



**MEETING AGENDA
SESSION OF THE PARKS & RECREATION ADVISORY BOARD
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
WEDNESDAY, FEBRUARY 8, 2023 AT 6:00 PM**

- 1. MEETING CALLED TO ORDER**
- 2. MINUTES**
 - 2.A Approval of the meeting minutes from the December 14, 2022 meeting.
- 3. HEAR AUDIENCE**
- 4. DISCUSSION**
 - 4.A Directors Update
- 5. NEW BUSINESS**
 - 5.A Fee Waiver Grant Scoring - Period III - 2022/23
 - 5.B Community Benefit Grant
 - 5.C 2022/23 Vote of Parks and Recreation Board 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 December 14, 2022 meeting.

Item Details

Approval of the meeting minutes from the December 14, 2022 meeting.

Attachment(s):

None

ITEM 4.A

Directors Update

Item Details

Parks and Recreation Directors Update

Attachment(s):

1. Directors Report 2.8.2023

Directors Report February 8, 2023

1. Lancaster Ranch Park
 - Arnco Construction (CMAR) will break ground in the coming weeks. Waiting on final wetland determination. Shared entrance with the School District off Jack Calhoun Road, will include all site work, roadway and parking lot for Phase 1A. Goal is for Green Meadows Petting Farm to open Fall of 2023.
2. 2023 Capital Projects/Grants
 - Chambers Park Renovations - \$500,000 African American Cultural Grant
 - Quail Hollow Community - \$40,000 Urban Garden Grant
 - Oak Street Pavilion/Playground - \$50,000 FRDAP
 - Fortune Road Batting Cages - \$50,000 FRDAP
 - Fortune Road Stadium Lights - \$140,000 EECBG
 - Lakefront Park Improvements - \$200,000 LWCF
 - Lancaster Ranch Park – Phase 1B Vertical Structures – 2 million
 - Lancaster Ranch Park – Phase 2 Canoe/Kayak – 3 million
 - Marina Breakwater Repairs - \$300,000
 - Lancaster Loop Trail – PW&E
3. New Position – Recreation Program & Special Project Coordinator

ITEM 5.A

Fee Waiver Grant Scoring - Period III - 2022/23

Item Details

Fee Waiver Grant Scoring for Period III of the 2022/23 fiscal year. Board members will read their scores to be entered into a spreadsheet to determine the potential amount of a Fee Waiver of City Expenses, then the Board will vote on the final amounts of awards.

Fee Waiver Applications:

- Team Kareem
- CAFA Awards Banquet
- Jurassic Jungle
- Puerto Rican Parade/Festival
- Osceola Youth & Family Summit
- Opportunity Center Gala

Attachment(s):

1. Team Kareem Final Binder
2. CAFA Final Binder
3. Jurassic Jungle Final Binder
4. PR Festival Parade Final Binder
5. Youth and Family Summit Final Binder
6. Opportunity Center Final Binder

FEE WAIVER GRANT RANKING FORM

Organization Name: Team Kareem

Event Name: Walk with Team Kareem to prevent drowning.

Event Date: 06/10/2023

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	

Percentage of Maximum of Award				
PARAB Score (Points)	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:\$3,000.00

Previous Year's Fee Waiver Award: \$2,700 (2020)

Fee Waiver Grant Program Request

Requesting Organization Information

Organization Information & Contact *

Team Kareem

Full Legal Name of Organization

Arkeisha Reede

Name of Chief Officer/President

7863468910

Telephone Number

7863468910

Mobile Number

Organization Address *

1080 Cypress parkway pmb#159

Street Address

Kissimmee

City

FL

State/Region/Province

33759

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



TEEM_KAREEM_MEMORIAL_FOUNDATION__CEX.pdf

Event Contact Information

Walk with Team Kareem yo prevent drowning

Name of Event Contact

Director

Title of Event Contact

7863468910

Telephone

Info@teamkareem.org

Email

Event Information

Fee Waiver Grant Program Request

Name of Event *

Walk with Team Kareem to Prevent Drowning

Start Date & Time of Event *

06/10/2023 09:21 PM

MM/dd/yyyy HH:MM AM/PM

End Date & Time of Event *

06/10/2023 09:21 PM

MM/dd/yyyy HH:MM AM/PM

Estimated Number of Attendees *

500

Brief Description of Event *

Community Event on Drowning

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 *

06/10/2023 08:00 AM

MM/dd/yyyy HH:MM AM/PM

Event Strike Date & Time *

01/01/2023 03:00 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

Will your event require the boat ramp?

