



**MEETING AGENDA
SESSION OF THE PARKS & RECREATION ADVISORY BOARD
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
WEDNESDAY, DECEMBER 14, 2022 AT 6:00 PM**

- 1. MEETING CALLED TO ORDER**
- 2. MINUTES**
 - 2.A Approval of the meeting minutes from the October 12, 2022 meeting.
- 3. HEAR AUDIENCE**
- 4. DISCUSSION**
- 5. NEW BUSINESS**
 - 5.A Fee Waiver Grant Scoring - Period II - 2022/23
 - 5.B Meeting Schedule for 2022/2023
 - 5.C 2022/23 Vote of Officers
- 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 Parks & Recreation Advisory Board 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 State 286.26, persons needing assistance to participate in any of these proceedings should contact the Office of the City Clerk, 101 Church Street, Kissimmee, Florida, (407) 518-2309.

ITEM 2.A

Approval of the meeting minutes from the October 12, 2022 meeting.

Item Details

Approval of the meeting minutes from the October 12, 2022 meeting.

Attachment(s):

1. MInutes 2022_10_12



MEETING MINUTES
SESSION OF THE PARKS & RECREATION ADVISORY BOARD
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
WEDNESDAY, OCTOBER 12, 2022 AT 6:00 PM

1. **MEETING CALLED TO ORDER** **Members Present:** Board Member M. Hannan Khan, Board Member Roy Oddo, Board Chair Edward Kilroy, Board Member Vanessa Alvarez, Board Member Seewdat "David" Anderson
Staff Present: Director Steve Lackey, Assistant Director Matt Libby, Events & Venues Manager Kayla Rogers, Office Manager Andrea Campbell
Members Absent: Board Member Guillermo (Bill) Hansen and Board Member Shiela Molina
Excused: Board Member Albert Dorsey, Board Member Robin Wright

Board Chair Edward Kilroy called the meeting to order at 6:06pm.

2. **MINUTES**

- 2.A Approval of the meeting minutes from the August 10, 2022 meeting.

Board Member Roy Oddo made a motion to accept and approve the meeting minutes from August 10, 2022 as is. Board Member Vanessa Alvarez seconded the motion.

AYE: Board Member M. Hannan Khan, Board Member Roy Oddo, Board Member Edward Kilroy, Board Member Vanessa Alvarez, Board Member Seewdat "David" Anderson

NAY: None

Motion to 5 - 0.

3. **HEAR AUDIENCE** No one was present for hear the audience.
4. **DISCUSSION** Parks and Recreation Director Steve Lackey introduced Event & Venues Manager Kayla Rogers and updated the Board on the Parks and Recreation staff and their efforts prior to Hurricane Ian and after the storm passed. He also thanked Board Member Vanessa Alvarez and the Community for their efforts as well.
5. **NEW BUSINESS**

- 5.A Fee Waiver Grant Scoring - Period II - 2022/23

Board Chair Edward Kilroy explained that the funds start with the new fiscal year for the City, therefore the balance at this time (before awards) is \$25,000. A quick discussion and reminder about the sunseting policy. The board proceeded with their scores being recorded in the Period II Spreadsheet.

Fee Waiver amounts as approved:

Kissimmee 5K - \$1,800
Acompanadas -Encuentro - \$1,640
Dine with the Departed - \$483
March for Meals - \$1,800
PVC Citrus Slam - \$937.50
Hop on Downtown - \$3,000
CAFA Fustion - \$4,720
Kickball Palooza - \$2,380
AWARD TOTAL - \$16,760.80

The Cuban Sandwich Festival and the Armed Forces event applications were withdrawn from the process due to an open RFI and will be brought back if their events are selected to be scored.

Board Chair Edward Kilroy made a motion to accept the award amounts as shown for a total award of \$16,760.80. Board Member Vanessa Alvarez seconded the motion.

