OFFICIAL FILE COPY
CLERK OF THE BOARD
OF COUNTY COMMISSIONERS
MIAMI-DADE COUNTY, FLORIDA

MEMORANDUM

Agenda Item No. 11(A)(21)

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

DATE: May 6, 2008

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

SUBJECT: Resolution retroactively authorizing in-kind services for the April 19-20, 2008 Sunrise Community Hot Air Balloon Race

Resolution No. R-547-08

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

R. A. Cuevas, Jr.
County Attorney

RAC/up

MEMORANDUM

(Revised)

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

DATE: May 6, 2008

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

SUBJECT: Agenda Item No. 11(A)(21)

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
Veto _____
Override _____

Agenda Item No. 11(A)(21)
5-6-08

RESOLUTION NO. **R-547-08**

RESOLUTION RETROACTIVELY AUTHORIZING IN-KIND SERVICES FROM THE MIAMI-DADE PARK AND RECREATION DEPARTMENT, THE MIAMI-DADE FIRE RESCUE DEPARTMENT, AND THE MIAMI-DADE AVIATION DEPARTMENT FOR THE APRIL 19-20, 2008 SUNRISE COMMUNITY HOT AIR BALLOON RACE SPONSORED BY SUNRISE COMMUNITY PROMOTIONS, INC., A NOT-FOR-PROFIT ORGANIZATION, IN AN AMOUNT NOT TO EXCEED $5,202.00 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, Sunrise Community Promotions, Inc. has requested in-kind services from the Miami-Dade Park and Recreation Department, the Miami-Dade Fire Rescue Department, and the Miami-Dade Aviation Department for the April 19- 20, 2008 Sunrise Community Hot Air Balloon Race in an amount not to exceed $5,202.00 (see attached Fee Waiver/In-kind Service Application); and

WHEREAS, the Sunrise Community Hot Air Balloon Race is a free event with the purpose to raise awareness and funds for the developmentally disabled population; and

WHEREAS, Sunrise Community Promotions, Inc. is a not-for-profit organization; and

WHEREAS, the Sunrise Community Hot Air Balloon Race is a special event, as that term is defined on the attached Fee Waiver/In-kind Service Application, and $2,067.00 of the in-kind services shall be funded from the Countywide In-kind Reserve Fund and $3,135.00 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 Park and Recreation Department, the Miami-Dade Fire Rescue Department, and the Miami-Dade Aviation Department for the April 19-20, 2008 Sunrise Community Hot Air Balloon Race in an amount not to exceed $5,202.00 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 **Carlos A. Gimenez**, who moved its adoption. The motion was seconded by Commissioner **Jose "Pepe" Diaz** and upon being put to a vote, the vote was as follows:

Bruno A. Barreiro, Chairman **aye**
Barbara J. Jordan, Vice-Chairwoman **aye**

Jose "Pepe" Diaz	**aye**	Audrey M. Edmonson	**aye**
Carlos A. Gimenez	**aye**	Sally A. Heyman	**aye**
Joe A. Martinez	**aye**	Dennis C. Moss	**aye**
Dorrin D. Rolle	**aye**	Natacha Seijas	**aye**
Katy Sorenson	**aye**	Rebeca Sosa	**aye**
Sen. Javier D. Souto	**absent**		

The Chairperson thereupon declared the resolution duly passed and adopted this 6th day of May, 2008. 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: **Kay Sullivan**
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

Monica Rizo

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:

Delores Green
Office of Strategic Business Management
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.

1. Full legal name of the requesting organization: Sunrise Community Promotions, Inc.

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.): Margaret Feldman
   9040 Sunset Drive, Miami, Florida 33173 - Tel: 305-273-3063
   Fax: 305-273-3071

4. Specify fee waiver or in-kind service requested (quantify, if applicable): Showmobile, Bleachers, Overtime of Tamiami Airport employees required for event, facility fee, fire and rescue personnel and rescue vehicle.

5. Name, date of event, description, and purpose of the event (if event is a fund-raiser, define the beneficiaries): SUNRISE COMMUNITY HOT AIR BALLOON RACE - April 19th and 20th, 2008 - To raise awareness and funds for the developmentally disabled population, which we have been serving for the past 40+ years.