☐ Yes ☒ No

How many boats are expected to participate?

None

Will your event require space for a tournament draw?

☐ Yes ☒ No

Will your event require space for a weigh-in?

☐ Yes ☒ No

Fee Waiver Grant Program Request

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

Will your event have performers?

☐ Yes ☒ No

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? *

Spectrum
Osceola new gazette

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? *

2015

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

2015

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

N/a

Organization & Experience (50 Points)

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

☒ Yes ☐ No

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

Same

Has this specific event been previously produced? *

☒ Yes ☐ No

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

Same location

What is the uniqueness of the proposed event? *

Stop Drowning

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

Swimming Lessons and Drowning Prevention Education

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:

Please attach your itemized event budget.

 TEEM_KAREEM_MEMORIAL_FOUNDATION__CEX.pdf

Marketing

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

Education

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

Tshirt news paper and radio

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

Unknown

Collaboration

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

☐ Yes ☒ No

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: *

Downtown



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

**DR-14
R. 01/18**

85-8017022758C-7	05/31/2021	05/31/2026	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

TEAM KAREEM MEMORIAL FOUNDATION INC
11460 NW 31ST ST
CORAL SPRINGS FL 33065-3407

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.

TEAM KAREEM MEMORIAL FOUNDATION INC
PO BOX 9771
CORAL SPRINGS FL 33075-9771



Event: Team Kareem Walkathon **Event Date:** June 10, 2023

Administration Fee:	\$100.00		\$100.00
Lighthouse Lawn- Non Profit Rate	\$700.00 per day	1 Day Rental x \$700.00 per day	\$700.00
Otter and Panther Pavilions	included	included with Lighthouse Lawn rental	\$0.00
Rental Items:			
Taxes:		7.5%	EXEMPT
Staff:			
Event Supervisor (8:00am-4:00pm)	\$30.00/hr	1 Event Supervisor x \$30.00 hr x 8 hrs	\$240.00
Event Staff (8:00am-4:00pm)	\$20.00/hr	1 Event Staff x \$20.00 hr x 8 hrs	\$160.00
KFD Inspector (8:00am-10:00am)	\$30.00/hr	1 Fire Inspector x \$30.00 hr x 2 hrs	\$60.00
Total Estimate Before Deposits			\$1,260.00
Damage Deposit (Refundable)			\$140.00
Total Due 30 Days Prior to Event			\$1,400.00

FEE WAIVER GRANT RANKING FORM

Organization Name: Caribbean and Florida Association, Inc.

Event Name: Annual Scholarships/Awards Banquet

Event Date: 08/06/2023

Year of fee waiver award: 2

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	

Percentage of Maximum of Award				
PARAB Score (Points)	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: \$3,000.00

Previous Year's Fee Waiver Award: \$1,296.00

Fee Waiver Grant Program Request

Requesting Organization Information

Organization Information & Contact *

Caribbean And Floridian Association, Inc.

Full Legal Name of Organization

Arnold King

Name of Chief Officer/President

407-694-7497

Telephone Number

Same as above

Mobile Number

Organization Address *

PO Box 450786

Street Address

Kissimmee

City

Florida

State/Region/Province

34743

Postal / Zip Code

United States

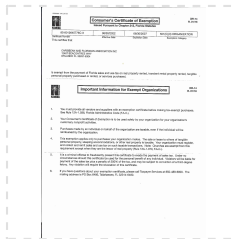
Country

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



CAFA_Tax_Exempt_Certificate-07-06-22.pdf.jpeg

Event Contact Information

Cheryl Reid-Payne

Name of Event Contact

Chairperson-Service & Education Committee

Title of Event Contact

407-334-4526

Telephone

creidpay@aol.com

Email

Fee Waiver Grant Program Request

Event Information

Name of Event *

Annual Scholarships 7 Awards Banquet

Start Date & Time of Event *

08/06/2023 03:00 PM

MM/dd/yyyy HH:MM AM/PM

End Date & Time of Event *

08/06/2023 07:00 PM

MM/dd/yyyy HH:MM AM/PM

Estimated Number of Attendees *

250

Brief Description of Event *

The Scholarship & Community Awards Banquet is an event held annually at the Kissimmee Civic Center where we award scholarships to high school graduates who are selected from a rigorous qualification process upon graduation from high school and have demonstrated acceptance to attending an accredited college/university to pursue their career studies. We also make presentations to acknowledged community leaders and operatives who have distinguished themselves through leadership and community service and has assisted CAFA in the performance of its mission.

