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

MEMORANDUM

Agenda Item No. 3(A)(2)

TO: Honorable Chairman Jean Monestime and Members, Board of County Commissioners

DATE: October 6, 2015

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

SUBJECT: Resolution retroactively authorizing in-kind services for the April 18, 2015 "El Portal Art Fair"

Resolution No. R-793-15

The accompanying resolution was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Audrey M. Edmonson.

R. A. Cuevas, Jr.
County Attorney

RAC/smm

MEMORANDUM

(Revised)

TO: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

DATE: October 6, 2015

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

SUBJECT: Agenda Item No. 3(A)(2)

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 Mayor'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. 3(A)(2)
10-6-15

RESOLUTION NO. R-793-15

RESOLUTION RETROACTIVELY AUTHORIZING IN-KIND SERVICES FROM THE PARKS, RECREATION AND OPEN SPACES DEPARTMENT FOR THE APRIL 18, 2015 "EL PORTAL ART FAIR" SPONSORED BY THE VILLAGE OF EL PORTAL IN AN AMOUNT NOT TO EXCEED $790.00 TO BE FUNDED FROM THE BALANCE OF THE DISTRICT 3 FY 2014-15 IN-KIND RESERVE FUND

WHEREAS, the Village of El Portal has requested in-kind services from the Parks, Recreation and Open Spaces Department for the April 18, 2015 "El Portal Art Fair" in an amount not to exceed $790.00 (see attached Fee Waiver/In-kind Service Application); and

WHEREAS, the purpose of the "El Portal Art Fair" is to promote local artists and bring the community together; and

WHEREAS, the "El Portal Art Fair" is a special event, as that term is defined in the attached Fee Waiver/In-kind Service Application, and $790.00 of the in-kind services shall be funded from the balance of the District 3 FY 2014-15 In-Kind Reserve funds,

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 Parks, Recreation and Open Spaces Department for the April 18, 2015 "El Portal Art Fair" sponsored by the Village of El Portal in an amount not to exceed $790.00 to be funded from the balance of the District 3 FY 2014-15 In-Kind Reserve Fund.

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

Jean Monestime, Chairman **aye**
Esteban L. Bovo, Jr., Vice Chairman **aye**

Bruno A. Barreiro	**aye**	Daniella Levine Cava	**aye**
Jose "Pepe" Diaz	**aye**	Audrey M. Edmonson	**aye**
Sally A. Heyman	**absent**	Barbara J. Jordan	**aye**
Dennis C. Moss	**aye**	Rebeca Sosa	**aye**
Sen. Javier D. Souto	**aye**	Xavier L. Suarez	**aye**
Juan C. Zapata	**absent**		

The Chairperson thereupon declared the resolution duly passed and adopted this 6th day of October, 2015. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this Resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: Christopher Agrippa
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency. GKS

Gerald K. Sanchez

MIAMI-DADE PARKS

SHOWMOBILES, STAGES, BLEACHERS, AND SOUND PRODUCTION

(305) 226-8315 Ext. 221/(305) 553-8511 (Fax)

EQUIPMENT (S) CONFIRMATION FORM

ORGANIZATION/AGENCY: Village of El Portal

EQUIPMENT REQUESTED: Stage 24' x 40'

NAME OF PERSON RESPONSIBLE FOR THIS BILL: Commissioner Audrey M. Edmonson, Commission District #3

OR INDEX CODE (MIAMI-DADE AGENCIES ONLY):

BILLING ADDRESS/ZIP CODE: 2525 NW 62nd Street Suite 4200 Miami, FL 33147

NAME/TITLE OF THE EVENT: El Portal Art Fair

ADDRESS OF EVENT: 205 NE 87 Street

TODAY'S DATE: 04/21/15

DATE (S) & TIME OF EVENT: 04/18/15 12PM – 6PM

SET-UP TIME & DAY: 9AM 04/18/15

TAKE-DOWN & DAY: 7PM 04/18/15

CONTACT PERSON/PHONE: Vimai Roman 786-340-3174

AT SITE CONTACT/CELL PHONE#:

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: $790.00 In-kind District #3**

*(SEE FEE SCHEDULE FOR EXACT CHARGES)

Signature: Audrey M. Edmonson

Commissioner Audrey M. Edmonson

Agency/Group: Commission District #3

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

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:

Office of Strategic Business Management
111 N.W. 1st Street, Suite 2200
Miami, FL 33128

Phone: (305) 375-5143
Fax: (305) 375-5148

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: Audrey Edmonson

1. Full legal name of the requesting organization: Village of El Portal

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.): Mayor Claudia Cubillos 500 NE 87 St, El Portal, FL 33138
Vimari Roman 112 NE 90th St El Portal FL
↳ Event Chair

4. Specify fee waiver or in-kind service requested (e.g. entity, if applicable): Stage A

5. Name, date of event, description, and purpose of the event (if event is a fund-raiser, define the beneficiaries): El Portal Art Fair to take place Saturday, April 18th from 12-6pm.

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 3
205 NE 87th ST, El Portal, FL

8. Description of regional or local impact: Bringing community together, Quality of Life, Support to local artists.

9. Daily/hourly event schedule, including set-up and breakdown schedule (attach event calendar, if applicable):
Fair Hours 12pm - 6pm
set up 9am - 11am
Breakdown 6 15pm - 8pm

10. Detailed description of event venues (map or schematic of event venues, access points, surrounding roadways and traffic flow diagrams, if applicable): Entrance on 88ST NE off 2nd Avenue.

11. Expected number of participants and estimated attendance (per day, if applicable): 200

12. Itemized budget, including total event budget, total budget of host organization, if applicable, and total commitment of resources (attach additional pages as needed): $5,000.00

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

Signature of Authorized Representative

3/31/15
Date

El Portal Art Fair Expenses

Items :	Cost :
Tent/Table/ Chair Rentals:	$1,285.00
Printing :	$210.67
Shirts :	$582.00 (30 x $19.40)
VIP Wristbands :	$12.00
Tally Counter :	$11.00
Porta Potty :	$135.00
Generator:	$302.00
Banner:	$320.00
Photographer:	$250.00
Publix :	$96.26
Champagne :	$103.87
Party City :	$13.55
Total =	**$3,321.35**
Egret ($800) + Total =	**$4,121**

Payments:
Artist Cash - $160.00
Vendor Check - $35.00
Cash Sales - $131.00
Paypal - $509.90
Tropical Chevorlet - $500
Guarapo - $150.00
China / Restaurant - $50.00
Total = $1535.90
Expense Total - Payment Total = $2585.45
Reimbursement Total = $2585.45

Memorandum

MIAMI-DADE COUNTY

Date: October 6, 2015

To: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor

Subject: District Specific In-Kind Request

A retroactive waiver for in-kind services has been requested by the Village of El Portal for their "El Portal Art Fair" event held on April 18, 2015.

In-kind services have been requested in the amount of $790.00 from the Parks, Recreation and Open Spaces Department for the use of a 24' x 40' stage. This event will be funded from the balance of District 3 FY 2014-15 In-Kind Reserve Fund.

Edward Marquez
Deputy Mayor

Inkind01534