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/IN-KIND SERVICES APPLICATION

7. Physical address of event venues (please specify Commission District(s)): KENDALL-TAMIAMI EXECUTIVE AIRPORT DISTRICT 11 - COMMISSIONER JOE MARTINEZ

8. Description of regional or local impact: The local impact for this event is significant, as it will attract the local community and people from surrounding area to participate in a one-of-a-kind tourism event.

9. Daily/hourly event schedule, including set-up and breakdown schedule (attach event calendar, if applicable):
6:00 a.m. to 7:00 p.m. - Saturday, April 19, 2008
6:00 a.m. to 12:00 noon - Sunday, April 20, 2008

10. Detailed description of event venues (map or schematic of event venues, access points, surrounding roadways and traffic flow diagrams, if applicable):
SEE ATTACHED

11. Expected number of participants and estimated attendance (per day, if applicable): 5,000 per day
Total of 10,000+ participants expected to attend the 2 day event.

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

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

Signature of Authorized Representative

02/22/08
Date

Internal Revenue Service

Department of the Treasury

Washington, DC 20224

Sunrise Community Promotions, Inc.
9040 Sunset Drive, Suite 70-A
Miami, FL 33173

Person to Contact: Ward L. Thomas
Telephone Number: (202) 622-6142
Refer Reply to: CP:E:EO:T:5
Date: FEB 19 1997

Employer Identification Number: 65-0662341
Key District: Southeast (Baltimore, MD)
Accounting Period Ending: June 30
Foundation Status Classification: 509(a)(3)
Form 990 Required: Yes

Dear Applicant:

Based on the information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in the section indicated above.

If your sources of support, or your purposes, character, or method of operation change, please let your key district know so that office can consider the effect of the change on your exempt status. In the case of an amendment to your organizational document or bylaws, please send a copy of the amended document or bylaws to your key district. Also, you should inform your key district office of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of $100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act.

Because you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Sunrise Community Promotions, Inc.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Donors (including private foundations) may rely on this ruling unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your 509(a) status as indicated above, donors (other than private foundations) may not rely on the classification indicated above if they were in part responsible for, or were aware of, the act that resulted in your loss of such status, or they acquired knowledge that the Internal Revenue Service had given notice that you would be removed from that classification. Private foundations may rely on the classification as long as you were not directly or indirectly controlled by them or by disqualified persons with respect to them. However, private foundations may not rely on the classification indicated above if they acquired knowledge that the Internal Revenue Service had given notice that you would be removed from that classification.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fund-raising events may not necessarily qualify as fully deductible contributions, depending on the circumstances. If your organization conducts fund-raising events such as benefit dinners, shows, membership drives, etc., where something of value is received in return for payments, you are required to provide a written disclosure statement informing the donor of the fair market value of the specific items or services being provided. To do this you should, in advance of the event, determine the fair market value of the benefit received and state it in your fund-raising materials such as solicitations, tickets, and receipts in such a way that the donor can determine how much is deductible and how much is not. Your disclosure statement should be made, at the latest, at the time payment is received. Subject to certain exceptions, your disclosure responsibility applies to any fund-raising circumstance where each complete payment, including the contribution portion, exceeds $75. In addition, donors must have written substantiation from the charity for any charitable contribution of $250 or more. For further details regarding these substantiation and disclosure requirements, see the enclosed copy of Publication 1771. For additional guidance in this area, see Publication 1391, Deductibility of Payments Made to Organizations Conducting Fund-Raising Events, which is

available at many IRS offices or by calling 1-800-TAX-FORM (1-800-829-3676).

