

**MEMORANDUM**

Agenda Item No. 11(A)(34)

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**TO:** Honorable Chairman Dennis C. Moss  
and Members, Board of County Commissioners

**DATE:** March 3, 2009

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

**SUBJECT:** Resolution authorizing in-kind  
services for the April 3, 2009  
"Field Day" sponsored by  
Highland Oaks Middle School  
**Resolution No. R-255-09**

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



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

RAC/jls



# MEMORANDUM

(Revised)

TO: Honorable Chairman Dennis C. Moss      DATE: March 3, 2009  
and Members, Board of County Commissioners

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

SUBJECT: Agenda Item No. 11(A)(34)

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 Mayor'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)(34)  
3-3-09

RESOLUTION NO. R-255-09

RESOLUTION AUTHORIZING IN-KIND SERVICES FROM THE MIAMI-DADE PARK AND RECREATION DEPARTMENT FOR THE APRIL 3, 2009 "FIELD DAY" SPONSORED BY HIGHLAND OAKS MIDDLE SCHOOL IN AN AMOUNT NOT TO EXCEED \$1,155.00 TO BE FUNDED FROM THE DISTRICT 4 IN-KIND RESERVE FUNDS

**WHEREAS**, the Highland Oaks Middle School, has requested in-kind services from the Miami-Dade Park and Recreation Department for the April 3, 2009 "Field Day" event in an amount not to exceed \$1,155.00 (see attached Fee Waiver/In-kind Service Application); and

**WHEREAS**, the purpose of the "Field Day" event is to reward students, teachers and staff for all of their hard work in preparing for and completing the state-mandated FCAT exams; and

**WHEREAS**, the "Field Day" event is a district event, as that term is defined on the attached Fee Waiver/In-kind Service Application, and \$1,155.00 of the in-kind services shall be funded from the District 4 In-kind Reserve Funds,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA**, that this Board authorizes in-kind services from the Miami-Dade Park and Recreation Department for the April 3, 2009 "Field Day" event in an amount not to exceed \$1,155.00 to be funded from the District 4 In-kind Reserve Funds.

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

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

The Chairperson thereupon declared the resolution duly passed and adopted this 3<sup>rd</sup> day of March, 2009. 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  
COMMISSIONER SALLY A. HEYMAN  
111 N.W. 1<sup>ST</sup> STREET, # 220  
MIAMI, FL 33128  
305-375-5128 FAX: 305-372-6179

DOWNTOWN OFFICE FACSIMILE TRANSMITTAL SHEET

TO: Nadia/Amanda	FROM: Margot Mankes, Aide
COMPANY: OSBM	DATE: 1/20/2009
FAX NUMBER: 305.375.5168	TOTAL NO. OF PAGES INCLUDING COVER: 5
PHONE NUMBER:	SENDER'S FAX NUMBER: 305-372-6179
RE: Highland Oaks Middle School In-Kind Forms	SENDER'S PHONE NUMBER: 305-375-5128

URGENT     FOR REVIEW     PLEASE COMMENT     PLEASE REPLY     PLEASE RECYCLE

Good morning,

Attached please find the In-Kind application form, equipment confirmation form, and cost for the showmobile.

Should you have any questions please contact Mary Ferreiro at x 5128.

Thank you.

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

Pages - 1, 65, 413

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) 375-2835  
Fax: (305) 375-3968

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.)

1. Full legal name of the requesting organization: ~~Kelle Anne George~~ Highland Oaks Middle School

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

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

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 33179, (305) 949-3678, nmbkelle@aol.com, representing Highland Oaks Middle School, 2375 NE 203<sup>rd</sup> Street, North Miami Beach, FL 33180, (305) 932-3810, Dawn Baglos, Principal

4. Specify fee waiver or in-kind service requested (quantify, if applicable): Fee waived in the amount of \$968 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 Friday, April 3, 2009 from 11:00 a.m. to 3:40 p.m. This event is a yearly reward for the school's 1,800++ 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

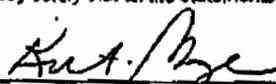
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Heyman  
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MIAMI-DADE COUNTY  
FEE WAIVER-IN-KIND SERVICES APPLICATION

8. Description of regional or local impact: "Field Day" is a yearly reward for the 1,800+ students of Highland Oaks Middle School, and over the years has turned into a community service event for the students of HOM 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 Friday, April 3, 2009, from 11:00 a.m. to 3:40 p.m. Set-up begins that morning at 7:00 a.m. and clean-up is completed 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): 1,800+ (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 (\$4,350), and the county required park permit (\$25). 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 was able to recoup some of the monies that was paid out towards the cost of the event.

