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

MEMORANDUM Agenda Item No. 11(A)(8)

TO: Honorable Chairman Joe A. Martinez and Members, Board of County Commissioners

DATE: April 4, 2011

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

SUBJECT: Resolution retroactively authorizing in-kind services for the December 14, 2008 "Festival of Carols" event

Resolution No. R-258-11

The accompanying resolution was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Barbara J. Jordan.

R. A. Cuevas, Jr.
County Attorney

RAC/cp

MEMORANDUM

(Revised)

TO: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners

DATE: April 4, 2011

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

SUBJECT: Agenda Item No. 11(A)(8)

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**

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Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 11(A)(8)
4-4-11

RESOLUTION NO. R-258-11

RESOLUTION RETROACTIVELY AUTHORIZING IN-KIND SERVICES FROM THE MIAMI-DADE PARK AND RECREATION DEPARTMENT FOR THE DECEMBER 14, 2008 "FESTIVAL OF CAROLS" SPONSORED BY CITY OF MIAMI GARDENS, IN AN AMOUNT NOT TO EXCEED $1,645.00 TO BE FUNDED FROM THE UNSPENT BALANCE OF THE DISTRICT 1 FY 2008-09 IN-KIND RESERVE FUND

WHEREAS, the City of Miami Gardens has requested in-kind services from the Miami-Dade Park and Recreation Department for the December 14, 2008 "Festival of Carols" in an amount not to exceed $1,645.00 (see attached Fee Waiver/In-kind Service Application); and

WHEREAS, the "Festival of Carols" is a district event which is open to the public and features, among other things, music and a toy giveaway; and

WHEREAS, the "Festival of Carols" is a small event, as that term is defined on the attached Fee Waiver/In-kind Service Application, and $1,645.00 of the in-kind services shall be funded from the unspent balance of the District 1 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 December 14, 2008 "Festival of Carols" in an amount not to exceed $1,645.00 to be funded from the unspent balance of the District 1FY 2008-09 In-kind Reserve Fund.

The Prime Sponsor of the foregoing resolution is Commissioner Barbara J. Jordan. It was offered by Commissioner **Audrey Edmonson**, who moved its adoption. The motion was seconded by Commissioner **Rebeca Sosa** and upon being put to a vote, the vote was as follows:

Joe A. Martinez, Chairman			aye
Audrey M. Edmonson, Vice Chairwoman			aye
Bruno A. Barreiro	aye	Lynda Bell	aye
Jose "Pepe" Diaz	aye	Carlos A. Gimenez	aye
Sally A. Heyman	aye	Barbara J. Jordan	aye
Jean Monestime	aye	Dennis C. Moss	aye
Rebeca Sosa	aye	Sen. Javier D. Souto	aye

The Chairperson thereupon declared the resolution duly passed and adopted this 4th day of April, 2011. 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 1645 - Parks 12/14
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 120 days prior to event date.)

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

Commissioner sponsoring event Commissioner Jordan

1. Full legal name of the requesting organization: City of Miami Gardens

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.):
Ula Zucker, Events & Media Coordinator, City of Miami Gardens, 1515 NW 167th St, Bldg 5 Suite 200, Miami Gardens FL 33169 (T) 305-622-8035 (F) 305-474-9871,
Email: uzucker@miamigardens-fl.gov

4. Specify fee waiver or in-kind service requested (quantify, if applicable): We are seeking the use of the county stage for our Annual Festival of Carols Holiday celebration being held on 12.14.08.

5. Name, date of event, description, and purpose of the event (if event is a fund-raiser, define the beneficiaries):
Festival of Carols, Dec. 14, 2008, Brentwood Park, 19406 NW 32 Ave, Miami Gardens, FL 33056. This is the City's Annual Holiday Celebration featuring Gospel Bands, a visit from Santa, Holiday tree lighting and toy giveaway.

6. Please select ALL that apply to event:

- [x] 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
- [x] 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 1, Brentwood Park, 19406 NW 32ND Ave., Miami Gardens, FL 33056

8. Description of regional or local impact: Locally this the only free holiday event for the whole family. Also the children in attendance recieve free gifts and a visit from Santa. This event is hosted by 99 Jams Wedr

9. Daily/hourly event schedule, including set-up and breakdown schedule (attach event calendar, if applicable):
Event is from 5pm - 7pm. Set up is at 9 AM and breakdown is immeadiatly after event.

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

11. Expected number of participants and estimated attendance (per day, if applicable): 1000 - 2000 people - mostly parents and their children

12. Itemized budget, including total event budget, total budget of host organization, if applicable, and total commitment of resources (attach additional pages as needed): $17,000.00