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt from Income Tax. If "Yes" is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than $25,000. If your gross receipts each year are not normally more than $25,000, we ask that you establish that you are not required to file Form 990 by completing Part I of that Form for your first year. Thereafter, you will not be required to file a return until your gross receipts exceed the $25,000 minimum. For guidance in determining if your gross receipts are "normally" not more than the $25,000 limit, see the instructions for the Form 990. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of $20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. The maximum penalty charged cannot exceed $10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding $1,000,000 in any year, the penalty is $100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding $1,000,000 shall not exceed $50,000. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

You are required to make your annual return available for public inspection for three years after the return is due. You are also required to make available a copy of your exemption application, any supporting documents, and this exemption letter. Failure to make these documents available for public inspection may subject you to a penalty of $20 per day for each day there is a failure to comply (up to a maximum of $10,000 in the case of an annual return).

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

In this letter, we have not determined the effect on your tax-exempt status of financing your activities with the proceeds

of tax-exempt bonds since you have not indicated that you intend to use such methods now or in the future.

You need an employer identification number even if you have no employees. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

We are informing your key district office of this ruling. Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any immediate questions about this ruling, please contact the person whose name and telephone number are shown in the heading of this letter. For other matters, including questions concerning reporting requirements, please contact your key district office.

Sincerely,

(signed) Garland A. Carter

Garland A. Carter
Chief, Exempt Organizations
Technical Branch 5

Enclosure:
Pub. 1771

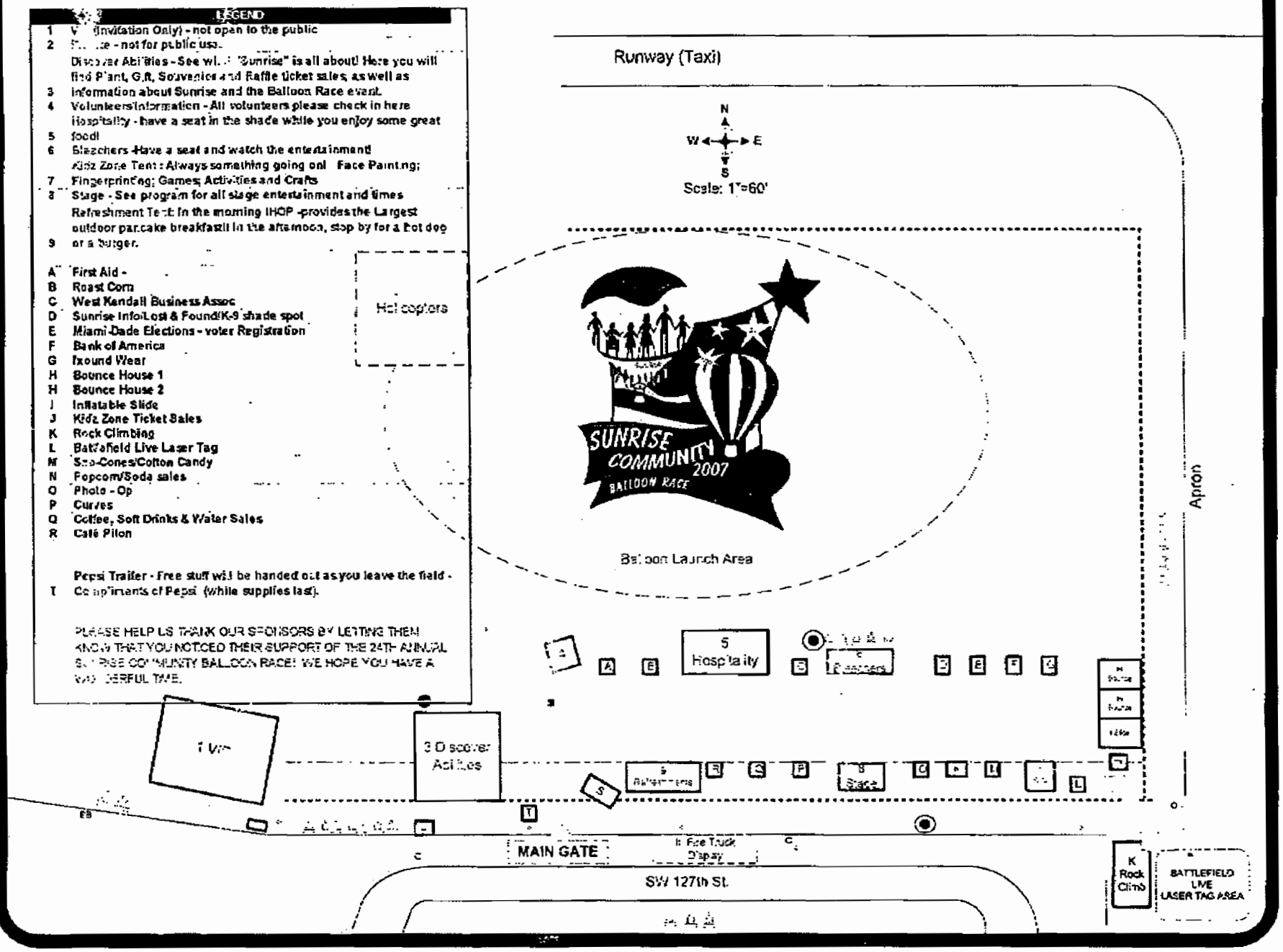
LEGEND

1 V (Invitation Only) - not open to the public
2 [illegible] - not for public use.