AYE: Board Member M. Hannan Khan, Board Member Roy Oddo, Board Chair Edward Kilroy, Board Member Vanessa Alvarez, Board Member Seewdat "David" Anderson

NAY: None

Motion to 5 - 0.

5.B Community Benefit Grant

Board Chair Edward Kilroy asked if there was any discussion regarding the Community Benefit Grant applications, no issues and the Board proceeded with their suggested award amount to add to the spreadsheet.

Community Benefit Grant scoring:

Fund for Hope - \$2,100

American Youth Football Regionals 7U - \$2,000

AWARD TOTAL - \$4,100

Board Member Vanessa Alvarez made a motion to award each request as shown in the spreadsheet, for a total award of \$4,100 . Board Member Hannan Khan seconded the motion.

AYE: Board Member M. Hannan Khan, Board Member Roy Oddo, Board Member Edward Kilroy, Board Member Vanessa Alvarez, Board Member Seewdat "David" Anderson

NAY: None

Motion to 5 - 0.

6. **HEAR CHAIRMAN AND BOARD MEMBERS** Director Steve Lackey asked the Board Members if they would like to be a judge for the upcoming Festival of Lights Parade on December 10th at 7:30pm. Please respond your RSVP to the email invitation when it comes from staff.

The Board Members expressed their appreciation to the Parks and Recreation staff for their hard work during the hurricane.

The next meeting in December will be held at City Hall followed by a social at Lakefront Park.

7. **ADJOURNMENT**

There being no further business to come before the Parks and Recreation Board, Chair Edward Kilroy adjourned the meeting at 6:50pm.

Board Chairman

ATTEST:

Board Secretary

ITEM 5.A

Fee Waiver Grant Scoring - Period II - 2022/23

Item Details

There are two additional Fee Waiver Grants to score for Period II - 2022/23

- Osceola Kowboys Banquet
- Cuban Sandwich Festival

Attachment(s):

1. Osceola Family Sports Banquet Binder
2. Cuban Sandwich Binder

FEE WAIVER GRANT RANKING FORM

Organization Name: Osceola Family Sports Association **Event Name:** Osceola Kowboys Banquet

Event Date: 2/4/2023

Year of fee waiver award: 1

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	
Has this specific event been produced previously? (10 points)	
What is the uniqueness of the proposed event? (10 points)	
How does the proposed event support the organization's mission and benefit residents? (10 points)	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points)	
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)	
MARKETING	15 POINTS
How does the proposed event benefit the image/reputation of the City? (5 points)	
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points)	
How much money will the sponsoring organization commit towards advertising? (5 points)	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	
Has the sponsoring organization solicited local vendors to support the event? (5 points)	
Sub Total Points (Possible Score 100)	
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	
- Was a final budget submitted? - Was a list of vendors submitted? - Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY: _____

Fee Waiver Amount Requested: \$2,500

Previous Year's Fee Waiver Award: N/A

Fee Waiver Grant Program Request

Requesting Organization Information

Organization Information & Contact *

Osceola Family Sports Association

Full Legal Name of Organization

Beverley Day

Name of Chief Officer/President

4074601501

Telephone Number

4074601501

Mobile Number

Organization Address *

3229 hunters Chase loop

Street Address

Kissimmee

City

Florida

State/Region/Province

34743

Postal / Zip Code

United States

Country

Eligibility/Type *

☒ Non-Profit ☐ Government ☐ Agency or Organization in which the City of Kissimmee is a member

If non-profit, you must attach a copy of your organization's valid IRS tax exempt certificate or IRS affirmation letter..