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 *

08/06/2023 10:00 AM

MM/dd/yyyy HH:MM AM/PM

Event Strike Date & Time *

08/06/2023 08:00 PM

MM/dd/yyyy HH:MM AM/PM

Event Logistics

Fee Waiver Grant Program Request

Will your event require outdoor staging? *

☐ Yes ☒ No

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

Fee Waiver Grant Program Request

Will your event require a DJ?

☐ Yes ☒ No

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? *

Local Radio/TV and internet service providers

Fee Waiver Grant Program Request

Organizational Structure

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

How long has the sponsoring organization been incorporated? *

1991

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

1990

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

Chairperson-Cheryl Reid-Payne

Co-Chair-Shelley Briggs

Committee Members:

Andy King

Elsie Vega

Marilyn Diaz

Veronica Murrell

Leroy Thomas

Casmore Shaw

We expect that some 20+ other members of CAFA will be on hand to assist with set up and break down, program activities, etc on that day

Organization & Experience (50 Points)

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

☒ Yes ☐ No

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

Caribbean Fusion Festival (Lakefront Park Kissimmee)

Has this specific event been previously produced? *

☒ Yes ☐ No

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

Last held at Kissimmee Civic Center August 2019

Fee Waiver Grant Program Request

What is the uniqueness of the proposed event? *

In addition to awarding students, the Scholarship Banquet also recognized Individual Community Leaders who have demonstrated exceptional leadership, community service and commitment to student success in Florida.

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

The Caribbean and Floridian Association, Inc. (CAFA) is a non-profit organization that is organized exclusively for charitable, educational, religious and scientific purposes for all members of the community. The mission of CAFA (Caribbean And Floridian Association, Inc.) shall be to provide charitable and humanitarian services to improve the quality of life of the disadvantaged, youth and elderly at risk in Central Florida.

Event Revenue & Economic Impact (25 Points)

Will the proposed event impact local businesses? *

☒ Yes ☐ No

Is so, please describe the impact:

Many attendees will travel to Kissimmee on that day and will purchase gas, food and other essential services while in the city.

Please attach your itemized event budget.

 CAFA-2023_Scholarship_and_Community_Awards_Budget.xlsx

Marketing

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

Give that there has been a growing crisis in American education. Too many kids are falling through the cracks. They're either not reaching their full potential or dropping out altogether, which is having enormously negative consequences on their lives and our communities. Through this program, we are able to assist the City of Kissimmee target and ensure that disadvantaged children achieve their desire for higher education.

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

Advertising will commence in June utilizing the following: Print
Radio
Internet
Community Bulletins

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

\$500

Fee Waiver Grant Program Request

Collaboration

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

☐ Yes ☒ No

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

☐ Yes ☒ No

CAFA-2023 Scholarship & Community Awards Budget			
Expenses			
Civic Center Hall Rental			2,000.00
Scholarship/Community Awards			5,000.00
Printing			250.00
Refreshments			2,500.00
Total Expenses			9,750.00
Donations/Contributions			
CAFA			5,000.00
Private Donations/Scholarships			4,750.00
Total Donations			9,750.00



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 01/18

85-8012645776C-3	06/30/2022	06/30/2027	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

CARIBBEAN AND FLORIDIAN ASSOCIATION INC
12467 BEACONTREE WAY
ORLANDO FL 32837-6304

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.



Household#:
XXXXX

Event: CAFA Awards Banquet		Date: August 6, 2023	Time: 10am - 7pm
Facility Fee:	Price	Notes	Total
Grand Ballroom	\$130.00/ per hour	9 hours	\$1,170.00
Rental Items:			
TBD	TBD	TBD	
Staff:	Shift:		
Event Monitor	9:30am-7pm	\$20.00/per hour	1 Event Monitor (9hrs x \$20.00/per hour)
Custodian	9:30am-7pm	\$15.00/per hour	1 Custodian (9hrs x \$15.00/per hour)
Additional Fees:			
Taxes:		7.5% of Total Facility Fees + Rental Items	EXEMPT
Damage Deposit (Refundable)		20% of Total Facility Fees	\$234.00
Discounts:			
Total Estimate (With Tax, Without Damage Deposit)			\$1,485.00
Fee Waiver Grant			
Reservation Deposit (Amount Paid to Hold Date - Non Refundable)			Due: TBD, 2022
Total Due 30 Days Prior to Event			Due: July 7, 2022 \$1,719.00
Amount Paid			\$0.00

Total Estimate (With Tax, Without Damage Deposit)

FEE WAIVER GRANT RANKING FORM

Organization Name: Jurassic Jungle, Inc.