Discover Abilities - See wh[illegible] "Sunrise" is all about! Here you will find Plant, Gift, Souvenirs and Raffle ticket sales, as well as
3 information about Sunrise and the Balloon Race event.
4 Volunteers Information - All volunteers please check in here
Hospitality - have a seat in the shade while you enjoy some great
5 food!
6 Bleachers - Have a seat and watch the entertainment!
Kidz Zone Tent: Always something going on! Face Painting;
7 Fingerprinting; Games; Activities and Crafts
8 Stage - See program for all stage entertainment and times
Refreshment Tent: In the morning IHOP - provides the Largest outdoor pancake breakfast!! In the afternoon, stop by for a hot dog
9 or a burger.

A First Aid -
B Roast Corn
C West Kendall Business Assoc
D Sunrise Info/Lost & Found/K-9 shade spot
E Miami-Dade Elections - voter Registration
F Bank of America
G Ixound Wear
H Bounce House 1
H Bounce House 2
I Inflatable Slide
J Kidz Zone Ticket Sales
K Rock Climbing
L Battlefield Live Laser Tag
M Snow-Cones/Cotton Candy
N Popcorn/Soda sales
O Photo - Op
P Curves
Q Coffee, Soft Drinks & Water Sales
R Café Pilon

Pepsi Trailer - Free stuff will be handed out as you leave the field -
T Compliments of Pepsi (while supplies last).

PLEASE HELP US THANK OUR SPONSORS BY LETTING THEM KNOW THAT YOU NOTICED THEIR SUPPORT OF THE 24TH ANNUAL SUNRISE COMMUNITY BALLOON RACE! WE HOPE YOU HAVE A WONDERFUL TIME.



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SUNRISE COMMUNITY PROMOTIONS, INC.
The Lighter Than Air Showcase of Performers
By
Sunrise Community Annual Hot Air Balloon Race
2008 Detailed Project Budget

Administrative		**$33,568**
	Event Director	7,700
	Assoc. Event Director	10,400
	Assistant to Event Director	4,638
	Sponsorship/Marketing Director	5,600
	Event Manager	2,770
	Customer Relations Coordinator	2,460
Artistic		**$12,100**
	Musical Director	5,600
	Assistant Musical Director	2,308
	Artistic Coordinator	4,192
Technical		**$5,308**
	Technical/Video Manager	
Outside Artistic Fees		**$6,000**
	DJ	600
	Dancers	1,000
	Vocal Artist	600
	Rappers	400
	AccompanyingBand	2,000
	Latin/Jazz Band	800
	Jazz Artist/Jazz Band	600
Outside Other Fees		**$3,000**
	Stage Manager	
Marketing/Publicity		**$25,000**
	Miami Herald - 2X6 BW Ads.	4,000
	Welcome to Miami & the Beaches	500
	Direct Mail - RSVP	2,500
	Event Marketing/Program	8,000
	Promotions (Radio Spots)	10,000

25th Annual Sunrise Community Hot Air Balloon Race

Home

Benefiting people with disabilities assisted by Sunrise Community, Inc. a not-for-profit organization.