Please upload you valid IRS Tax Exempt Certificate or an Internal Revenue Service (IRS) Affirmation Letter

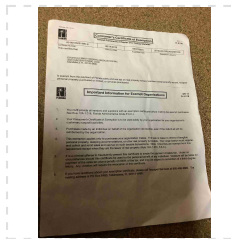


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Event Contact Information

Beverley Day

Name of Event Contact

Osceola Kowboys Banquet

Title of Event Contact

4074601501

Telephone

Beverleyday53@yahoo.com

Email

Fee Waiver Grant Program Request

Event Information

Name of Event *

Osceola Kowboys Banquet

Start Date & Time of Event *

02/04/2023 06:00 PM

MM/dd/yyyy HH:MM AM/PM

End Date & Time of Event *

02/04/2023 09:00 PM

MM/dd/yyyy HH:MM AM/PM

Estimated Number of Attendees *

500

Brief Description of Event *

Banquet and awards ceremony

Grant Request Amount *

2500.0

USD

This is the dollar amount of the services you are requesting to be waived by the Fee Grant Waiver Program. The maximum amount you may request is \$3,000.

Event Setup & Strike

Please enter the date and times you wish to setup as well as the date and times you anticipate breaking down.

Event Setup Date & Time *

02/04/2023 03:00 PM

MM/dd/yyyy HH:MM AM/PM

Event Strike Date & Time *

02/04/2023 10:00 PM

MM/dd/yyyy HH:MM AM/PM

Event Logistics

Will your event require outdoor staging? *

☐ Yes ☒ No

Fee Waiver Grant Program Request

Will your event require the rental of the modular stage for Veterans Lawn? *

☐ Yes ☒ No

Will your event require tents? *

☐ Yes ☒ No

Will your event require vehicle access to the park?

☐ Yes ☒ No

Will your event require road closures? *

☐ Yes ☒ No

Will your event require portable restrooms? *

☐ Yes ☒ No

Will your event require utilities? *

☐ No ☒ Power ☒ Water

Will your event hire outside production companies? *

☐ Yes ☒ No

This includes lighting, staging, audio, decor, film, broadcast, etc.

Will your event require the use of additional space? *

☐ Green/Dressing Room	☐ Locker-Room(s)	☒ Reception Area
☐ Autograph Area	☐ Food Prep Area	☐ Dance Floor
☐ Private Meeting Space	☐ Rehearsal Space	☐ None

Fishing Tournament

Is the event a fishing tournament?

☐ Yes ☒ No

Entertainment

Will your event require alcoholic beverages to be dispensed or sold?

☐ Yes ☒ No

Will your event require a DJ?

☒ Yes ☐ No

Fee Waiver Grant Program Request

Does your entertainer have special requirements and/or technical rider?

☐ Yes ☒ No

Will your event have performers?

☐ Yes ☒ No

Audio / Visual

Is this an indoor event?

☒ Yes ☐ No

Will your event require the rental of audio equipment?

☐ Yes ☒ No

Will your event require the rental of any additional audio equipment?

☒ Podium

☐ Easels

☐ Projector & Screen

☐ TV/VCR/DVD Player

☒ Microphones

☐ Extension Cords/Power Strips

☐ None

Promotions

Will your event require banners to be hung? *

☐ Yes ☒ No

At what level will your event be promoted? *

☒ Local

☐ Regional

☐ National

Will the media be invited? *

☐ Yes ☒ No

If the media will be invited, what type of media will be expected? *

None

Organizational Structure

These are mandatory questions, but they hold no point value during the evaluation process.

Fee Waiver Grant Program Request

How long has the sponsoring organization been incorporated? *

9 years

How long has the sponsoring organization physically been in operation? *

21 years

Please provide an organization chart of the Local Organizing Committee and describe how the sponsoring organization recruit volunteers to facilitate the event? *

The organization committee is made of of current organization Board members and volunteers within.

Organization & Experience (50 Points)

Has the sponsoring organization previously produced an event in Kissimmee? *

☒ Yes ☐ No

If yes, please identify the event(s). *

Last year banquet at the same location under Osceola Family sports association

Has this specific event been previously produced? *

☒ Yes ☐ No

If so, when and where was the event held? *

Kissimmee civic center January 2021

What is the uniqueness of the proposed event? *

This event provides a time to gather and recognize our youth fro their achievements.