Event Name: Jurassic Jungle Live Dinosaur Show

Event Date: 08/11/2023 – 08/20/2023

Year of fee waiver award: 2

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		

Percentage of Maximum of Award				
PARAB Score (Points)	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: \$3,000.00 **Previous Year's Fee Waiver Award:** \$2,100.00

Fee Waiver Grant Program Request

Requesting Organization Information

Organization Information & Contact *

Jurassic Jungle Inc.

Full Legal Name of Organization

Branden Schossler

Name of Chief Officer/President

3302837536

Telephone Number

3302837536

Mobile Number

Organization Address *

225 East Dykes St.

Street Address

Cochran

City

Georgia

State/Region/Province

31014

Postal / Zip Code

United States

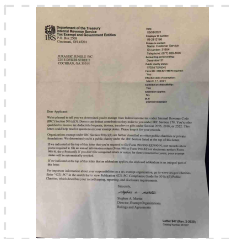
Country

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

Branden Schossler

Name of Event Contact

President

Title of Event Contact

3302837536

Telephone

jurassicjungleshow@gmail.com

Email

Fee Waiver Grant Program Request

Event Information

Name of Event *

Jurassic Jungle Live Dinosaur Show

Start Date & Time of Event *

08/11/2023 06:29 PM

MM/dd/yyyy HH:MM AM/PM

End Date & Time of Event *

08/20/2023 06:29 PM

MM/dd/yyyy HH:MM AM/PM

Estimated Number of Attendees *

600 per show, 10 shows

Brief Description of Event *

Educational live dinosaur show that teaches kids about dinosaurs through a thrilling theatrical production.

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 *

08/10/2023 06:30 PM

MM/dd/yyyy HH:MM AM/PM

Event Strike Date & Time *

08/20/2023 06:30 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

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

They are local to our organization.

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? *

We are hoping for local media channels and social media influencers.

Fee Waiver Grant Program Request

Organizational Structure

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

How long has the sponsoring organization been incorporated? *

Since 2020

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

Parent organization since 2011, Jurassic Jungle since 2020

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

For this show, we're planning on reaching out to the local community to assist us with doing "in kind" donation workshops for children in need. The idea is to run these in the week between our shows.

Organization & Experience (50 Points)

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

☒ Yes ☐ No

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

2022 Jurassic Jungle LIVE

Has this specific event been previously produced? *

☒ Yes ☐ No

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

It was held at 6 different venues in 2022

What is the uniqueness of the proposed event? *

The largest touring dinosaur show of its kind in the United States! The closest you will ever come to seeing real dinosaurs.

Fee Waiver Grant Program Request

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

Not only are we hoping to offer a great show for the community, but we are also looking to use our longer rental period to focus on giving back to areas in need. Example: Tues and Wed of the week between our shows we'd like to bring in families from impoverished areas for some fee experiences.

Event Revenue & Economic Impact (25 Points)

Will the proposed event impact local businesses? *

☒ Yes ☐ No

Is so, please describe the impact:

We'd like to focus even more this time on networking with local businesses.

Please attach your itemized event budget.

 Kissimmee_FL_Jurassic_Jungle_LIVE_Expenses_Estimat.xlsx

Marketing

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

Bringing family friendly entertainment to the city, something fun for parents and kids to do together.

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

Social Media, Billboard, Print, Online Promotion through FEVER Platform

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

\$30,000+

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

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

No but we are looking for sponsors this year!