Event Schedule

Saturday, April 19th, 2008

Start	End	Entertainment & Activities	Location
Throughout the Event!		**DISCOVER ABILITIES EDUCATION STATION** Interactive displays tell of the progress made on behalf of people with disabilities...technology, "Rolling Rainbow – *Art From a Wheely New Perspective*" and service information are featured!	
		Souvenir Sales	**DISCOVER ABILITIES**
6:00 am	**9:30 am**	**KIDZ Zone Activities** Bounce House, Slide, Face Painting, Coloring, Battlefield Live Outdoor Laser Tag, Rock Climbing wall and More!	**KIDZ Zone**
		Balloon Race Midway Stroll & Roll the Midway! Stop and meet the many sponsors who have donated to our charitable event! Learn about their products/services and maybe even leave with a free goody or two!	Midway
6:00 am	**9:30 am**	**Stage Opens**	Main Stage
		IHOP Naranja Pancake Breakfast only $5 & ALL $$$ donated to Sunrise Community by IHOP! **Great Food & a Great Cause!** **Come on, what could be better?**	
6:15 am	**6:30 am**	**Pilot Briefing – Public Welcome!** Review of race rules and weather. **Want to CREW with an aeronaut?** **Come to the Main Stage and Volunteer!**	Main Stage
6:30 am	**6:40 am**	**Invocation** Scott Kaldahl **National Anthem** **Color Guard** presented by Sunrise Community, Inc	Main Stage
6:30 am		**Balloon Launch** (weather permitting)	Balloon Field (Time may be subject to change due to weather

			conditions.)
Start	**End**	**Entertainment & Activities**	**Location**
8:00 am	**9:30 am**	**"Sunrise Star" © Competition** *Qualifying Round* Middle and Senior High School students compete in singing competition. Finals this evening at 7 pm. 1st, 2nd & 3rd Place Awards accompanied by gift certificates.	Main Stage
9:30 am	**3:00 pm**	**Event Closed**	
		Event Re-Opens!	
3:00 pm	**7:30 pm**	**KIDZ Zone Activities** Bounce House, Slide, Face Painting, Coloring, Battlefield Live Outdoor Laser Tag, Rock Climbing wall and More! .	**KIDZ Zone**
TBA	**TBA**	**Miami-Dade Police K-9 Demonstrations**	Near Kidz Zone
4:00 pm	**7:00 pm**	**Band**	Datura Street Band
5:15 pm	**5:30 pm**	**Pilot Briefing – Public Welcome!** Review of race rules and weather **Want to CREW with an aeronaut?** **Come to the Main Stage and Volunteer!**	Main Stage
5:30 pm		**Balloon Launch** (weather permitting)	Balloon Field (Time may be subject to change due to weather conditions.)
7:00 pm	**7:30 pm**	**"Sunrise Star" © Competition** *Final Round* Middle and Senior High School students compete in singing competition. 1st, 2nd & 3rd Place Awards accompanied by gift certificates!	Main Stage
		Sunday, April 20, 2008	
6:00 am	**9:00 am**	**IHOP Naranja Pancake Breakfast** only $5 & ALL $$$$ donated to Sunrise Community by IHOP! Great Food & a Great Cause! Come on, what could be better?	
6:15 am	**6:30 am**	**Pilot Briefing – Public Welcome!** Review of race rules and weather. **Want to CREW with an aeronaut?** **Come to the Main Stage and Volunteer!**	Main Stage
6:30 am	**6:40 am**	**Invocation** Scott Kaldahl **National Anthem** **Color Guard** presented by Sunrise Community, Inc.	Main Stage
6:00 am	**9:30 am**	**KIDZ Zone Activities** Bounce House, Slide, Face Painting, Coloring, Battlefield Live Outdoor Laser Tag, Rock Climbing wall and More!	**KIDZ Zone**
6:30 am		**Balloon Launch** (weather permitting)	Balloon Field (Time

			may be subject to change due to weather conditions.)
9:00 am		**Event Closes**	

9040 Sunset Drive - Miami, FL 33173
Tel. 305.596.9040 Fax: 305.598.8240
info@sunrisegroup.org

© 2007 Sunrise Community, Inc..

