

To: The Honorable Mayor and City Council

From: Jeff Geimer, Director of Parks and Recreation 

Date: May 8, 2012

RE: Request for Fee Waiver – David Lawrence K – 8 School

RECOMMENDATION

By guidance of Resolution R-2010-33, staff is recommending approval for waiving the equipment charges (\$300) and denial for waiving the staff charges (\$700) associated with use of the Showmobile for David Lawrence K – 8 Annual Carnival.

BACKGROUND

The City has received a formal request for use of the Showmobile for the annual carnival at David Lawrence K – 8 on May 19, 2012. The School has requested that the equipment and staff costs for use of the Showmobile be waived.

Resolution R-2010-33, which was passed on April 13, 2010, adopted the "Procedures for Awarding Grants, Donations, Reduced Time Blocks or Fee Waivers for Using City-Owned Facilities, Including the Showmobile, and Services to Qualifying Organizations". In accordance with the Resolution, I am recommending that only the equipment charges associated with use of the Showmobile be waived. Section II, item 3 of the Procedures states that all staff costs should be paid by the organization.

Based on the hours the Showmobile will be used for, the total cost associated with the requested use is \$1,000; the equipment portion of the use is \$300 and the staff portion of the use is \$700.

ATTACHMENTS

Resolution # R-2010-33
Procedures for Awarding Grants, Donations, Reduced Time Blocks, or Fee Waivers
Documentation Provided by the School

RESOLUTION NO. R-2010-39

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, ADOPTING UNIFORM PROCEDURES AND GUIDELINES FOR AWARD OF GRANTS; FEE WAIVERS AND USE OF CITY-OWNED FACILITIES, INCLUDING THE SHOWMOBILE; PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER PURPOSES.

WHEREAS, the Mayor and City Council adopted Resolution No. 99-40 on or about July 13, 1999 adopting procedures and guidelines for the award of grants or fee waivers regarding unbudgeted funds; and

WHEREAS, the Mayor and City Council adopted Resolution No. 2003-2 adopting procedures and guidelines for the use of the city's community centers and Amended the Resolution by adopting Resolution No. 2003-6; and

WHEREAS, the Mayor and City Council adopted Resolution 86-9 revising the rules governing the use of the Showmobile; and

WHEREAS, the Mayor and City Council has expressed concern regarding the lack of uniform procedures of giving grants to organizations; the use of city facilities, including the Showmobile; and fee waivers; and

WHEREAS, administration is recommending the adoption of new procedures which sets forth uniform procedures and guidelines for the awarding of grants; fee waivers; and the use of city-owned facilities, including the Showmobile; and

WHEREAS, the Mayor and City Council desire to adopt the proposed uniform procedures for the award of grants; fee waivers and use of city-owned facilities, including the showmobile.

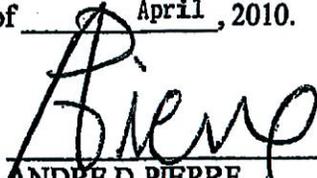
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA:

Section 1. Recitals. The recitals in the whereas clauses are true and correct, and incorporated into this Resolution.

Section 2. Adoption of procedures and guidelines. The Mayor and City Council hereby adopt uniform procedures and guidelines for award of grants; fee waivers; use of city-owned facilities, including the Showmobile, in substantially the form as attached. A copy of said uniform procedures and guidelines is attached hereto as "Exhibit A".

Section 3. Effective Date. This Resolution shall take effect immediately upon approval.

PASSED AND ADOPTED by a 5-0 vote of the Mayor and City Council of the City of North Miami, Florida, this 13 day of April, 2010.



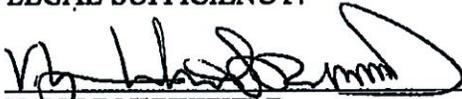
ANDRE D. PIERRE
MAYOR

ATTEST:



ALIX DESULME
CITY CLERK

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:



V. LYNN WHITFIELD
CITY ATTORNEY

SPONSORED BY: CITY ADMINISTRATION

Moved by: Councilman Galvin

Seconded by: Councilwoman Steril

Vote:

| | | | | |
|------------------------------------|----------|-------|-------|------|
| Mayor Andre D. Pierre | <u>X</u> | (Yes) | _____ | (No) |
| Vice Mayor Jean Rodrigue Marcellus | <u>X</u> | (Yes) | _____ | (No) |
| Councilperson Michael R. Blynn | <u>X</u> | (Yes) | _____ | (No) |
| Councilperson Scott Galvin | <u>X</u> | (Yes) | _____ | (No) |
| Councilperson Marie Erlande Steril | <u>X</u> | (Yes) | _____ | (No) |

Procedures for Awarding Grants, Donations, Reduced Time Blocks or Fee Waivers for Using City-Owned Facilities, including the Showmobile, and Services to Qualifying Organizations

Organizations seeking funding assistance in terms of grants, donations, reduced time block or fee waivers for using city-owned facilities, equipment and services and/or purchasing tickets for any event shall submit a written request to the City Manager. The City Manager shall review such request based on the below-described procedures to determine qualifications and inform applicants in writing of the decision to honor or deny such request, accordingly. A request for an amount in excess of \$500.00 to purchase tickets or tables for any event, and/or any written appeals to a previously denied request from the City Manager, shall be placed on the upcoming Council's agenda for further consideration.

