

MEMORANDUM

Agenda Item No. 3(A)(2)

TO: Honorable Chairman Oliver G. Gilbert, III
and Members, Board of County Commissioners

DATE: April 18, 2023

FROM: Geri Bonzon-Keenan
County Attorney

SUBJECT: Resolution retroactively
authorizing in-kind services
from the Parks, Recreation
and Open Spaces Department
for the February 25, 2023
“Howard Drive Elementary
Fun Fair” sponsored by the
Howard Drive Elementary
PTA in an amount not to
exceed \$790.00 to be
funded from the balance of
the District 8 FY 2022-23
In-Kind Reserve

Resolution No. R-339-23

The accompanying resolution was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Danielle Cohen Higgins.



Geri Bonzon-Keenan
County Attorney

GBK/ks



MEMORANDUM

(Revised)

TO: Honorable Chairman Oliver G. Gilbert, III
and Members, Board of County Commissioners

DATE: April 18, 2023

FROM: 
Gen Bonzon-Keenan
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
- ☐ Statement of social equity 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 present ____, 2/3 membership ____, 3/5's ____, unanimous ____, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) ____, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) ____, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) ____ 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)
4-18-23

RESOLUTION NO. _____ R-339-23

RESOLUTION RETROACTIVELY AUTHORIZING IN-KIND SERVICES FROM THE PARKS, RECREATION AND OPEN SPACES DEPARTMENT FOR THE FEBRUARY 25, 2023 “HOWARD DRIVE ELEMENTARY FUN FAIR” SPONSORED BY THE HOWARD DRIVE ELEMENTARY PTA IN AN AMOUNT NOT TO EXCEED \$790.00 TO BE FUNDED FROM THE BALANCE OF THE DISTRICT 8 FY 2022-23 IN-KIND RESERVE

WHEREAS, Howard Drive Elementary PTA has requested in-kind services from the Parks, Recreation and Open Spaces Department for the February 25, 2023 “Howard Drive Elementary Fun Fair” in an amount not to exceed \$790.00 (see attached Fee Waiver/In-kind Service Application); and

WHEREAS, the “Howard Drive Elementary Fun Fair” is the school’s annual fundraiser, which collects funds to improve the school’s resources available to the students; and

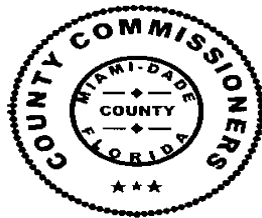
WHEREAS, the “Howard Drive Elementary Fun Fair” is a small event, as that term is defined in the attached Fee Waiver/In-Kind Service Application, and \$790.00 of the in-kind services shall be funded from the balance of the District 8 FY 2022-23 In-Kind Reserve,

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 February 25, 2023 “Howard Drive Elementary Fun Fair” sponsored by the Howard Drive Elementary PTA in an amount not to exceed \$790.00 to be funded from the balance of the District 8 FY 2022-23 In-Kind Reserve.

The Prime Sponsor of the foregoing resolution is Commissioner Danielle Cohen Higgins. It was offered by Commissioner **Danielle Cohen Higgins**, who moved its adoption. The motion was seconded by Commissioner **Oliver G. Gilbert, III** and upon being put to a vote, the vote was as follows:

Oliver G. Gilbert, III, Chairman	aye		
Anthony Rodriguez, Vice Chairman	aye		
Marleine Bastien	aye	Juan Carlos Bermudez	aye
Kevin Marino Cabrera	aye	Sen. René García	aye
Roberto J. Gonzalez	aye	Keon Hardemon	aye
Danielle Cohen Higgins	aye	Eileen Higgins	aye
Kionne L. McGhee	aye	Raquel A. Regalado	aye
Micky Steinberg	aye		

The Chairperson thereupon declared this resolution duly passed and adopted this 18th day of April, 2023. 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

