



AGENDA
SESSION OF THE PARKS AND RECREATION ADVISORY TO BE HELD AT
THE CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
WEDNESDAY, JANUARY 23, 2019
6:00 PM

1. MEETING CALLED TO ORDER

“As a courtesy to others, please silence all electronic devices during the meeting.”

“Citizens desiring to speak under Hear Audience shall submit a request form to the Recording Secretary prior to the meeting. Forms are available at the door.”

2. MINUTES

None.

3. HEAR AUDIENCE

"ANYTHING REQUIRING A VOTE WILL BE HEARD AT A LATER TIME"

4. DISCUSSION

4.A. FEE WAIVER GRANT RECAP

Staff to discuss Fee Waiver Scoring Criteria.

4.B. ELIGIBILITY PARAMETERS

Proposed discussion on new Fee Waiver Criteria.

- Discussion of Considerations
- Thresholds on funding
- Term limits for funding
- Mandatory Survey Requirements

4.C. CITY OF KISSIMMEE PARADE PARTICIPATION

Staff discussion on Parade Participation.

- Parade overview, facts and numbers
- Incentives

5. NEW BUSINESS

5.A. CONFLICT OF INTEREST

Discuss Conflict of Interest for Board Members and the voting process.

6. HEAR CHAIRMAN AND BOARD MEMBERS

7. ADJOURNMENT

IN ACCORDANCE WITH FLORIDA STATUTES 286.105: ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING OR HEARING WILL NEED TO ENSURE THAT VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS MADE.

IN ACCORDANCE WITH FLORIDA STATUTE 286.26, PERSONS NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE OFFICE OF THE CITY CLERK, 101 CHURCH STREET, KISSIMMEE, FL 34741, (407) 518-2308.

ITEM 4.A.

FEE WAIVER GRANT RECAP

Item Details

Staff to discuss Fee Waiver Scoring Criteria.

Attachment(s):

1. Fee Waiver Application



Special Events Fee Waiver Grant Application

Some organizations have the opportunity to apply for a grant to waive certain fees to hold, **open to the public community events**. Grant funds are intended to supplement the costs of the event and are not intended to cover the total cost of the event. There are Three (3) application periods. Generally, the timeframes for the application periods are:

APPLICATION PERIOD I

Events held between October 1st and January 31st

April 1st	Application Period Opens
May 1st	Application Period Closes
May	Application Review Period
June PARAB Meeting	“Park Tank” -Applicants invited to attend PARAB meeting for Q&A session
July/August/September	Attend Monthly Special Events Committee Meeting

APPLICATION PERIOD II

Events held between February 1st and May 31st

August 1st	Application Period Opens
September 1st	Application Period Closes
September	Application Review Period
October PARAB Meeting	“Park Tank” -Applicants invited to attend PARAB meeting for Q&A session
November/December/January	Attend Monthly Special Events Committee Meeting

APPLICATION PERIOD III

Events held between June 1st and September 30th

December 1st	Application Period Opens
January 1st	Application Period Closes
January	Application Review Period
February PARAB Meeting	“Park Tank” -Applicants invited to attend PARAB meeting for Q&A session
March/April/May	Attend Monthly Special Events Committee Meeting

The submission of a Fee Waiver Grant Application does not guarantee award of the grant or approval of an event. All organizations, whether applying for a grant or not, must complete an event reservation application and provide a reservation deposit to hold the date of the proposed event. Organizations that do **not** receive a grant will be charged accordingly.

Eligibility:

In order to be eligible to apply for a fee waiver grant, the event must be an open to the public, community event, and the organization must meet at least 1 (one) of the following criteria:

- 1) Non-profit organization with a current 501(C)3 certificate
- 2) Government agency
- 3) An agency in which the City is a member

**Important Notice:**

If you have previously received a fee waiver grant and did not complete all commitments or failed to perform in any way, points may be deducted from your current fee waiver ranking or your submittal may be eliminated altogether from the fee waiver grant process. That determination will be made by the individuals ranking this application.

Funding Cap:

There is a funding cap of \$5,000 per event. No applicant shall receive a grant in an amount greater than \$5,000. This is not a cash grant. Funds awarded may only be used for City services which includes but are not limited to:

- Staffing costs
- Equipment Rentals
- Facility Rentals
- Traffic / Street / Sanitation Services
- Permit Fees (excluding Kissimmee Police Department alcohol permit fee)

Event must be held on City owned property. Special circumstances for equipment rentals shall be approved by the Parks and Recreation Director or designee. The Kissimmee Parks and Recreation Advisory Board (PARAB) is a nine (9) member board that will conduct the review and ranking of all applications. The PARAB also determines the amount of each fee waiver grant.

Grant Final Report:

After City Commission approval the sponsoring organization shall enter into a License Agreement/Contract with the City of Kissimmee. Included in the License Agreement/Contract are reporting requirements to validate that all funds were used appropriately and in accordance with all established policies. Organizations are obligated to report to the City how granted funds were used. Please provide the following information no later than 30 days after the event:

- 1) Actual Event Budget including Profit and Loss Statement and Revenue Report.
- 2) Complete list of all vendors associated with the event including their contact information.
- 3) A copy of all marketing material used to market, promote and advertise the event.

Failure to provide the Grant Final Report may negatively impact future requests.

Event Approval:

The Kissimmee Parks and Recreation Department will provide written notification of the approval or denial of any special requests, IE: insurance amendments, contract revisions, fees, policy amendments or any other special requests submitted in writing by the event organizer. No revisions and/or amendments to the final Contract/License Agreement or related items may be made without prior written notification and written approval from the Kissimmee Parks and Recreation Director or designee

The Kissimmee Parks and Recreation Department will provide a copy of the signed Contract/License Agreement to the event organizer to confirm final approval of the event.

