

MEMORANDUM

Agenda Item No. 11(A)(26)

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 26, 2010
"Field Day"

Resolution No. R-544-10

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) (26)

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)(26)
5-4-10

RESOLUTION NO. **R-544-10** _____

RESOLUTION RETROACTIVELY AUTHORIZING IN-KIND SERVICES FROM THE MIAMI-DADE PARK AND RECREATION DEPARTMENT FOR THE MARCH 26, 2010 "FIELD DAY" SPONSORED BY THE HIGHLAND OAKS MIDDLE SCHOOL, IN AN AMOUNT NOT TO EXCEED \$500.00 TO BE FUNDED FROM THE UNSPENT BALANCE OF THE DISTRICT 4 FY 2008-09 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 26, 2010 "Field Day" in an amount not to exceed \$500.00 (see attached Fee Waiver/In-kind Service Application); and

WHEREAS, the "Field Day" is an event which gives students who have successfully studied for and completed the FCAT exam an opportunity to enjoy sports and recreational activities; and

WHEREAS, the "Field Day" is a district event, as that term is defined on the attached Fee Waiver/In-kind Service Application, and \$500.00 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 26, 2010 "Field Day" in an amount not to exceed \$500.00 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	aye	
	Jose "Pepe" Diaz, Vice-Chairman	absent	
Bruno A. Barreiro	aye	Audrey M. Edmonson	aye
Carlos A. Gimenez	aye	Sally A. Heyman	absent
Barbara J. Jordan	aye	Joe A. Martinez	aye
Dorrin D. Rolle	aye	Natacha Seijas	aye
Katy Sorenson	aye	Rebeca Sosa	aye
Sen. Javier D. Souto	aye		

The Chairperson thereupon declared the resolution duly passed and adopted this 4th 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

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. 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 20 days prior to event date.)

Note: Event budget must be included for "Special" and "Major" event types.

Commissioner sponsoring event Commissioner Jally Heyman
Miami Dade County Public Schools -
1. Full legal name of the requesting organization: Highland Oaks Middle School.

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.): Ms. Kelle
Anne George, 2148 NE 1831st Street, North
Miami Beach, FL 33179, mobile phone 786-
291-6211.

4. Specify fee waiver or in-kind service requested (quantify, if applicable): Requesting \$500.00
Sponsorship fee for MDC Parks + Rec
stage; school will be paying \$290.00
towards total cost of \$790.00

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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): Highland Oaks Middle School "Field Day" will be held on Friday, 3/26/10 from 10:30 am - 3:40 pm; Field Day is an all-day, outside, carnival-style, sports + recreation event that is for the students, teachers + staff of H.O.M. for successfully preparing for, and completing, the state required FEAT exams.

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)): "Field Day" is held at The Miami-Dade County Highland Oaks Park, located at 20300 NE 24th Avenue, in North Miami Beach (NE Dade County).

8. Description of regional or local impact: This event strictly impacts only the students, teachers + staff of Highland Oaks Middle School; this event is not open to the general public.

9. Daily/hourly event schedule, including set-up and breakdown schedule (attach event calendar, if applicable): "Field Day" itself runs from 10:30 am to 3:40 pm; set-up begins at 8:00 am, and break-down is usually complete between 4:30 - 5:00 pm.

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FEE WAIVER/MIN-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): Event Features Rental items from "OFF the Wall Entertainment," the mid-e stage, a Food + Beverage area (for school lunches) and a Sports + Recreation area for structure. Flag Football games run by the MTR-J.C.C.
11. Expected number of participants and estimated attendance (per day, if applicable): one Day event with estimated attendance of 1,800.
12. Itemized budget, including total event budget, total budget of host organization, if applicable, and total commitment of resources (attach additional pages as needed): please see attached Budget.

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

Kurt. Pyle
Signature of Authorized Representative

2/23/10
Date



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

EQUIPMENT (S) CONFIRMATION FORM

ORGANIZATION/AGENCY: Highland Oaks Middle School

EQUIPMENT REQUESTED: Stage 24' x 40'

NAME OF PERSON RESPONSIBLE FOR THIS BILL: Kelle George, Highland Oaks Middle School Parent Teacher Association

OR INDEX CODE (MIAMI-DADE AGENCIES ONLY): N/A

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

NAME/TITLE OF THE EVENT: Field Day

ADDRESS OF EVENT: Highland Oaks Park 20300 NE 24th Ave North Miami Beach, FL 33180

TODAY'S DATE: 02/16/10 DATE (S) & TIME OF EVENT: 03/26/10 11:00 AM - 3:40 PM

SET-UP TIME & DAY: 03/26/10 8:00AM

TAKE-DOWN TIME & DAY: 03/26/10 4:00 PM

CONTACT PERSON/PHONE: Kelle George (786) 291-6211

AT SITE CONTACT/CELL PHONE#: Same as above

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: \$290.00 Invoice

Signature: _____

*(SEE FEE SCHEDULE FOR EXACT CHARGES)

Kelle George

Agency/Group: Highland Oaks Middle School PTA

CANCELLATIONS MUST BE MADE 72 HOURS IN ADVANCE OF THE EVENT BY FAX OR EMAIL OTHERWISE EXPECT TO BE CHARGED

½ (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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AND SOUND PRODUCTION**
(305) 226-8315 Ext. 224/(305) 553-8511 (Fax)

EQUIPMENT (S) CONFIRMATION FORM

ORGANIZATION/AGENCY: Highland Oaks Middle School

EQUIPMENT REQUESTED: Stage 24' x 40'

NAME OF PERSON RESPONSIBLE FOR THIS BILL: Commissioner Sally Heyman,
Commission District #4

OR INDEX CODE (MIAMI-DADE AGENCIES ONLY): N/A

BILLING ADDRESS/ZIP CODE: 1100 NE 163rd Street Suite #303 North Miami Beach, FL
33162

NAME/TITLE OF THE EVENT: Field Day

ADDRESS OF EVENT: Highland Oaks Park 20300 NE 24th Ave North Miami Beach, FL 33180

TODAY'S DATE: 01/11/10 DATE (S) & TIME OF EVENT: 03/26/10 11:00 AM - 3:40 PM

SET-UP TIME & DAY: 03/26/10 8:00AM

TAKE-DOWN TIME & DAY: 03/26/10 4:00 PM

CONTACT PERSON/PHONE: Kelle George (786) 291-6211
AT SITE CONTACT/CELL PHONE#: Same as above

SPECIAL INSTRUCTIONS: Direction item(s) are to be placed, maps, diagrams, etc.
Stage to 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.

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: \$500.00 In-kind District #4
*(SEE FEE SCHEDULE FOR EXACT CHARGES)

Signature: _____
Kelle George
Agency/Group: Highland Oaks Middle School PTA

**CANCELLATIONS MUST BE MADE 72 HOURS IN ADVANCE OF THE
EVENT BY FAX OR EMAIL OTHERWISE EXPECT TO BE CHARGED
½ (HALF) OF RENTAL FEE. *There will be no completed reservation on the schedule unless the
confirmation Form is filled out completely and signed.**

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

A handwritten signature in black ink, appearing to read "G. Burgess", written over the printed name of the County Manager.

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 Highland Oaks Middle School for their "Field Day" event held on March 26, 2010.

In-kind services have been requested in an amount not to exceed \$500 from the Miami-Dade Park and Recreation Department for the use of a 24'X40' stage. This event will be funded from the unspent balance of the District 4 FY 2008-09 in-kind reserve fund.

In FY 2009-10, Highland Oaks Middle School received no funding for this event.

Inkind04110