

## MEMORANDUM

Agenda Item No. 11(A)(24)

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

**DATE:** May 4, 2010

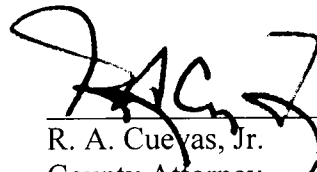
**FROM:** R. A. Cuevas, Jr.  
County Attorney

**SUBJECT:** Resolution retroactively  
authorizing in-kind services  
for the March 14, 2010  
"4<sup>th</sup> Annual Arts Festival"

**Resolution No. R-542-10**

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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/up




# MEMORANDUM

(Revised)

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

**DATE:** May 4, 2010

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

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

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
- Ordinance creating a new board requires detailed County Manager'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  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 11(A) (24)  
5-4-10

RESOLUTION NO. R-542-10

RESOLUTION RETROACTIVELY AUTHORIZING IN-KIND SERVICES FROM THE MIAMI-DADE PARK AND RECREATION DEPARTMENT FOR THE MARCH 14, 2010 “4<sup>TH</sup> ANNUAL ARTS FESTIVAL” SPONSORED BY THE TOWN OF SURFSIDE, IN AN AMOUNT NOT TO EXCEED \$1,300.00 TO BE FUNDED FROM THE UNSPENT BALANCE OF THE DISTRICT 4 FY 2008-09 IN-KIND RESERVE FUND

**WHEREAS**, the Town of Surfside has requested in-kind services from the Miami-Dade Park and Recreation Department for the March 14, 2010 “4<sup>th</sup> Annual Arts Festival” in an amount not to exceed \$1,300.00 (see attached Fee Waiver/In-kind Service Application); and

**WHEREAS**, the “4<sup>th</sup> Annual Arts Festival” gives residents and visitors an opportunity to enjoy the arts; and

**WHEREAS**, this year’s festival will also celebrate Surfside’s 75<sup>th</sup> anniversary; and

**WHEREAS**, the “4<sup>th</sup> Annual Arts Festival” is a district event, as that term is defined on the attached Fee Waiver/In-kind Service Application, and \$1,300.00 of the in-kind services shall be funded from the unspent balance of the District 4 FY 2008-09 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 14, 2010 “4<sup>th</sup> Annual Arts Festival” in an amount not to exceed \$1,300.00 to be funded from the unspent balance of the District 4 FY 2008-09 In-kind Reserve Fund.

The Prime Sponsor of the foregoing resolution is Commissioner Sally A. Heyman. It was offered by Commissioner **Dorrin D. Rolle**, who moved its adoption. The motion was seconded by Commissioner **Dennis C. Moss** 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>absent</b>		
Bruno A. Barreiro	<b>aye</b>	Audrey M. Edmonson	<b>aye</b>
Carlos A. Gimenez	<b>aye</b>	Sally A. Heyman	<b>absent</b>
Barbara J. Jordan	<b>aye</b>	Joe A. Martinez	<b>aye</b>
Dorrin D. Rolle	<b>aye</b>	Natacha Seijas	<b>aye</b>
Katy Sorenson	<b>aye</b>	Rebeca Sosa	<b>aye</b>
Sen. Javier D. Souto	<b>aye</b>		

The Chairperson thereupon declared the resolution duly passed and adopted this 4<sup>th</sup> day of May, 2010. 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: **DIANE COLLINS**  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.

GKS

Gerald K. Sanchez

*ParkS  
1300*

MIAMI-DADE COUNTY  
FEE WAIVER/IN-KIND SERVICES APPLICATION  
FY 2008-09

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 Strategic Business Management  
111 N.W. 1<sup>st</sup> 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 Heyman

1. Full legal name of the requesting organization: TOWN OF SURFSIDE TOURIST BUREAU

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.): \_\_\_\_\_

DUNCAN TAVARES, TOURIST BUREAU DIRECTOR  
TOWN OF SURFSIDE, 9293 HARDING AVE, SURFSIDE FL 33154  
OFFICE: (305) 864-0722 / CELL: (786) 390-4507  
DTAVARES@TOWNOFSURFSIDEFL.GOV

4. Specify fee waiver or in-kind service requested (quantify, if applicable): \_\_\_\_\_

\$1300.00 Small show mobile

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FEE WAIVER/IN-KIND SERVICES APPLICATION  
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5. Name, date of event, description, and purpose of the event (if event is a fund-raiser, define the beneficiaries): \_\_\_\_\_

SURESIDE 14<sup>TH</sup> ANNUAL ARTS FESTIVAL  
SAT MARCH 13<sup>TH</sup> + SUN MARCH 14<sup>TH</sup>, 2010  
IN ADDITION TO PROVIDE A VENUE FOR THE CULTURAL  
ARTS AND BRINGING RESIDENTS AND VISITORS TO SURESIDE'S  
DOWNTOWN DISTRICT, THIS YEAR'S EVENT WILL HIGHLIGHT  
A MEMORABLEA DISPLAY FOR THE TOWN'S 75<sup>TH</sup> ANNIVERSARY.