All applicants that receive a grant in any amount must utilize the City seal/logo on all marketing, promotional and advertising materials including but not limited to print media, radio, television, website and social media.



Event Name:

Requesting Organization:

Address:

Organization phone:

Select Eligibility Status: Non Profit Government Agency in which City is a member

Event contact:

Title:

Event contact cell number:

Event contact email:

Organization's chief officer:

Event Date:

Event Type:

Event Location:

Event Set up time: Event Start and End Time: Event Strike time:

Anticipated attendance:

Brief Description of the Event:

Grant amount request: \$

Lakefront Park Events

1. Will your rental require outdoor staging? Yes No
2. Will your event require rental of the City mobile stage (Event Lawn) or the installation of the modular stage (Civic Lawn)? Yes No
3. Will your event require tents? Yes No If yes, how many?
4. Will your event require vehicles to access the park? Yes No
5. Will your event require any road closures? Yes No

If yes, please provide details:

6. Will your event require potable restrooms? Yes No If yes, how many?
7. Will your event require utilities? None Power Water



8. Will your event require the hiring of any outside production companies (Lighting, staging, audio, décor, film, broadcast, etc.)? Yes No

If yes, please provide company name, point of contact and phone number:

9. Will your event require the use of additional space?

Green Room/Dressing Room	Reception Area
Lockerroom	Food Prep Area
Autograph Area	Dance Floor
Private meeting space	Rehearsal Space
None	

Fishing Tournaments

1. Will your event require the boat ramp? Yes No How many boats:
2. Will your event require space for a tournament draw? Yes No
3. Will your event require space for a weigh-in? Yes No

Entertainment (ALL EVENTS)

1. Will your event require alcoholic beverages to be dispensed, provided and/or sold? Yes No
(The City of Kissimmee's licensed and contracted concessions has sole rights to any alcohol sales and/or consumption.)
2. Will your event require a DJ? Yes No
3. Does your entertainer have special requirements and/or a technical rider? Yes No
4. Will your event have performers? Please specify whether they are international, national or local artists.

Audio Visual (Indoor Events only)

1. Will your event require rental of Civic Center audio equipment? Yes No
(The City cannot provide AV Equipment for outdoor events. The licensee with an outdoor event is solely responsible for providing AV equipment.)
2. Will your event require any additional AV equipment?
Podium Easels
Projector & Projection Screen TV/VCR/DVD
Extension cords/Power strips Microphones



None

Promotions(ALL EVENTS)

1. Will your event require banners to be hung? Yes No
2. At what level will your event be promoted? Local Regional National
3. Will media be invited to the event? Yes No

If yes, what type of media?

Organization and Experience (ALL EVENTS) – 50 points

1. Has the sponsoring organization previously produced events in Kissimmee? If so, please identify those events. (20 points)

2. Has the specific event been produced previously? If so, when and where (10 points)

3. How long has the sponsoring organization been in operation? (5 points)

4. What is the uniqueness of the proposed event? (10 points)

5. Please provide an organizational chart of the Local Organizing Committee. Does the sponsoring organization recruit volunteers to facilitate this event? (5 points)

Event Revenue and Economic Impact – 25 points

1. Please attach an itemized budget for the proposed event. (10 points)



2. Will the proposed event impact local business? If so, please describe that impact.(15 points)

Marketing – 15 points

1. How does the proposed event benefit the image/reputation of the City of Kissimmee? (5 points)

2. Identify all forms of advertisement to be used. Please provide a timeline for all promotion and advertising. (5 points)

3. How much money will the sponsoring organization commit towards advertising? (5 points)

Collaboration – 10 points

1. Is the sponsoring organization collaborating with any other non-profit group? If so, please state the commitments of all other groups.(5 points)

2. Has the sponsoring organization solicited local vendors to support the event? If so, please identify all vendors/merchants that have committed to the event. (5 points)

Review Board information

1. Past evaluation:

(see attached)

2. Attendance measures

Previous year's ANTICIPATED attendance:

Previous year's ACTUAL attendance:

Current year's ANTICIPATED attendance:

3. Post event requirements bonus +/-

For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Grant Final Report? (-5 points/0 points/+5 points)

- Final budget Yes No
- List of vendors Yes No
- Marketing materials Yes No

Scoring Criteria:

Park Tank Score

90 – 100 points
80 – 90 points
70 – 80 points
60 – 70 points
50 – 60 points
40 – 50 points
30 – 40 points
20 – 30 points
10 – 20 points
0 – 10 points

Percentage of Requested Grant Waived

100%
90%
80%
70%
60%
50%
40%
30%
20%
10%

ITEM 4.B.

ELIGIBILITY PARAMETERS

Item Details

Proposed discussion on new Fee Waiver Criteria.

- Discussion of Considerations
- Thresholds on funding
- Term limits for funding
- Mandatory Survey Requirements

Attachment(s):

None

ITEM 4.C.

CITY OF KISSIMMEE PARADE PARTICIPATION

Item Details

Staff discussion on Parade Participation.

- Parade overview, facts and numbers
- Incentives

Attachment(s):

None

ITEM 5.A.
CONFLICT OF INTEREST

Item Details

Discuss Conflict of Interest for Board Members and the voting process.

Attachment(s):

1. Form 8B

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ☐ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY
CITY COUNTY	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED	MY POSITION IS: ☐ ELECTIVE ☐ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, _____, hereby disclose that on _____, 20 ____ :

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____ ;
- ☐ inured to the special gain or loss of my relative, _____ ;
- ☐ inured to the special gain or loss of _____, by
whom I am retained; or
- ☐ inured to the special gain or loss of _____, which
is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.