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

JURASSIC JUNGLE INC
225 E DYKES STREET
COCHRAN, GA 31014

Date:
05/08/2021
Employer ID number:
86-2812166
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: (877) 829-5500
Accounting period ending:
December 31
Public charity status:
170(b)(1)(A)(vi)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
March 17, 2021
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053516006901

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Letter 947 (Rev. 2-2020)
Catalog Number 35152P

Event Information	
Number of Shows	10
Percentage of Tickets Sold	70.00%
Number of Associates	6
Number of Performers	10
Number of Managers	3
Number of Strike Crew	10

Expenses	
People	\$16,000.00
Attendee Show Guides	\$1,000.00
Incidentals	\$1,000.00
Venue	\$14,000.00
Avertising (promotion agency)	\$24,246.18
Advertising (in house)	\$7,000.00
Lighting & Sound	\$5,000.00
Travel (Logistics Contract)	\$5,000.00
Travel (Hotels, Flights)	\$6,000.00
Meals	\$1,720.00
Estimated Merchandise Cost	\$25,587.80
Total Expenses	\$106,553.98

Event: Jurassic Jungle Live! Date: Friday, August 11, 2023 - Sunday, August 20, 2023 Time: 8am-8pm						
Facility Fee:		Price		Notes		Total
Arena - Friday 8/11 8:00 am-5:00pm		\$1,065.00		Load In (50% of daily rate)		\$1,065.00
Arena -Friday- Sunday 8am-8pm each day		\$1,610.00/daily		9 days x \$1,610.00/daily		\$14,490.00
Floor Coverage Fee		\$350.00/cover fee		2 times x \$350.00		\$700.00
Willow Conference Room - 10am-6pm each day		\$39.00/per hour		9 days (8 hours x \$39.00/per hour)		\$2,808.00
Multi-Day Discount				20% off Facility Fees		(\$3,812.60)
Rental Items:						
Arena House Speakers						N/A
Arena Screen & Projector						N/A
Staff:		Shift:	Rate:			
Friday 8/11 8am-5pm						
Facility Technician		8:00am-4:30pm	\$20.00/ per hour	Tech Rehearsal for Event		\$160.00
Saturday 8/12 - 8/19: 8:00am-8pm						
Closing Event Supervisor		3:00pm-8pm	\$25.00/ per hour	1 Event Monitor (7 days x 5hrs x \$25.00/per hour)		\$875.00
Facility Technician		8:00am-4:30pm	\$20.00/ per hour	1 Technician (7 days x 8hrs x \$20.00/per hour)		\$120.00
Opening Event Monitor		8:30am-2pm	\$20.00/ per hour	1 Event Monitor (7 days x 6hrs x \$20.00/per hour)		\$840.00
Closing Event Monitor		1:30pm-8pm	\$20.00/ per hour	1 Event Monitor (7 days x 6hrs x \$20.00/per hour)		\$840.00
Custodian		12:00pm-8pm	\$20.00/ per hour	Custodian (7 days x 8hrs x \$20.00/per hour)		\$1,120.00
Sunday 8/20: 8:00am-9pm						
Facility Technician		8:00am-4:30pm	\$20.00/ per hour	1 Technician (8hrs x \$20.00/per hour)		\$160.00
Opening Event Monitor		8:00am-3pm	\$20.00/ per hour	1 Event Monitor (6hrs x \$20.00/per hour)		\$120.00
Closing Event Monitor		2:30pm-9pm	\$20.00/ per hour	1 Event Monitor (6hrs x \$20.00/per hour)		\$120.00
Custodian		11:30am-9pm	\$20.00/ per hour	Custodian (8hrs x \$20.00/per hour)		\$160.00
Additional Fees:						
Taxes:				7.5% of Total Facility Fees + Rental Items		EXEMPT
Total Estimate						\$19,765.40
Damage Deposit (Refundable)				20% of Total Facility Fees		\$3,812.60
Fee Waiver Grant:						TBD
Total Due 30 Days Prior to Event:				Due: July 11, 2023		TBD

Load In	Friday
8/11	8:00am-5:00pm
Event Days 7: Saturday 8/12 - Saturday 8-19 8am-8pm	
Event Day/Load Out: Sunday 8/20 8am-10pm	

FEE WAIVER GRANT RANKING FORM

Organization Name: Centro Cultural Puertorriqueno, Inc.
Event Name: 10th Puerto Rican Parade and Business Expo

Event Date: 09/09/2023

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	

Percentage of Maximum of Award				
PARAB Score (Points)	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: \$3,000.00 **Previous Year's Fee Waiver Award:** \$2,400.00

Fee Waiver Grant Program Request

Requesting Organization Information

Organization Information & Contact *

Centro Cultural Puertorriqueno Inc.