How does the proposed event support the organization's mission and impact to residents? *

Osceola Kowboys mission is to build character through athletics. We plan to provide youth in our community with help with their education and an alternative extra curricular activities to keep them off the streets and out of trouble.

Fee Waiver Grant Program Request

Event Revenue & Economic Impact (25 Points)

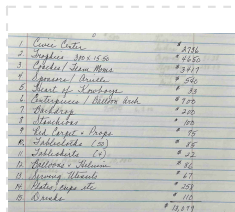
Will the proposed event impact local businesses? *

☒ Yes ☐ No

If so, please describe the impact:

This event also recognizes local businesses that have supported the organization during the year .

Please attach your itemized event budget.



1. Sports Center	\$ 3750
2. Sunshine Gym & Spa	\$ 1250
3. Pizzeria / Pasta House	\$ 2000
4. Giovanni's Pizzeria	\$ 500
5. Sweet 16 Photography	\$ 50
6. Antiques / Vintage Shop	\$ 700
7. Bookstore	\$ 200
8. Florist	\$ 75
9. Kid Carpet & More	\$ 75
10. Submarine (20)	\$ 15
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99. Submarine (20)	\$ 15
100. Submarine (20)	\$ 15

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Marketing

How does the proposed event benefit the image or reputation of the City? *

As one of the longest youth programs in the city it benefits the city of Kissimmee because it continues to expand and represent our city in a national stage , we currently have a team playing national level and other competing locally . This program main objective is to serve our the youth in our community and be an example to other local cities and program to follow.

Please identify all forms of advertisement to be used and provide a timeline for all promotion and advertising. *

Advertising will be done via Facebook page and local groups within the organization. Advertising starts at the end of the season between Nov 30-Dec 4 of the current year.

How much money will the sponsoring organization commit towards advertising? *

All advertising will be done by current board members of our non profit.

Collaboration

Is the sponsoring organization collaborating with any other non-profit groups?

☐ Yes ☒ No

Fee Waiver Grant Program Request

Has the sponsoring organization solicited local vendors to support the event?

☐ Yes ☒ No

1.	Civic Center	\$ 2736
2.	Trophies 300 x 15.50	\$ 4650
3.	Cookies / Team Moms	\$ 3417
4.	Sponsors / Arnica	\$ 540
5.	Heart of Cowboys	\$ 33
6.	Centerpieces / Balloon Arch	\$ 700
7.	Backdrop	\$ 200
8.	Stanchions	\$ 100
9.	Red Carpet + Props	\$ 75
10.	Tablecloths (50)	\$ 85
11.	Tableskirts (4)	\$ 22
12.	Balloons + Helium	\$ 86
13.	Serving Utensils	\$ 67
14.	Plates, cups etc	\$ 258
15.	Drinks	\$ 110
		\$ 13,079



Consumer's Certificate of Exemption

General Exemption to Florida P.L. 100-642

FD-100
10-1-80

NO. 100-1000000-0	DATE OF SALE	DATE OF SALE	DATE OF SALE
DATE OF SALE	DATE OF SALE	DATE OF SALE	DATE OF SALE

THIS CERTIFICATE IS VALID FOR THE PURCHASE OF THE FOLLOWING:

It is exempt from the payment of Florida sales and use tax on real property interest, including leasehold interest, tangible personal property purchased or leased, or services purchased.



Important Information for Exempt Organizations

FD-100
10-1-80

1. You must provide all vendors and suppliers with an exemption certificate before making for exempt purchases. See Fla. Stat. 218.10(1), Florida Administrative Code F.A.C. 1.
2. Your Consumer's Certificate of Exemption is to be used solely by and for your organization for your organization's exclusively nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease of, others of, tangible personal property, including accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Fla. Stat. 218.10(1), F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 20% of the tax, and may be subject to conviction of a third degree felony. Any violation will require the revocation of the certificate.
6. If you have questions about your exemption certificate, please call Technical Services at 800-438-6600. The mailing address is P.O. Box 9-000, Tallahassee, FL 32304-0000.