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

95<sup>TH</sup> ST. AT COLLINS AVE  
SURESIDE FL 33154

8. Description of regional or local impact: \_\_\_\_\_

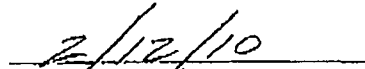
9. Daily/hourly event schedule, including set-up and breakdown schedule (attach event calendar, if applicable): \_\_\_\_\_

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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); \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 11. Expected number of participants and estimated attendance (per day, if applicable); \_\_\_\_\_  
\_\_\_\_\_
  
- 12. Itemized budget, including total event budget, total budget of host organization, if applicable, and total commitment of resources (attach additional pages as needed); \_\_\_\_\_  
\_\_\_\_\_

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

  
Signature of Authorized Representative

  
Date



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

## EQUIPMENT (S) CONFIRMATION FORM

ORGANIZATION/AGENCY: TOWN OF SURSIDE  
TOURIST BUREAU

EQUIPMENT REQUESTED: SMALL SHOWMOBILE

NAME OF PERSON RESPONSIBLE FOR THIS BILL: Comm. Heyman

OR INDEX CODE (MIAMI-DADE AGENCIES ONLY): \*CCCENT 010496\*  
- only to be charged \$1300-

BILLING ADDRESS/ZIP CODE: 33128

NAME/TITLE OF THE EVENT: SURSIDE 40<sup>TH</sup> ANNUAL  
ARTS FESTIVAL

ADDRESS OF EVENT: 95<sup>TH</sup> ST. AT COLLINS AVE.

TODAY'S DATE: \_\_\_\_\_ DATE (S) & TIME OF EVENT: SAT MAR 13<sup>TH</sup> + SUN MAR 14<sup>TH</sup>

SET-UP TIME & DAY: 7 AM SAT MAR 13<sup>TH</sup> '10 2010

TAKE-DOWN TIME & DAY: 7 PM SUN MAR 14<sup>TH</sup> '10

CONTACT PERSON/PHONE: Duncan Tavares

AT SITE CONTACT/CELL PHONE#: (786) 390-1407

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 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]

\*(SEE FEE SCHEDULE FOR EXACT CHARGES) Agency/Group: \_\_\_\_\_

**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.

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

\* Heyman Budget  
\* only to be  
charged \$1300 \*

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## Rodriguez, Nadia (OSBM)

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**From:** Byrnes, Timothy (MDPR)  
**Sent:** Thursday, February 18, 2010 2:21 PM  
**To:** Rodriguez, Nadia (OSBM)  
**Cc:** Gonzalez, Ana (MDPR); Parrado, George (MDPR); Seymour, Kesha (MDPR)  
**Subject:** RE: in-kind requests  
**Attachments:** RE: District 3 In-Kind - MLK Parade

Nadia,  
Per your request please find below the requested cost estimates

Tim Byrnes, Tropical Park/Trail Glades Range/Showmobile Service Area Manager  
Miami-Dade County Park and Recreation Department  
Tropical Park 7900 SW 40th Street, Miami, FL 33155  
305-226-8315 Phone, 305-553-8511 Fax  
[www.miamidade.gov/parks](http://www.miamidade.gov/parks)  
"Delivering Excellence Every Day"

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**From:** Rodriguez, Nadia (OSBM)  
**Sent:** Thursday, February 18, 2010 11:37 AM  
**To:** Byrnes, Timothy (MDPR)  
**Subject:** in-kind requests

Tim,

I need the following estimates:

- Town of Surfside\_3/13 showmobile small one day rental \$1,300.00
- Cancer Society\_Kendall Relay 3/20 stage 24' X 40', and showmobile small two days \$3,610.00
- Juvenile Diabetes Foundation \_ 3/20 not a showmobile sound event
- Martin Luther King Parade \_1/18 showmobiles (3), sound system medium (3), Generators (3), and electrical distribution panels (4) \$13,500, please see attached e-mail
- Liga Contra el Cancer \_ Mayor sponsored stadium rental, open area fee, staff cost, supply cost, stage 24' X 40' , and generator \$3,809.85


*Nadia L. Rodriguez  
Office of Strategic Business Management  
111 NW 1 St, 22nd Floor  
Miami, FL 33128  
Tel: (305) 375-4183*

# Memorandum



**Date:** May 4, 2010

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

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

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

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## Recommendation

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

## Background

A retroactive waiver for in-kind services has been requested by the Town of Surfside for their "4<sup>th</sup> Annual Arts Festival" event held on March 14, 2010.

In-kind services have been requested in an amount not to exceed \$1,300 from the Miami-Dade Park and Recreation Department for the use of a small show mobile. This event will be funded from the unspent balance of the District 4 FY 2008-09 in-kind reserve fund.

In FY 2009-10, the Town of Surfside received no funding for this event.

Inkind03710