

## MEMORANDUM

Agenda Item No. 11(A)(13)

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**TO:** Honorable Chairman Bruno A. Barreiro  
and Members, Board of County Commissioners

**DATE:** July 10, 2007

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

**SUBJECT:** Resolution retroactively  
authorizing in-kind services  
for the Children's Trust  
2007 Family Expo

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The accompanying resolution was prepared and placed on the agenda at the request of Commissioner Joe A. Martinez.

  
\_\_\_\_\_  
R. A. Cuevas, Jr.  
Acting County Attorney

RAC/dcp

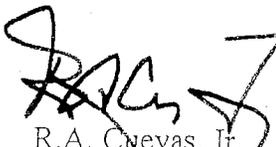


# MEMORANDUM

(Revised)

TO: Honorable Chairman Bruno A. Barreiro  
and Members, Board of County Commissioners

DATE: July 10, 2007

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

SUBJECT: Agenda Item No. 11(A)(13)

Please note any items checked.

- "4-Day Rule" ("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
- Bid waiver requiring County Manager's written recommendation
- Ordinance creating a new board requires detailed County Manager's report for public hearing
- Housekeeping item (no policy decision required)
- No committee review

Approved \_\_\_\_\_ Mayor

Agenda Item No. 11(A)(13)

Veto \_\_\_\_\_

07-10-07

Override \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

RESOLUTION RETROACTIVELY AUTHORIZING IN-KIND SERVICES FROM THE MIAMI-DADE POLICE DEPARTMENT AND THE MIAMI-DADE FIRE RESCUE DEPARTMENT FOR THE JUNE 30, 2007 AND JULY 1, 2007 CHILDREN'S TRUST 2007 FAMILY EXPO SPONSORED BY THE CHILDREN'S TRUST, A NOT-FOR-PROFIT ORGANIZATION, IN AN AMOUNT NOT TO EXCEED \$5,152.00 TO BE FUNDED IN PART FROM THE COUNTYWIDE IN-KIND RESERVE FUND AND IN PART FROM THE NON-AD VALOREM PORTION OF THE FIRE RESCUE IN-KIND RESERVE FUND

**WHEREAS,** The Children's Trust has requested in-kind services from the Miami-Dade Police Department and the Miami-Dade Fire Rescue Department for the June 30, 2007 and July 1, 2007 Children's Trust 2007 Family Expo in an amount not to exceed \$5,152.00 (see attached Fee Waiver/In-kind Service Application); and

**WHEREAS,** the Children's Trust 2007 Family Expo is a free event aimed to connect the community with key social and health services, while offering educational and cultural awareness; and

**WHEREAS,** The Children's Trust, is a not-for-profit organization; and

**WHEREAS,** Children's Trust 2007 Family Expo is a major event, as that term is defined on the attached Fee Waiver/In-kind Service Application, and \$3,312.00 of the in-kind services shall be funded from the Countywide In-kind Reserve Fund and \$1,840.00 of the in-kind services shall be funded from the non-ad valorem portion of the Fire Rescue 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 Police Department and the Miami-Dade Fire Rescue Department for the June 30, 2007 and July 1, 2007 Children's Trust 2007 Family Expo in an amount not to exceed \$5,152.00 to be funded in part from the Countywide In-kind Reserve Fund and in part from the non-ad valorem portion of the Fire Rescue In-kind Reserve Fund.

The foregoing resolution was sponsored by Commissioner Joe A. Martinez and offered by Commissioner \_\_\_\_\_, who moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_ and upon being put to a vote, the vote was as follows:

Bruno A. Barreiro, Chairman	
Barbara J. Jordan, Vice-Chairwoman	
Jose "Pepe" Diaz	Audrey M. Edmonson
Carlos A. Gimenez	Sally A. Heyman
Joe A. Martinez	Dennis C. Moss
Dorrin D. Rolle	Natacha Seijas
Katy Sorenson	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 10<sup>th</sup> day of July, 2007. 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: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.

MR

Monica Rizo

5

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:

Dolores Green  
Office of Strategic Business Management  
111 N.W. 1<sup>st</sup> Street, Suite 2200  
Miami, FL 33128

Phone: (305) 375-5143  
Fax: (305) 375-5188

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.