Organization: Osceola Family Sports Association **Event:** Osceola Kowboys Banquet **Date:** February 4, 2023

Facility Fee:				
Civic Center Arena	\$2,130.00 per day		\$2,130.00 per day x 1 day	\$2,130.00
Rental Items:				
Taxes:			7.5%	EXEMPT
Staff:				
Custodian (6:00pm-10:00pm)	\$15.00 per hour		1 Custodian x \$20.00 per hour x 4 hours	\$80.00
Event Monitor (6:00pm-10:00pm)	\$15.00 per hour		1 Event Monitor x \$20.00 per hour x 4 hours	\$80.00
Total Estimate				\$2,290.00
Damage Deposit (Amount Paid on Balance to Hold Date - Refundable)				\$426.00
Fee Waiver Grant				TBD
Total Due 30 Days Before Event				TBD

FEE WAIVER GRANT RANKING FORM

Organization Name: HRFCC **Event Name:** Cuban Sandwich Festival of Kissimmee & Orlando

Event Date: 5/7/2023

Year of fee waiver award: 3

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	
Has this specific event been produced previously? (10 points)	
What is the uniqueness of the proposed event? (10 points)	
How does the proposed event support the organization's mission and benefit residents? (10 points)	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points)	
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)	
MARKETING	15 POINTS
How does the proposed event benefit the image/reputation of the City? (5 points)	
Evaluation of the marketing plan, including types of advertisement and a timeline provided? (5 points)	
How much money will the sponsoring organization commit towards advertising? (5 points)	
COLLABORATION	10 POINTS
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	
Has the sponsoring organization solicited local vendors to support the event? (5 points)	
Sub Total Points (Possible Score 100)	
POST EVENT EVALUATION	-5 /0/+5 POINTS
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	
- Was a final budget submitted? - Was a list of vendors submitted? - Were samples of marketing materials submitted?	
TOTAL POINTS AWARDED	

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

FEE WAIVER GRANT RANKED BY: _____

Fee Waiver Amount Requested: \$3000

Previous Year's Fee Waiver Award: \$2400

Fee Waiver Grant Program Request

Requesting Organization Information

Organization Information & Contact *

HRFCC

Full Legal Name of Organization

Yolanda Gonzalez-Padilla (Jolie)

Name of Chief Officer/President

(813) 407-6866

Telephone Number

(813) 407-6866

Mobile Number

Organization Address *

14391 Spring Hill Dr Suite 417

Street Address

Spring Hill

City

Florida

State/Region/Province

34609

Postal / Zip Code

United States

Country

Eligibility/Type *

☒ Non-Profit ☐ Government ☐ Agency or Organization in which the City of Kissimmee is a member

If non-profit, you must attach a copy of your organization's valid IRS tax exempt certificate or IRS affirmation letter..

Please upload your valid IRS Tax Exempt Certificate or an Internal Revenue Service (IRS) Affirmation Letter



HRFCC_Tax_Exemption.PDF

Event Contact Information

Jolie Gonzalez-Padilla

Name of Event Contact

President

Title of Event Contact

(813) 407-6866

Telephone

Jolie@HRFCC.org

Email

Event Information

Fee Waiver Grant Program Request

Name of Event *

Cuban Sandwich Festival of Kissimmee & Orlando

Start Date & Time of Event *

05/07/2023 11:00 AM

MM/dd/yyyy HH:MM AM/PM

End Date & Time of Event *

05/07/2023 06:00 PM

MM/dd/yyyy HH:MM AM/PM

Estimated Number of Attendees *

1,500

Brief Description of Event *

Free Family and Community Cultural Festival featuring contest to find the best Cuban Sandwiches in Kissimmee and Orlando, FL. We also make the Biggest/Longest Cuban Sandwich in the World -breaking the Tampa record, and in the process -feeding the homeless, this year as a result of the Kissimmee event-over 600 homeless people were fed. The event features LIVE music and dance performances.