I. Qualifications for Eligibility.

1. The organization must be a 501(c)(3) not-for-profit organization and submit documentation demonstrating its status.
2. The organization must furnish the names, addresses and telephone numbers for officers and/or director of the organization.
3. The organization shall be physically based in the City of North Miami (either an office or primary meeting facility) or the organization must demonstrate to the satisfaction of the City that a majority of the organization's membership or client base are residents of the City of North Miami (according to attendance sheets for an organization's programs or sign-in sheets for services).
4. The organization must provide a written statement demonstrating how it's being awarded a grant, fee waiver, Reduced Time Block, or use of City-owned facilities will benefit the residents of the City of North Miami.
5. The organization must provide a written affidavit certifying that it does not discriminate in its membership on the basis of gender, race, age, national origin, disability, or sexual preference.
6. The organization must provide a written affidavit certifying that the organization is not affiliated with any political party or action committee, and that the requested Reduced Time Block, fee waiver, grant or use of City-owned facilities and services will not be used to support any candidate or political issue.
7. The organization must furnish a copy of its last bank statement.
8. Organizations must provide all current information as listed above thirty (30) days prior to their use of the facility. All information shall be provided to and maintained by the Parks and Recreation Department, which will notify the City Manager's Office when an organization has satisfactorily met the necessary qualifications.

9. The organization shall be limited to one (1) City grant award or fee-waiver during the preceding 12 months.
10. The Showmobile may be used by an adjoining and contiguous city provided the use is for a city event and the adjoining contiguous city has to provide complete indemnification to the City of North Miami. The indemnification can be provided by the securing of liability insurance naming the City of North Miami as an additional insured.
11. Except as provided above, the use of the Showmobile is restricted to the City of North Miami city limits unless approved by a four-fifth vote of the City Council.
12. Only trained City personnel will be allowed to transport and operate the Showmobile.

II. Reservations and Cost

1. Organizations satisfying the qualifications for the waiver of fees, Reduced Time Block, donation or free services shall complete a rental contract with the Parks and Recreation Department and abide by all rules and regulations guiding the North Miami process.
2. Organizations shall be limited to one (1) Reduced Time Block meeting for any month or one (1) fee waiver during any twelve (12) months.
3. Organizations shall pay all staff costs and security deposit associated with use of such City-owned facility and/or equipment.
4. Organizations being granted a fee waiver or Reduced Time Block to use a City facility shall purchase a liability insurance policy to cover its event, according to stipulations from the City's Risk Management Division.
5. Fees for Reduced Time Block shall be prorated for either two, four or six hours, based on the current Resident Fee Schedule in effect for an eight-hour time block at the Gwen Margolis Community Center at the time of the meeting. A standard Security Deposit shall be required and shall comply with the current rental Security Deposit Schedule in effect at the time of a meeting. The Security Deposit shall be maintained by the City, without interest, during the period that Reduced Time Block scheduling is in effect.
6. Preference will be given to: (a) qualifying previous repetitive user organizations for initial scheduling, and (b) for time blocks of equal length.
7. Reservations must be scheduled at least thirty (30) days in advance and may be booked up to six (6) months in advance, as approved by the Parks and Recreation

Department. Fridays, Saturdays, Sundays, and City holidays shall be excluded for Reduced Time Block pricing.

8. Due to increased security requirements, no on-site storage, keys to the facility, alarm codes, or access to the facility without an attendant is permitted.
9. Users are responsible for setting up and clearing all tables, chairs, possessions, and trash within the time period scheduled, and for any damages to the facility. Failure to do so may result in a full or partial forfeiture of the Security Deposit.



DAVID LAWRENCE JR. K-8 CENTER



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ALBERTO M. CARVALHO
Superintendent of Schools

BERNARD L. OSBORN
Principal

Valerie Gilechrist
Assistant Principal

Blanca Correa-Céspedes
Assistant Principal

Mr. Jeff Geimer
City of North Miami
Department of Parks and Recreation
776 N.E. 125 Street
North Miami FL 33161

May 2, 2012

Dear Mr. Geimer:

Thank you for reserving the North Miami show mobile for our school, David Lawrence Jr. K-8 Center. We plan to use it during the school carnival on Saturday May 19, 2012 which will run from 10 a.m. to 3 p.m.

Please consider this our formal request for waiver of fees for the show mobile. We are also asking that the fees for staff be waived by the city.

As you know, David Lawrence K-8 Center is a North Miami based public school. In times of limited school budgets, the burden falls on individual schools to supplement the funding with fundraising events. This carnival is our largest fundraising event of the year. Students, teachers, staff and parents pool their time and resources to volunteer for this event. The proceeds raised at the carnival support the school in its many activities. These include awards, scholarships, classroom supplies, and educational equipment for the children. We hope that the City of North Miami will join in support of our event and our school.

We will send the insurance documentation in a separate letter, as we are still working on it.

Sincerely,


Bernard L. Osborn
Principal

*via fax:
305-892-8639.*