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

Signature of Authorized Representative

1/19/11
Date

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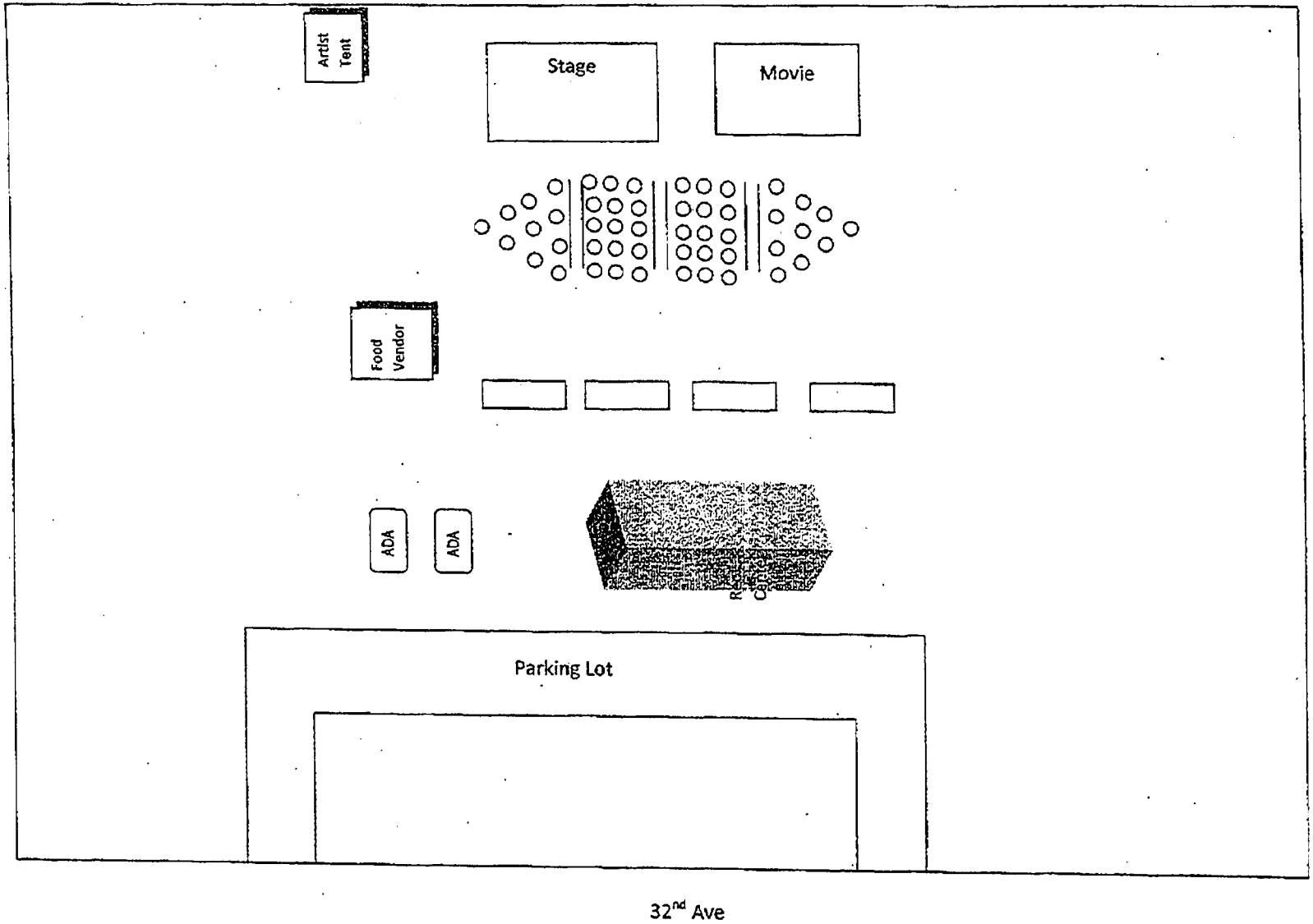
Artist Tent
Stage
Movie
Food Vendor
ADA
ADA
Parking Lot
32nd Ave

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MIAMI-DADE PARKS

SHOWMOBILES, STAGES, BLEACHERS, AND SOUND PRODUCTION

(305) 226-8315 Ext. 224/(305) 553-8511 (Fax)

EQUIPMENT (S) CONFIRMATION FORM

ORGANIZATION/AGENCY: The City of Miami Gardens

EQUIPMENT REQUESTED: Medium Showmobile

NAME OF PERSON RESPONSIBLE FOR THIS BILL: Ula Zucker

OR INDEX CODE (MIAMI-DADE AGENCIES ONLY):

BILLING ADDRESS/ZIP CODE: 1515 N.W. 167th Street Suite 200 Miami Gardens, FL 33169

NAME/TITLE OF THE EVENT: Festival of Carols

ADDRESS OF EVENT: 3201 N.W. 185 Street

TODAY'S DATE: 10/10/08 **DATE (S) & TIME OF EVENT:** 12/14/08

SET-UP TIME & DAY: 8am12/14/08

TAKE-DOWN & DAY: 10pm 12/14/08

CONTACT PERSON/PHONE: Stephanie Saenz
AT SITE CONTACT/CELL PHONE#: 305-496-5368

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: $1,645.00** **Signature:**

*(SEE FEE SCHEDULE FOR EXACT CHARGES)

Ula Zucker

Agency/Group: City of Miami Gardens

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.

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

Memorandum

MIAMI-DADE COUNTY

Date: April 4, 2011

To: Honorable Chairman Joe A. Martinez
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 City of Miami Gardens for their "Festival of Carols" event held on December 14, 2008.

In-kind services have been requested in an amount not to exceed $1,645.00 from the Miami-Dade Park and Recreation Department for the use of a medium showmobile. This event will be funded from the unspent balance of the District 1 FY 2008-09 in-kind reserve fund.

In FY 2010-11, the City of Miami Gardens received $2,000 from District 9 Office Fund.

Inkind01311

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