Grant Request Amount *

3000.0

USD

This is the dollar amount of the services you are requesting to be waived by the Fee Grant Waiver Program. The maximum amount you may request is \$3,000.

Event Setup & Strike

Please enter the date and times you wish to setup as well as the date and times you anticipate breaking down.

Event Setup Date & Time *

05/07/2023 08:00 AM

MM/dd/yyyy HH:MM AM/PM

Event Strike Date & Time *

05/07/2023 06:00 PM

MM/dd/yyyy HH:MM AM/PM

Event Logistics

Will your event require outdoor staging? *

☐ Yes ☒ No

Will your event require the rental of the modular stage for Veterans Lawn? *

☐ Yes ☒ No

Fee Waiver Grant Program Request

Will your event require tents? *

☒ Yes ☐ No

Will your event require vehicle access to the park?

☒ Yes ☐ No

Will your event require road closures? *

☐ Yes ☒ No

Will your event require portable restrooms? *

☒ Yes ☐ No

Will your event require utilities? *

☐ No ☐ Power ☒ Water

Will your event hire outside production companies? *

☐ Yes ☒ No

This includes lighting, staging, audio, decor, film, broadcast, etc.

Will your event require the use of additional space? *

☐ Green/Dressing Room	☐ Locker-Room(s)	☐ Reception Area
☐ Autograph Area	☐ Food Prep Area	☐ Dance Floor
☐ Private Meeting Space	☐ Rehearsal Space	☒ None

Fishing Tournament

Is the event a fishing tournament?

☐ Yes ☒ No

Entertainment

Will your event require alcoholic beverages to be dispensed or sold?

☐ Yes ☒ No

Will your event require a DJ?

☒ Yes ☐ No

Does your entertainer have special requirements and/or technical rider?

☐ Yes ☒ No

Fee Waiver Grant Program Request

Will your event have performers?

☒ Yes ☐ No

If you are having performers, please list if they are local, national, or international.

They will be a combination of local, nation and or international. TBA.

Audio / Visual

Is this an indoor event?

☐ Yes ☒ No

Promotions

Will your event require banners to be hung? *

☒ Yes ☐ No

At what level will your event be promoted? *

☒ Local ☒ Regional ☒ National

Will the media be invited? *

☒ Yes ☐ No

If the media will be invited, what type of media will be expected? *

Local News teams. Food Bloggers, and Foodies.

Organizational Structure

These are mandatory questions, but they hold no point value during the evaluation process.

How long has the sponsoring organization been incorporated? *

4+ years (prior to that with another organization)

How long has the sponsoring organization physically been in operation? *

4+ years (prior to that with another organization) 20+ Years

Fee Waiver Grant Program Request

Please provide an organization chart of the Local Organizing Committee and describe how the sponsoring organization recruit volunteers to facilitate the event? *

Event production team: Victor and Jolie Padilla along with a travel team that has been with us for the last several years. We recruit via our collaboration with local organizations, friend, media contacts, social media and our website. Travel team: 15-20 People.

Organization & Experience (50 Points)

Has the sponsoring organization previously produced an event in Kissimmee? *

☒ Yes ☐ No

If yes, please identify the event(s). *

Ford Cuban Sandwich Festivals - 5 years. Plus Ford Taste of Latino Festival, 1 year.

Has this specific event been previously produced? *

☒ Yes ☐ No

If so, when and where was the event held? *

in 2021 and again in 2022 this event was held at Kissimmee Lakefront Park.

What is the uniqueness of the proposed event? *

We host a Cuban Sandwich contest and we also make the biggest/longest Cuban Sandwich in the world -each year we break the record previously held by Tampa-the sandwich is then donated to a homeless shelter to feed the homeless. The sandwich fed over 600 homeless people. The winners of the Cuban Sandwich contest go on to compete and represent Kissimmee/Orlando in the World Cuban Sandwich contest in Tampa on Sunday, May 28th, 2023 -the winner of that contest receives a GOLDEN Ticket to go on and compete in the World Food Championships!