1. Full legal name of the requesting organization: The Children's Trust

2. Applicant Status: (Select one of the choices below)

- Not-For-Profit or Tax Exempt
- For-Profit
- Local Government or Public Entity
- Other (specify): Special taxing District in Miami-Dade County

3. Name and contact information for single point of contact (address, phone, fax, e-mail address, etc.): Bristol Public Relations, Inc. Eloise J. Rodriguez, Cell. 786.326.2221, Off. 305.447.6300, Fax 306.447.6599  
eloise@bristolpr.com

4. Specify fee waiver or in-kind service requested (quantify, if applicable): County services, such as Police, Fire Rescue and Fire Department.

5. Name, date of event, description, and purpose of the event (if event is a fund-raiser, define the beneficiaries): The Children's Trust 2007 Family Expo, Sat., June 30 & Sun., July 1, 2007. This free community event will feature approximately 150 providers, health & social service organizations offering Pre-K registration, KidCare Outreach, Injury Prevention, After School & Summer Programs, Parenting Classes, Workshops, Programs for Kids w/special needs, clowns, facepainters, storytellers, bounce houses, rock climbing walls, musical and dance performances, arts & craft exhibits and mobile units like HealthConnect on Wheels, Gov. on the Go Bus, Justice in Motion, Injury Free Mobile Unit and PLAG Museum.  
This is a free event for participants and for the public aimed to connect the public with key social and health services, while offering educational & cultural elements for the entire family.

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

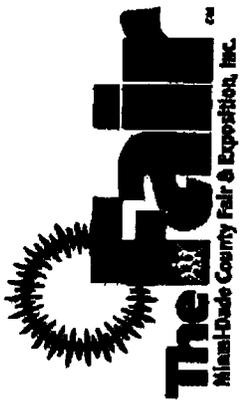
**MIAMI-DADE COUNTY  
FEE WAIVER/KIND SERVICES APPLICATION**

7. Physical address of event venues (please specify Commission District(s)): Commission District 11  
Miami-Dade County Fair & Exposition 10901 Coral Way (SW 24 Street) Miami, FL 33165  
Event will take place at Arnold Hall.
8. Description of regional or local impact: Individuals and organizations from all throughout Miami-Dade County are expected to attend this free community event.
9. Daily/hourly event schedule, including set-up and breakdown schedule (attach event calendar, if applicable):  
Event: Saturday, June 30, 2007, 10 a.m. - 6 p.m. & Sunday, July 1, 2007, 10 a.m. - 6 p.m.  
Set up all day: Friday, June 29, 2007 & Breakdown: Monday, July 2, 2007, before 3 p.m.
10. Detailed description of event venues (map or schematic of event venues, access points, surrounding roadways and traffic flow diagrams, if applicable): Floor plans of Arnold Hall and aerial map attached.
11. Expected number of participants and estimated attendance (per day, if applicable): Approximately 150-200 organizations will be participating & approximately 7,500 people are expected each day.
12. Itemized budget, including total event budget, total budget of host organization, if applicable, and total commitment of resources (attach additional pages as needed): Special Event Budget attached.