Full Legal Name of Organization

Rogelio Figueroa

Name of Chief Officer/President

407 729-0845

Telephone Number

407- 729-0845

Mobile Number

Organization Address *

485 Peppermill Circle

Street Address

Kissimmee

City

FL

State/Region/Province

34758

Postal / Zip Code

United States

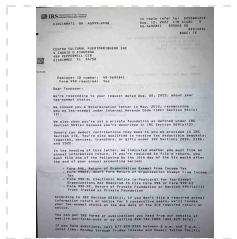
Country

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



IRS.jpg

Event Contact Information

Rogelio Figueroa

Name of Event Contact

President

Title of Event Contact

407-729-0845

Telephone

gelo637@aol.com

Email

Fee Waiver Grant Program Request

Event Information

Name of Event *

10th Puerto Rican Parade and Business Expo

Start Date & Time of Event *

09/09/2023 11:00 AM

MM/dd/yyyy HH:MM AM/PM

End Date & Time of Event *

09/09/2023 08:00 PM

MM/dd/yyyy HH:MM AM/PM

Estimated Number of Attendees *

2000

Brief Description of Event *

Event will begin with the Puerto Rican Parade, follow by the business expo.

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 *

09/09/2023 08:00 AM

MM/dd/yyyy HH:MM AM/PM

Event Strike Date & Time *

09/09/2023 08:00 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

If you require road closures, please provide details on your requested closures? *

Broadway Ave during the parade.

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.

If you are hiring outside production company, provide the name, point of contact, and phone number. *

Unable to provide information at this time. We are looking for production companies in the area.

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

Fee Waiver Grant Program Request

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

Will your event have performers?

☒ Yes ☐ No

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

Local performers

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

Fee Waiver Grant Program Request

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

Press, radio and television will be invited.

Organizational Structure

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

How long has the sponsoring organization been incorporated? *

Since 2012 the Centro Cultural Puertorriqueño/Desfile Puertorriqueño de la Florida has been incorporated.

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

We have been in operation since 2010.

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

Rogelio Figueroa: President
Iran Mendes: Vice President
Maritza Pinto: Secretary
Frances Gonzalez: Treasure
Ivan Marrero: Musical Director
Joan Pietri: Pageant Director
Sandy Springer: Parade Director
Wilman de Jesus: Media Coordinator
Marta Castillo: Boriken Award Coordinator.
We recruit volunteer in community events, friends and social media.

Organization & Experience (50 Points)

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

☒ Yes ☐ No

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

The Desfile Puertorriqueño de la Florida produced the Puerto Rican Parade and Business Expo event during September 2016, September 2018, September 2019 and September 10, 2022 in the City of Kissimmee.

Has this specific event been previously produced? *

☒ Yes ☐ No

Fee Waiver Grant Program Request

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

Our event previously was produced at the Osceola Heritage Park from 2011 thru 2016. We have been able to do a three-day event including Borinken Award Gala, 2 days festival and the Puerto Rican Parade. The organization have been able to bring different delegation from Puerto Rico, bands and cultural groups of the different municipalities of the island, international artist and we have been able to showcase our culture.

What is the uniqueness of the proposed event? *

Since 2011 The Desfile Puertorriqueño de la Florida brought to Osceola County and the City of Kissimmee an event never done before and have attracted many tourists from all over including delegation from Puerto Rico, New York, and other states. This was an idea to unite, show our pride and to share our culture with the community and 2nd and 3rd generations of children that live in this community are losing their cultural identity because lack of exposure to their traditions, values and heritage. Even though this event is tailored for the Puerto Rican Community we have attracted other cultures to support our event because of the diversity presented.

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

It is our intention to celebrate an annual event that will celebrate the diversity of our community, to recognize our customs and traditions for the enjoyment of our future generation. Also, to promote the integration of Hispanic into activities of our community.

Event Revenue & Economic Impact (25 Points)

Will the proposed event impact local businesses? *

☒ Yes ☐ No

If so, please describe the impact:

It is our intention to celebrate an annual event that will celebrate the diversity of our community, to recognize our customs and traditions for the enjoyment of our future generation. Also, to promote the integration of Hispanic into activities of our community.

Please attach your itemized event budget.