How does the proposed event support the organization's mission and impact to residents? *

Part of our mission is to preserve our cultural heritage in which we do be featuring and highlighting Hispanic talent and cultural foods. In addition, another part of our mission is to feed the homeless! We also make the Biggest/Longest Cuban Sandwich in the World -currently the goal is 275 ft. The Sandwich will then be donated to a homeless shelter and will feed over 650 homeless people - the event receives a lot of media attention. People later walk around and enjoy other areas of Kissimmee as the event closes at 6pm. This event is welcoming to local residents and invites locals to attend and or participate.

Event Revenue & Economic Impact (25 Points)

Will the proposed event impact local businesses? *

☒ Yes ☐ No

Fee Waiver Grant Program Request

Is so, please describe the impact:

We will bring attract people to the area and they will enjoy strolling beautiful downtown Kissimmee. In addition, we do not serve alcohol at our event and our events ends fairly early -so people will most likely enjoy strolling and visiting some of the local restaurants and bars.

Please attach your itemized event budget.



8th_Annual_FORD_Cuban_Sandwich_Festival_Budget_Kis.pdf

Marketing

How does the proposed event benefit the image or reputation of the City? *

In 2021 and again in 2022: At Kissimmee Lakefront Park, we broke the world record for the Longest Cuban Sandwich in the World at the Kissimmee event and fed over 600 homeless people! This is a popular bilingual family and community event that gets a lot of great media attention. The event has become known for great food, media exposure and entertainment - it is free and open to locals and/or visiting guests. The event also features local leaders and VIP judges.

Please identify all forms of advertisement to be used and provide a timeline for all promotion and advertising. *

We feature the event on our website which receives visitors from all over the world.
Social media marketing and ad buys
Event marketing via Eventbrite and other online event platforms
Television, newspapers, Magazine and radio advertising
Video advertising, local organizations, local event calendars and more!

How much money will the sponsoring organization commit towards advertising? *

\$1,500

Collaboration

Is the sponsoring organization collaborating with any other non-profit groups?

☒ Yes ☐ No

If so, please state the commitment of all other groups: *

We work with local non-profits and other local vendors in order to make the event successful to all.
- Local non-profits
- Homeless Shelters
- Food Shelters
Including but not limited to: Council on ageing, Church and Community, Local chambers of commerce, Hispanic Organizations, local churches and more.

Has the sponsoring organization solicited local vendors to support the event?

☒ Yes ☐ No

Fee Waiver Grant Program Request

If so, please identify all vendors that have committed to the event: *

TBD

8th Annual Kissimmee/Orlando Cuban Sandwich Festival - Sunday, May 7th, 2023

REVENUE Goal:

SPONSORShip, Vendors and supporting Grant

\$30,000.00

TOTAL Goal	0.00	\$30,000.00
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EXPENSES:

Actual

Making of the Sandwich	\$ 1,200.00
T-SHIRTS, APRONS	\$600.00
GENERATOR RENTALS	\$1,500.00
PERMITS & City Staff & Services (police, Fire, etc)	\$6,000.00
Grease Pit	\$250.00
Event Staffing: Promos, VIP, Stage hands, Set up, Breakdown, runner, contest pickup, etc	\$3,500.00
INSURANCE	\$1,400.00
GIFTS-PLAQUES & Awards	\$500.00
ENTERTAINMENT	\$3,500.00
TENTS/TABLES/CHRS	\$2,000.00
SUPPLIES	\$300.00
VOLUNTEER FOOD	\$400.00
Clean up Crew (all day maintenance and clean up)	\$600.00
Trash	\$300.00
WRIST BANDS	\$200.00
Hotel & Travel of VIP Actors, Out of town contestants, and team	\$3,500.00
Advertising	\$1,500.00
Sanitation Measures	\$1,000.00
Tent Weights, Fire Extinguishers, etc'	\$1,000.00
FLYERS & PROMOTION	\$750.00

TOTAL EXPENSES	\$30,000.00
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Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 01/18

85-8017965693C-9	02/03/2020	02/28/2025	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

HISPANIC RESOURCE FAMILY CULTURAL CENTER
INC
14391 SPRING HILL DR STE 417
SPRING HILL FL 34609-8199

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 01/18

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.