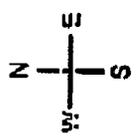
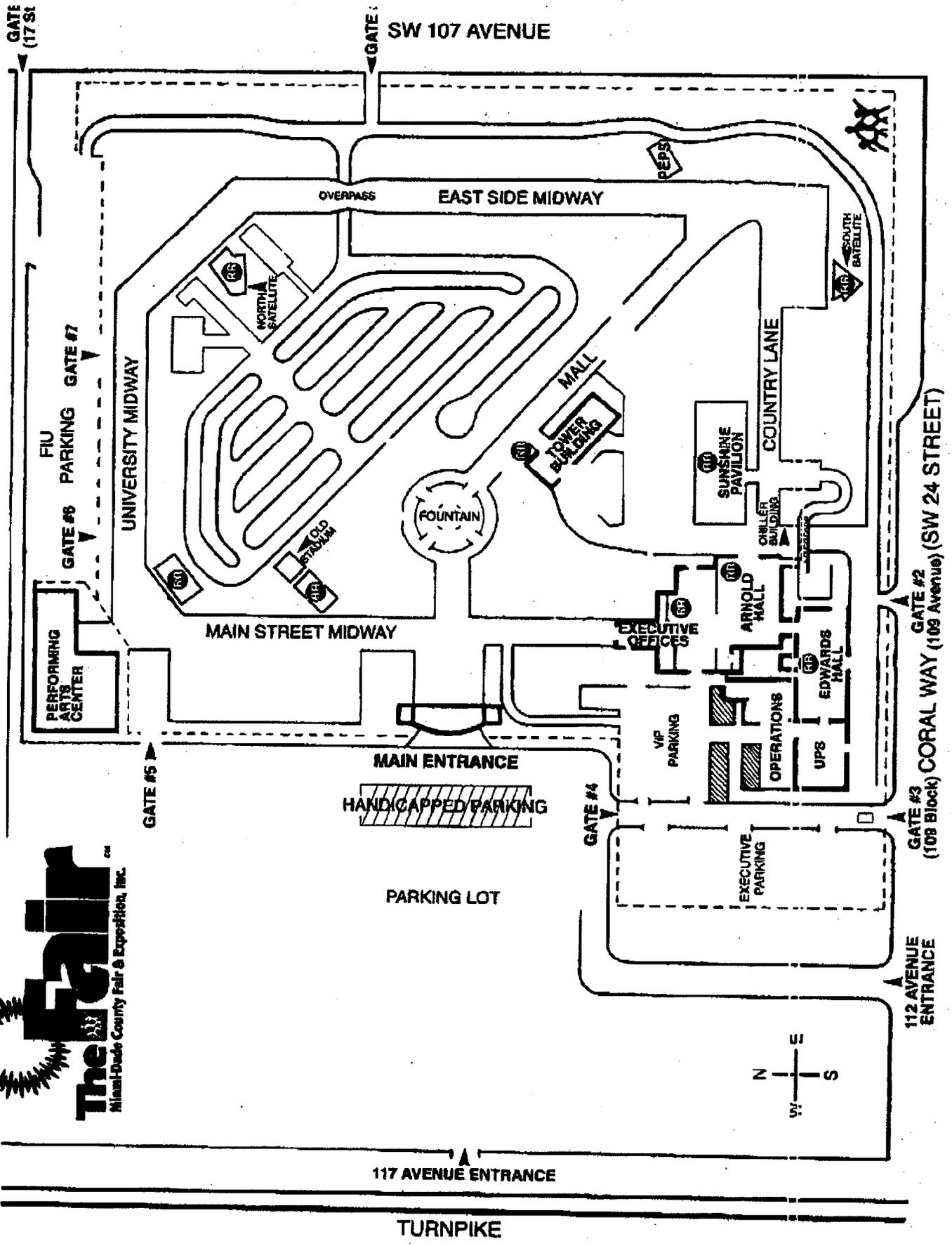
I hereby certify that all the statements made in this application are true and correct.

*Glenn E. Rader*  
Signature of Authorized Representative

5/9/07  
Date



FLORIDA INTERNATIONAL UNIVERSITY



8

<b>Farnly Festival Budget</b>	<b>Description &amp; Company</b>	<b>Cost</b>
<b>Venue &amp; Event Requirements</b>		
Arnold Hall at The Miami-Dade County Fair & Expo Center	Facility Rental - Two days \$4,000 Move in and Move out days - \$2,000 Grounds in front of Arnold Hall - \$2,000	\$ 8,000.00
Insurance		
Police Dept.		
Fire Rescue: Paramedics/Watch Miami-Dade: Fire Rescue & Miami-Dade Fire Dept.		
Day & Overnight Security (private security company) and Gate Guard	\$19.75 per hour - regular security \$23.00 per hr. supervisor	\$ 6,000.00
Occupational License	\$75.00 fee	\$ 75.00
Harrison Electric, Inc.	9 hrs. @ \$85 per hour = \$585.00 per day	\$ 1,170.00
Electrician's Contractors Fee	Flat fee	\$ 150.00
4 Cleaning Attendants	18 hrs. @ \$16 per hour = \$576 each per day (for two days \$1,152)	\$ 1,152.00
4 Restroom Attendants	18 hrs. @ \$16 per hour = \$576 each per day (for two days \$1,152)	\$ 1,152.00
After Cleaning	Flat fee	\$ 1,500.00
Restroom Supplies & Trash Liners	\$100 per day	\$ 200.00
Dumpsters/2 yards	10 Dumpsters @ \$22 per dumpster = \$220 per day	\$ 440.00
Webpage	Set \$25 fee	\$ 25.00
8 - Parking Attendants	18 hrs. @ \$16 per hour = \$1,152 each per day (for two days \$2,304)	\$ 2,304.00
Barricades	\$8 per barricade (25 estimated)	\$ 200.00
Building Scrubber	Labor & Equipment	\$ 250.00
Cones	\$1 each per event - (25 estimated)	\$ 25.00
Electric Drops	30 Drops (\$15 each per event)	\$ 450.00
Forklift & Operator	3 hrs. @ \$50 per hour = \$150 per day. Needed for set-up and breakdown.	\$ 300.00
Lattice Panels	\$10 per panel/per event (20)	\$ 200.00
Marquees (107th & 109th Ave.)	\$100 for 3 days/per side * look into additional days	\$ 400.00
PA System w/one microphone	\$75 per event	\$ 75.00
Pedestals for banners	8' x 16' or less - \$250.00 flat fee	\$ 250.00
Pedestals for banners	8' x 17' or above - \$350.00 flat fee	\$ 350.00
Signs on Pedestals	6 Signs - \$80 each per event	\$ 480.00
Stacion & rope	\$3each/per event (10)	\$ 30.00
Trash Barrels	30 Barrels @ \$5 each per event	\$ 150.00
Air conditioning for Arnold Hall (all day)	\$550 per day (\$80 @extra hour)	\$ 1,100.00
Lights	All Days - 48 hrs. @ \$17 per hour	\$ 815.00

