



MEMORANDUM

Agenda Item No. 11(B)6

TO: Honorable Chairperson Barbara Carey-Shuler, Ed. D. and Members, Board of County Commissioners **DATE:** April 13, 2004

FROM: George M. Burgess, County Manager  **SUBJECT:** Special Events and In-kind Services Reserve Fund

As part of the FY 2003-04 Adopted Budget, a Special Events and In-kind Services Reserve Fund was established to reimburse general fund-supported departments for the provision of in-kind services. I recommended a reserve of \$750,000. This amount was reduced to \$500,000 in the final adopted budget and general fund-supported departments are to be reimbursed two-thirds of total expenditures related to the provision of in-kind services and fee waivers. The reserve is divided into: \$409,000 for countywide events and \$91,000 for district-specific events. In other words, the Board may still allocate up to \$750,000 of in-kind services and fee waivers for general fund-supported departments and those departments will be reimbursed 67 cents for every dollar spent.

To date, the total amount approved by the Board for fee waivers and in-kind services subject to reimbursement for this fiscal year is \$258,245. An additional \$579,865 (\$573,779 for countywide events and \$6,086 for district-specific events) is pending Board approval and includes \$150,247 for Martin Luther King Day events, \$1,086 for a district-specific event that has already occurred, \$381,935 for the Memorial Day events on Miami Beach, and \$46,597 of other countywide and district-specific events. Approval of all pending requests for in-kind support based on the two-thirds reimbursement policy, will over-expend the Special Events and In-kind Services Reserve Fund. As a result, a determination must be made as to how to proceed with future appropriations from this fund. The following table details options for the Board to consider.

Special Events and In-kind Services Reserve Fund
Reimbursement Options

Options for Reimbursement to Departments		Countywide			District-Specific		
		Total	Amount Allocated	Balance Available	Total	Amount Allocated	Balance Available
1	No change; reimburse 2/3 of expenses	\$613,500	\$258,245	\$355,255	\$136,500		\$136,500
2	Reimburse 1/2 of expenses	\$818,000	\$258,245	\$559,755	\$182,000		\$182,000
3	Reimburse 1/3 of expenses	\$1,227,000	\$258,245	\$968,755	\$273,000		\$273,000
4	Reimburse 1/4 of expenses	\$1,636,000	\$258,245	\$1,377,755	\$364,000		\$364,000

The Board may choose to maintain the 2/3 reimbursement policy and approve those events that have already occurred and up to the remaining balance of \$491,755 for countywide (\$355,255) and district-specific (\$136,500) events combined. Other options for reimbursement of a smaller portion of departmental expenses will allow for more events to be approved, but at a higher cost to the departments. Funding fee waivers and in-kind services from Commission District Office budgets is also an option.

In the future beginning with the fiscal 2004-05 budget cycle we will consider funding large scale recurring community events, such as the Martin Luther King Day activities and Memorial Day events, as part of the budget process while still maintaining the special events and in-kind services reserve funds for non-recurring smaller-scale events.


Assistant County Manager