues (please specify Commission District(s)):** Miami Dade College, 300 N.E. 2nd Avenue, Miami, FL 33132, Miami-Dade Commission District # 5.

8. **Description of regional or local impact:** Miami Book Fair International brings the best in contemporary literature to the South Florida area each November. Because of the high quality of our programming, many renowned national and international authors and exhibitors are drawn to the Fair. As a result, book lovers from across the county, state, nation and the world converge on downtown Miami to be stimulated by the numerous author presentations we offer and to take part in the festive atmosphere of our world-famous week-end Street Fair. Hundreds of thousands of Fairgoers positively impact the revenues for our local tourist industry in terms of bookings of hotel rooms, car rentals, meals in local restaurants, and visits to other area attractions.

9. **Daily/hourly event schedule, including set-up and breakdown schedule (attach event calendar, if applicable):** Event Schedule: Saturday, November 8 - Thursday, November 13, 2008 5:00 p.m.—10:00 p.m. and Friday, November 14, 2008—Sunday, November 16, 2008, 8:00—8:00 p.m. Setup starts: November 8, 2008 at 7:00 a.m. Breakdown ends: November 17, 2008 at 12 noon.

10. **Detailed description of event venues (map or schematic of event venues, access points, surrounding roadways and traffic flow diagrams, if applicable):** See attached 2007 Fairgoer's Guide.

11. **Expected number of participants and estimated attendance (per day, if applicable):** 200,000 throughout the eight day event

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

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

Delia Lopez
Signature of Authorized Representative

6/12/08
Date

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Fee Waiver/In-kind Services Application Check List

✓ 1. Is every item on the application completed?

✓ 2. Is the **Full Legal Name** of the organization listed on the application? Example:

- If the legal name of an organization is "We Fight Cancer One Person At a Time, Inc." that is what the application should state and not simply, "We Fight Cancer".

✓ 3. Is a copy of the non-profit status included with the application? A copy of that information can be downloaded from the Florida Corporation's Website:

http://www.sunbiz.org/corpweb/inquiry/cormenu.html

✓ 4. Are the following items indicated:

1. Type of Event (i.e. special, major, district, or small)
2. Applicant Status
3. Name of the Contact person for the organization
4. Physical Address of the Event
5. Specify the fee waiver or in-kind service requested

✓ 5. Have you included an **event budget** for "Special" and "Major" event types?

✓ 6. Has the authorized organization representative signed the application?

NOTE: ALL QUESTIONS MUST BE ANSWERED. IF ANY INFORMATION IS MISSING, THE APPLICATION WILL NOT BE ACCEPTED.

For OSBM Staff Use Only

____ Complete package received

____ Incomplete package, return to _____ District _____

Reason(s): _____

_____

00058

Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 04/05
09/21/07

85-8013887198C-0	07/17/2007	07/31/2012	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

MIAMI BOOK FAIR INTERNATIONAL INC
300 NE 2ND AVE
MIAMI FL 33132-2204

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.

Important Information for Exempt Organizations

DR-14
R. 04/05

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (FAC).

2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.

3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.

4. This exemption applies only to purchases your organization makes. The sale or lease to others by your organization of tangible personal property, sleeping accommodations or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, FAC).

5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third degree felony. Any violation will necessitate the revocation of this certificate.

6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Central Registration at 850-487-4130. The mailing address is PO BOX 6480, Tallahassee, FL 32314-6480.

Miami Book Fair International
2008 - 2009 Projected Budget

Revenues	
Admission	$105,000
Exhibitor Fees	117,000
Pavilion Fees	25,000
Contracted Services: Food Vendors	25,000
Corporate Contributions	300,000
Friends of the Book Fair	90,000
Foundations/Individual	5,000
Fundraising Effort: Inaguration	22,500
Other Revenues (CD bank interest)	5,000
Advertising (Fairgoer's Guide and Commerative Program)	15,000
Accessories Sales - Merchandise	6,000
Book Sales	85,000
Subtotal	**$800,500**
State	
Cultural Support	$10,000
Local - Miami-Dade Cultural Affairs (Festival Grant)	70,000
Miami-Dade Cultural Affairs (Tourist Development Grant)	18,000
Miami-Dade County (Community-Based Orgs)	65,000
Miami-Dade County Public Schools	22,500
Downtown Development Corp	10,000
City of Miami -- Mayor's Siganture Event	0
City of Miami -- Parking Authority	5,000
Miami Dade County - Commissioner's Discretionary Fund	20,000
MDC Odyssey W51021	388,316
MDC Odyssey W41318	200,000
Non-Endowed Operating Account	150,000
Foundation Endowment Account Interest Generated	0
Subtotal	**$958,816**
Total Revenues	**$1,759,316**
Expenses	
Accounting (including audit)	$16,000
Accessories Purchases	7,500
Advertising	60,000
Authors' Honoraria	30,000