Event: Cuban Sandwich Festival **Event Date:** May 7, 2023

Administration Fee:	\$100.00		\$100.00
Festival Lawn	\$1,295.00 per day	1 day rental x \$1,295.00	\$1,295.00
Bass, Boar and Turtle Pavilions	incl w/Festival Lawn		
Rental Items:			
Portalets	\$100.00-\$200.00 per unit; environmental & COVID19 fees \$7.75 each	1 ADA (\$125each), 2 Regular (\$125each), and 1 Hand-wash Sinks (\$200each) + Delivery & Cleaning Fees	\$575.00
EZ Systems	\$80.00 each	3 EZ-Systems x \$80.00 each (2 Trash, 1 Recycling)	\$240.00
Taxes:		7.5%	EXEMPT
Staff:			
Opening Facility Tech (7:30am-1:30pm)	\$15.00 per hour	1 Facility Tech x 6 hours x \$15.00 per hour	\$90.00
Event Load-in Staff (7:30am-1:30pm)	\$15.00 per hour	4 Event Staff x 6 hours x \$15.00 per hour	\$360.00
Closing Facility Tech (1:00pm-7:30pm)	\$15.00 per hour	1 Facility Tech x 6.5 hours x \$15.00 per hour	\$97.50
Event Load-out Staff (1:00pm-7:30pm)	\$15.00 per hour	4 Event Staff x 6.5 hours x \$15.00 per hour	\$390.00
Parks Staff (11:30am-8:00pm)	\$15.00 per hour	3 Parks Staff x 8 hours x \$15.00 per hour	\$360.00
KPD Event Load-in & Security (7:30am-1:30pm)	\$50.00 per hour	2 KPD Officers x 6 hours x \$50.00 per hour	\$600.00
KPD Event Strike & Security (1:00pm-7:30pm)	\$50.00 per hour	2 KPD Officers x 6.5 hours x \$50.00 per hour	\$650.00
KFD Inspector (7:30am-11:30am)	\$30.00 per hour	2 Fire Inspector x 4 hours x \$30.00 per hour	\$240.00
KFD Supervisor (12:00pm-6:00pm)	\$30.00 per hour	1 Supervisor x 6 hours x \$30.00 per hour	\$180.00
EMT (12:00pm-6:00pm)	\$30.00 per hour	2 EMS Staff x 6 hours x \$30.00 per hour	\$360.00
Total Estimate Before Deposits			\$5,537.50
Damage Deposit (Refundable)			\$259.00
Fee Waiver Amount			TBD
Total Due 30 Days Prior to Event			TBD

ITEM 5.B

Meeting Schedule for 2022/2023

Item Details

Board approval of the 2022/2023 meeting dates as presented. The board meets the third Wednesday of every other month at 6pm in the Commission Chambers at Kissimmee City Hall.

Attachment(s):

1. Meeting Schedule 2022-23



PARKS & RECREATION ADVISORY BOARD
MEETING SCHEDULE
2022/2023

All meetings will be held at the City Hall Commission Chambers unless noted otherwise. Meeting start time is 6:00 p.m. Please remember to contact the Parks and Recreation Administration Office at 407-518-2331 if you will not be attending a particular meeting.

- October 12, 2022
- December 14, 2022
- February 8, 2023
 - April 12, 2023
 - June 14, 2023
 - August 9, 2023
- October 11, 2023

ITEM 5.C

2022/23 Vote of Officers

Item Details

Vote of Chair and Co-Chair for 2022/2023 fiscal year.

Attachment(s):

None