20/30 Amps	\$5 per day	\$	10.00
50/60 Amps	\$12 per day	\$	24.00
Generator	2 @ \$325 each	\$	650.00
<b>Set-Up &amp; Equipment Rentals</b>			
Tents/Booths (pipe & drape - if needed)	8' Drape @ \$2.50 lineal ft. 3' Drape @ \$1.50 lineal ft.	\$	10,000.00
Tables (200)	\$18 each	\$	3,600.00
Chairs (600)	\$4 each	\$	2,400.00
Table Skirts (200)	Installed - \$12 each	\$	2,400.00
Walkies/Two-way Radios	12 @ \$15 each	\$	180.00
A/V & Lighting Equipment & Film Screens		\$	20,000.00
Photography & Videography		\$	750.00
Phonelines			
Staging (4 small stages/risers)	24' w x 16' d x 2' h w/skirting & 2 sets of steps w/a basic PA system w/microphones & playback, a mixing board and a technician - \$2,000 per stage & backdrop	\$	10,000.00
Signage/Hanging Banners with Images		\$	10,000.00
Stages	TBD		
Booths	TBD		
Entrance	TBD		
Displays	TBD		
Barricades	\$8 each (20)	\$	160.00
<b>Entertainment</b>			
Clowns for making balloon animals, facepainting & storytelling	\$575 each clown per day (4 clowns to be used per day) = \$2,300 per day (10 a.m. - 6 p.m.)	\$	4,800.00
Jugglers/Magicians/Stilt Walkers & Unicyclist or Combo	\$850 each per day - 10 a.m. - 6 p.m. (estimated per day) = \$2,550	\$	5,100.00
Petting Zoo	\$850 per day (10 a.m. - 6 p.m.)	\$	1,700.00
Bands/Music	Group TBD	\$	7,500.00
DJ/MC	\$800 per day (10 a.m. - 6 p.m.)	\$	1,600.00
Additional Musical Entertainment	TBD	\$	5,000.00
Martial Arts Demonstration	Rod's Tae-Kwon-Do - Community service	\$	-
Rock Climbing Wall w/Attendant	\$875 per day	\$	1,750.00
Inflatables/Bounce Houses			
Bungee Attraction	With Attendants - 4 station - \$1,395 per day	\$	2,790.00
Robo Surfer	\$850 each per day (10 a.m. - 6 p.m.)	\$	1,700.00
Castle Moonwalk	\$475 per day w/attendant	\$	950.00
Baby Magic	\$695 per day (10 a.m. - 6 p.m.)	\$	1,390.00
Adrenaline 360	\$795 per day (10 a.m. - 6 p.m.)	\$	1,590.00