Authors' Lodging	50,000
Authors' Incidentals	14,000
Authors' Travel	49,000
Bank Charges	7,000
Book Purchases	60,000
Book Purchases for School	10,000
Catering	33,000
City Services/Fees	12,600
Contracted Services- Publicist	25,000
Contracted Services - Book Sales	38,000
Contracted Services - Copywriter	18,000
Contracted Services - Event Technical Assistance	20,000
Contracted Svcs - Web/Photography/Clerical/Other	118,000
Contracted Services - Promotion Coordinator/Pavilion Coordinator	25,000
Contracted Svcs - Translation Market/25 Anniversay Project	40,000
College OT & Part time	105,000
Cultural Programming	30,000
Deliveries/Freight/Shipping/Postage	20,000
Equipment Purchase	0
Insurance	14,000
Miscellaneous	0
Office Supplies & Stationery	12,000
Printing -- General	75,000
Printing -- Commemorative Program	15,000
Printing - - Fairgoers Guides	190,000
Program Supplies & Materials	46,000
Promotion - - Other	43,000
Public Relations/Hospitality	0
Rentals - - Equip./Tents /	147,000
Rentals- plants	3,000
Rentals - Storage	3,500
Salaries - Administrative	291,316
Salaries - Part time	0
Security - City of Miami Police Officers	48,000
Taxes	6,000
Telephone	1,000
Translation Services	3,000
Transportation	3,000
Travel - - Board/Staff/Chairs	10,000
Total Expenses	**$1,698,916**

Revenue	**$1,759,316**
Expenses	**$1,698,916**
	60,400

Rodriguez, Nadia (OSBM)

From: Rodriguez, Orky (PWD)
Sent: Monday, September 29, 2008 1:45 PM
To: Rodriguez, Nadia (OSBM)
Subject: RE: waiver of permit fees

FY08-09 = $6,000

From: Rodriguez, Orky (PWD)
Sent: Friday, September 19, 2008 4:27 PM
To: Rodriguez, Nadia (OSBM)
Subject: FW: waiver of permit fees

From: Elliot, Ryan D. (OSBM)
Sent: Thursday, September 18, 2008 1:52 PM
To: Rodriguez, Orky (PWD)
Cc: Avalo, Marlene (Office of the Chair); Alvarez, Ana (PWD)
Subject: RE: waiver of permit fees

Ok, thanks, save the email for the record.

From: Rodriguez, Orky (PWD)
Sent: Thursday, September 18, 2008 1:52 PM
To: Elliot, Ryan D. (OSBM)
Cc: Avalo, Marlene (Office of the Chair); Alvarez, Ana (PWD)
Subject: RE: waiver of permit fees

The expense for last year on this event was $6,000.

From: Elliot, Ryan D. (OSBM)
Sent: Thursday, September 18, 2008 1:48 PM
To: Rodriguez, Orky (PWD)
Cc: Avalo, Marlene (Office of the Chair)
Subject: RE: waiver of permit fees

No, we will provide a reimbursement at the end of the year. What is the amount?

From: Rodriguez, Orky (PWD)
Sent: Thursday, September 18, 2008 1:44 PM
To: Elliot, Ryan D. (OSBM)
Cc: Avalo, Marlene (Office of the Chair)
Subject: RE: waiver of permit fees

Ryan, are you providing the index code? 12

FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS

Detail by Entity Name

Florida Non Profit Corporation

MIAMI BOOK FAIR INTERNATIONAL, INC.

Filing Information

Document Number	N03110
FEI Number	592415165
Date Filed	05/16/1984
State	FL
Status	ACTIVE
Last Event	AMENDMENT
Event Date Filed	09/27/1985
Event Effective Date	NONE

Principal Address

300 NE 2ND AVE
SUITE 5501
MIAMI FL 33132-2297 US

Changed 03/09/2006

Mailing Address

300 NE 2ND AVE
SUITE 5501
MIAMI FL 33132-2297 US

Changed 03/09/2006

Registered Agent Name & Address

MIAMI DADE COLLEGE
300 NE SECOND AVENUE, SUITE 5501
MIAMI FL 33132 US

Name Changed: 01/14/2005

Address Changed: 03/09/2006

Officer/Director Detail

Name & Address

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Title DC

KAPLAN, MITCHELL
296 ARAGON AVENUE
CORAL GABLES FL 33134

Title D

SKIGEN, BARBARA
592 NW 60TH STREET
MIAMI FL

Title DT

AGYEMAN, JANELL WALDEN
990 N.W. 82 TERRACE
MIAMI FL 33138

Title DS

INTERIAN, ALINA
300 NE 2ND AVE. 5501
MIAMI FL 33132-2296

Annual Reports

Report Year	Filed Date
2006	03/09/2006
2007	02/13/2007
2008	01/22/2008

Document Images

01/22/2008 -- ANNUAL REPORT	View image in PDF format
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06/27/2003 -- ANNUAL REPORT	View image in PDF format
05/30/2002 -- ANNUAL REPORT	View image in PDF format
04/10/2001 -- ANNUAL REPORT	View image in PDF format
05/30/2000 -- ANNUAL REPORT	View image in PDF format
03/05/1999 -- ANNUAL REPORT	View image in PDF format
02/06/1998 -- ANNUAL REPORT	View image in PDF format
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Note: This is not official record. See documents if question or conflict.

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Date: December 2, 2008

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

From: George M. Burgess
County Manager

Subject: Countywide In-Kind Reserve Request 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 countywide in-kind reserve balance allows for the funding of this request.

Background

A waiver for in-kind services has been requested by a not-for-profit organization the Miami Book Fair International, Inc. for the "Annual Literary Festival" scheduled for November 8-16, 2008.

In-kind services have been requested in an amount not to exceed $6,000 from the Miami-Dade County Public Works Department for permit fees. This event will be funded from the countywide in-kind reserve.

In FY 2008-09, the Miami Book Fair International, Inc. has received $92,306 from the Department of Cultural Affairs and $65,625 from the General Fund.

Inkind1309