LUIS G. MONTALDO, CLERK AD INTERIM

Basia Pruna

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

RC

Ryan Carlin

**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 Management and Budget
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 Danielle Cohen-Higgins

1. Full legal name of the requesting organization: Howard Drive Elementary PTA

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.): _____

Maria E. Vasquez, Ph 786 247 7675 email: maryvasquez10@me.com
Address: 7750 SW 136th St
Miami, FL, 33156

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

Use of stage during school's annual fundraising
carnival

5. Name, date of event, description, and purpose of the event (if event is a fund-raiser, define the beneficiaries): _____

Howard Drive Elementary's annual carnival (Fun fair)
Purpose is to collect funds for school and PTA's
activities aiming to positively impact student's
academic excellency and achievement:-

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)): _____

Howard Drive Elementary
7750 SW 136th St,
Miami, FL 33156

8. Description of regional or local impact: _____

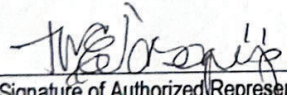
Enhancement in tools and technologies at the
school and community involvement

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

Set up time: work hours after 3:00 pm Fri Feb 24, 2023
or Sat Feb 25, 7:00 am - 10:00 am.
Event: Sat Feb 25, 2023 11:00 am - 5:00 pm

10. Detailed description of event venues (map or schematic of event venues, access points, surrounding roadways and traffic flow diagrams, if applicable): Event to take place at school's premises -
sports' field
11. Expected number of participants and estimated attendance (per day, if applicable): 400-600 people
12. Itemized budget, including total event budget, total budget of host organization, if applicable, and total commitment of resources (attach additional pages as needed): total event budget \$12,000

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


Signature of Authorized Representative

Feb 17, 2013
Date



SHOWMOBILES, STAGES, BLEACHERS, AND SOUND PRODUCTION (305) 226-8315 Ext. 5

EQUIPMENT (S) CONFIRMATION FORM

ORGANIZATION/AGENCY: Howard Drive Elementary

EQUIPMENT REQUESTED: Stage 24' x 40'

NAME OF PERSON RESPONSIBLE FOR THIS BILL: Commissioner Danielle Cohen Higgins
Commission District #8

CHARTFIELD INFO (MIAMI-DADE AGENCIES ONLY): _____

BILLING ADDRESS/ZIP CODE: 111 NW 1 Street Suite 320 Miami, FL 33128

NAME/TITLE OF THE EVENT: Howard Drive Elementary Fun Fair

ADDRESS OF EVENT: 7750 SW 136th Street Miami, FL

TODAY'S DATE: 02/08/23

DATE (S) & TIME OF EVENT: 02/25/23 11AM – 5PM

SET-UP TIME & DAY: 8AM 02/25/23

TAKE-DOWN & DAY: 5:30PM 02/25/23

CONTACT PERSON/PHONE: Stephanie Levine 305-978-7334

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 #8

*(SEE FEE SCHEDULE FOR EXACT CHARGES)

Signature: _____

Commissioner Danielle Cohen Higgins

Agency/Group: Commission District #8

**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



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 01/18

85-8013901446C-9	05/31/2022	05/31/2027	PARENT/TEACHER ORG
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

HOWARD DRIVE ELEMENTARY PTA
7750 SW 136TH ST
MIAMI FL 33156-6746

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 01/18

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

Memorandum



Date: April 18, 2023

To: Honorable Chairman Oliver G. Gilbert, III
and Members, Board of County Commissioners

From: Daniella Levine Cava
Mayor

A handwritten signature in blue ink that reads "Daniella Levine Cava".

Subject: District Specific In-Kind Request

A retroactive waiver of in-kind services has been requested by the Howard Drive Elementary PTA for their "Howard Drive Elementary Fun Fair" event held on February 25, 2023.

In-kind services have been requested in an amount not to exceed \$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 8 FY 2022-23 In-Kind Reserve Fund.

A handwritten signature in blue ink that reads "Edward Marquez".

Edward Marquez
Chief Financial Officer