	<b>Hole in One Carnival Game</b>	<b>\$575 w/attendant and no prizes - per day (10 a.m. - 6 p.m.) \$1,000 estimated for prices.</b>	<b>\$</b>	<b>2,150.00</b>
	<b>Basketball &amp; Quarterback Toss</b>	<b>\$850 each per day (10 a.m.- 6 p.m.)</b>	<b>\$</b>	<b>1,700.00</b>
	<b>24' Inflatable Slide</b>	<b>\$725 w/attendant (10 a.m. - 6 p.m.)</b>	<b>\$</b>	<b>1,450.00</b>
<b>Decorations</b>		<b>Misc. decorations</b>	<b>\$</b>	<b>1,000.00</b>
	<b>Balloon Arch</b>	<b>20ft -high - \$250 each (2)</b>	<b>\$</b>	<b>500.00</b>
	<b>Balloon Bunches</b>	<b>\$20 each (30)</b>	<b>\$</b>	<b>600.00</b>
	<b>Flowers</b>	<b>Assorted Arrangements</b>	<b>\$</b>	<b>1,000.00</b>
	<b>Foliage</b>	<b>TBD</b>	<b>\$</b>	<b>1,000.00</b>
	<b>Robotics Display</b>			
	<b>Children's Film Area</b>			
	<b>Parrot Jungle Island Show</b>			
	<b>Miami Metro Zoo Show</b>			
	<b>Fairchild Tropical Garden Display</b>			
	<b>Miami Heat Show/Bemle</b>			
	<b>Florida Marlins Show/Billy the Marlin</b>			
	<b>Misc. Cartoon Characters</b>			
	<b>Playground Theater</b>			
	<b>Food &amp; Beverage</b>			
	<b>Fair Café In-house catering</b>	<b>no cost - they will sell the food</b>	<b>\$</b>	<b>-</b>
	<b>Food</b>			
	<b>Pizza, hot dogs, popcorn, cotton candy, etc.</b>			
	<b>Water / soda company</b>			
	<b>Food for staff &amp; volunteers</b>	<b>to be sponsored</b>	<b>\$</b>	<b>-</b>
	<b>Permits</b>			
	<b>Miami-Dade County Permits</b>			
	<b>Health Permit (Miami-Dade Health Dept.)</b>			
	<b>Short Term Permit</b>			
	<b>Temporary Food Permit</b>			
	<b>Blueprints</b>		<b>\$</b>	<b>4,500.00</b>
	<b>Merchandise</b>			
	<b>TCT Giveaways</b>		<b>\$</b>	<b>10,000.00</b>
	<b>Mobile Unit Area</b>			
	<b>HealthConnect Mobile Unit</b>			
	<b>Injury Free Mobile Clinic</b>			
	<b>Mom Bus</b>			
	<b>Heiken Fund Mobile</b>			
	<b>Radio Remotes</b>	<b>Part of media buy</b>	<b>\$</b>	<b>-</b>

<b>Production Staff</b>		
Bristol Public Relations	Event planning/production	\$ 20,000.00
Labor for Event Production & Support Staff	Event production	\$ 30,000.00
Volunteers for Event	Misc. costs	\$ 500.00
<b>Printing, Advertising &amp; Additional Costs</b>		
Media Buy		\$ 60,000.00
Disney, Nickelodeon & Cartoon Network Characters	Part of media buy	\$ -
Radio Remotes	Part of media buy	\$ -
Event ID Badges		\$ 750.00
Courier & Shipping Costs		\$ 750.00
Miscellaneous Printing/Copies		\$ 250.00
		\$ 258,237.00

# Memorandum



**Date:** July 10, 2007

**To:** Honorable Chairman Bruno A. Barreiro  
and Members, Board of County Commissioners

**From:** George M. Burgess  
County Manager

A handwritten signature in black ink, appearing to read "Burgess". The signature is written in a cursive style with a large initial "B".

**Subject:** Countywide In-Kind Request Recommendation

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The Office of Strategic Business Management (OSBM) has reviewed the attached in-kind request and recommends for the item to move forward to the Board of County Commissioners for consideration. The countywide specific in-kind reserve balance allows for the funding of this request.

## Background

A retroactive waiver for in-kind services has been requested by a not-for-profit organization The Children's Trust for their 2007 Family Expo event held on June 30, 2007.

In-kind services have been requested in an amount not to exceed \$3,312 from the Miami-Dade Police Department for police services and \$1,840 from Miami Dade County Fire Department for fire rescue and paramedic services for a total in-kind amount of \$5,152. This event will be funded in part from the countywide in-kind reserve fund and in part from the non-ad valorem portion of the Fire Rescue District Budget.

In FY 2006-07, the Children's Trust has not received any County funding for this event.

Inkind09107