SUNRISE COMMUNITY PROMOTIONS, INC.
The Lighter Than Air Showcase of Performers
By
Sunrise Community Annual Hot Air Balloon Race
2008 Detailed Project Budget

Printing		**$6,000**
	TopDrawer Printers and Litho Art	
	Event Programs, Flyers and Post Cards	
In County Travel		**$5,500**
Equipment Rental		**$6,000**
	Stage & Bleacher Rental	3,132
	Dumpsters	680
	Portable Toilets	773
	1 Tent	1,415
Space Rental		**$2,000**
	Kendall Tamiami Airport	
Insurance		**$2,000**
Utilities		**$3,000**
	Hamker Enterprises Electrical	
Supplies/Materials		**$14,000**
Security		**$1,500**
	50 State Security	
Signage		**$1,500**
	Sign-A-Rama	
TOTAL PROJECT EXPENSES		**$126,476**

SHOWMOBILES, STAGES, BLEACHERS, AND SOUND PRODUCTION

(305) 257-0933 Ext. 240/(305) 257-1083 (Fax)

EQUIPMENT (S) CONFIRMATION FORM

ORGANIZATION/AGENCY: Sunrise Community Promotions, Inc.

EQUIPMENT REQUESTED: 1)Showmobile – the largest one with cover; and,
2) One set of bleachers (Showmobile either 32'X20' or 24'X40')

NAME OF PERSON RESPONSIBLE FOR THIS BILL: Michael Hart

OR INDEX CODE (MIAMI-DADE COUNTY AGENCIES ONLY):

BILLING ADDRESS/ ZIP CODE: 9040 Sunset Drive, Suite P, Miami, Florida 33173

NAME/TITLE OF THE EVENT: The 25th Annual Sunrise Community Balloon Race

ADDRESS OF EVENT: Kendall-Tamiami Executive Airport, SW 128 Street and SW 137 Avenue, Miami, @ field north side of Wings Over Miami Museum

TODAY'S DATE: October 31st, 2007

DATE (S) & TIME OF EVENT:
6 am to 7 pm April 19th, 2008
6 am to 10 am April 20th, 2008

SET-UP TIME & DAY:
No later than 10 am Friday April 18th, 2008;
Set up may take place any time during the week of April 14th

TAKE-DOWN & DAY:
Sunday April 20th, 2008 After 9 am
(*Other special arrangements may be made.)

CONTACT PERSON/PHONE: Kathryn Whitaker (305) 987-4075 Cell/(305) 273-3014 Office
AT SITE CONTACT/CELL PHONE #: Kathryn Whitaker (305) 987-4075 or Sherri Thorp (305) 790-9040
SPECIAL INSTRUCTIONS: Direction item(s) are to be placed, maps, diagrams, etc. see attached
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 _____ Signature _____

*(SEE FEE SCHEDULE FOR EXACT CHARGES)

Agency/Group Sunrise Community Promotions, Inc.

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.

COPY

Memorandum

MIAMI-DADE COUNTY

Date: May 6, 2008

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

From: George M. Burgess
County Manager

Subject: Countywide In-Kind Reserve Request Recommendation

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 in-kind reserve balance allows for the funding of this request.

Background

A retroactive waiver for in-kind services is being requested by a not-for-profit organization Sunrise Community Promotions, Inc. for their Sunrise Community Hot Air Balloon Race to be held on April 19 and 20, 2008.

In-kind services have been requested in an amount not to exceed $1,660 from the Park and Recreation Department for the 6-8 risers, plants and 2 sets of bleachers, $407 from the Aviation Department for overtime of airport employees, and $3,135 from the Miami-Dade Fire Rescue (MDFR) for EMT services for a total in-kind amount of $5,202. In-kind services in the amount of $2,067 will be funded from the countywide in-kind reserve fund and $3,135 will be funded from the non-ad valorem fire district in-kind reserve fund.

In FY 2007-08, Sunrise Community Promotions, Inc. received $5,625 from the General Fund and $1,000 from District 11 discretionary reserve.

Inkind8408