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

  
Signature of Authorized Representative

1-15-2009  
Date

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# 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: Kelle Arne George, c/o Highland Oaks Middle School Parent Teacher Association

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

BILLING ADDRESS/ ZIP CODE: Highland Oaks Middle School, 2375 NE 203<sup>rd</sup> Street, North Miami Beach, FL 33180

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: Tuesday, January 14, 2009  
DATE (S) & TIME OF EVENT: Friday, April 3, 2009, 11:00 a.m. - 3:40 p.m.  
SET-UP TIME & DAY: Friday, April 3, 2009, must be set-up by 10:00 a.m.  
TAKE-DOWN & DAY: Friday, April 3, 2009, anytime after 3:40 p.m.

CONTACT PERSON/PHONE: Kelle George, home (305) 949-3678  
AT SITE CONTACT/CELL PHONE #: Kelle George, (305) 303-6900

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 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 \_\_\_\_\_ Signature [Signature] 1-15-2009  
\*(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.**

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**Ferreiro, Maria (DIST4)**

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**From:** Amador, Margaret (DIST4)  
**Sent:** Thursday, January 15, 2009 12:26 PM  
**To:** Showmobile (MDPR)  
**Cc:** Ferreiro, Maria (DIST4)  
**Subject:** FW: Show-mobile Request Highland Oaks Middle School - Spirit Week  
**Importance:** High  
**Attachments:** Equipment Confirmation Form Stage 09.doc

Hi Tim,

Here's the emailed version w/o signature. She will be faxing you the signed copy as well. Please reserve the

Medium Showmobile

April 3, 2009  
9 a.m. - 4 p.m.

Cost: \$1,155

Thanks!!!

Margie Amador Robinson, Aide  
Miami-Dade Commissioner Sally A. Heyman  
1100 NE 163rd Street, #303  
North Miami Beach, FL 33162  
305-787-5999 Fax: 305-787-5998  
amadorm@miamidade.gov

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**From:** Amador, Margaret (DIST4)  
**Sent:** Thursday, January 15, 2009 11:22 AM  
**To:** Ferreiro, Maria (DIST4)  
**Subject:** FW: Show-mobile Request Highland Oaks Middle School - Spirit Week  
**Importance:** High

Sally has approved this and I've already reserved it. The cost is \$1,155 - this is for your records.

Margie Amador Robinson, Aide  
Miami-Dade Commissioner Sally A. Heyman  
1100 NE 163rd Street, #303  
North Miami Beach, FL 33162  
305-787-5999 Fax: 305-787-5998  
amadorm@miamidade.gov

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**From:** Nmbkelle@aol.com [mailto:Nmbkelle@aol.com]  
**Sent:** Wednesday, January 14, 2009 12:44 AM  
**To:** Amador, Margaret (DIST4)  
**Subject:** Show-mobile Request

1/16/2009

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# Memorandum



**Date:** March 3, 2009

**To:** Honorable Chairman Dennis C. Moss  
and Members, Board of County Commissioners

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

A handwritten signature in black ink, appearing to read "George M. Burgess", written over the printed name in the "From:" field.

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

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## 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 waiver for in-kind services is being requested by a not-for-profit organization the Highland Oaks Middle School for their "Field Day" event scheduled for April 3, 2009.

In-kind services have been requested in an amount not to exceed \$1,155 from the Miami-Dade Park and Recreation Department for the use of a medium showmobile. This event will be funded from District 4 in-kind reserve funds.

In FY 2008-09, Highland Oaks Middle School has received no county funding for this event.

Inkind05009