Stage_and_Sound.docx

Marketing

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

An aggressive advertisement campaign will begin in February with presenting material and all kind of social media including radio, internet, ads from Puerto Rico and other areas that will showcase and promote the City of Kissimmee.

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

We will have newspaper ads, social media, TV, flyers, billboards, networking events starting on February and ongoing until the event.

Fee Waiver Grant Program Request

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

\$8,000

Collaboration

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

☒ Yes ☐ No

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

The Puerto Rican Parade of Florida has developed strong partnerships with different organization such as Asociación de Puertorriqueños Viviendo en la Florida, The Initiative, Preservación de Cultura, Hispanic Federation, City of Kissimmee, Osceola County and The Puerto Rican Parade of Orlando.

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

☒ Yes ☐ No

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

We are currently working in getting our supporters. We have commitments with Melao Bakery that have been our sponsor since 2011, La Prensa and other local businesses that are interested in been part of our event.

CINCINNATI OH 45999-0038

In reply refer to: 0255881240
Aug. 12, 2022 LTR 4168C 0
45-3692841 000000 00

00014081

BODC: TE

CENTRO CULTURAL PUERTORRIQUENO INC
% INGRID D FIGUEROA
485 PEPPERMILL CIR
KISSIMMEE FL 34758

Employer ID number: 45-3692841
Form 990 required: Yes

Dear Taxpayer:

We're responding to your request dated Aug. 05, 2022, about your tax-exempt status.

We issued you a determination letter in May, 2012, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Section 509(a)(2).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific

 CITY OF KISSIMMEE 1 8 8 3				
Organization: Centro Cultural Puertorriqueno Event: Puerto Rican Parade and Festival Event Date: September 11, 2021				
			STANDARD	NON-PROFIT
Administrative Fee:	\$100.00		\$ 100.00	\$ 100.00
Facility Fee				
Veterans Lawn	Daily Rate	Daily Rental Rate (Will need updated 501c3 to provide non-profit rate)	\$ 1,850.00	\$ 1,295.00
		*Note: City's amplified sound policy is a maximum of 6 continuous hours and must conclude by 6pm.		
Rental Items:				
Parade:				
Traffic Barriadees	Market Rate	Estimate based off potential barricade needs	\$ 200.00	\$ 200.00
Portalets (Civic Center)	Market Rate	1 Single \$100.00, 1 ADA \$135.00, 2 Hand Sanitizer Dispensers \$10.00/unit, Service Fees \$50.50	\$ 305.50	\$ 305.50
Festival:				
Picnic Tables	\$15.00 per	6 Picnic Tables x \$15.00 per	\$ 90.00	\$ 90.00
Bleachers	\$50.00 per	3 Bleachers x \$50.00 per	\$ 150.00	\$ 150.00
Light Tower	\$100.00 per	2 Light Tower x \$100.00 per	\$ 200.00	\$ 200.00
Portalets	Market Rate	5 Single \$100.00, 2 ADA \$135.00, 2 Hand Sanitizer Dispensers \$10.00/unit, Service Fees \$50.50	\$ 940.50	\$ 940.50
EZ System	\$80.00 per	2 Trash & 2 Recycling X \$80.00 per	\$ 320.00	\$ 320.00
Crowd Control Barriadees	\$10.00 per	40 @ Parking, 20 @ stage x \$10.00 per	\$ 600.00	\$ 600.00
Tent Permits	\$55.00 per	TBD		
Cord Covers	\$25.00 per	TBD		
Taxes:		7.5%	\$ 348.20	EXEMPT
Staff				
Parade:				
Staging Coordinator (6:00am - 12:00pm)	\$25.00/hr	1 Coordinator x 6 hours x \$25.00 per hour	\$ 150.00	\$ 150.00
Route Coordinator (8:00am - 12:00pm)	\$25.00/hr	1 Coordinator x 4 hours x \$25.00 per hour	\$ 100.00	\$ 100.00
Facility Technician (8:00am - 12:00pm)	\$15.00/hr	1 Facility Tech x 6 hours x \$15.00 per hour	\$ 90.00	\$ 90.00
Staging Staff (7:00am - 11:00am)	\$15.00/hr	6 Event Staff x 4 hours x \$15.00 per hour	\$ 360.00	\$ 360.00
Disembarkment Staff (8:00am - 12:00pm)	\$15.00/hr	4 Event Staff x 4 hours x \$15.00 per hour	\$ 240.00	\$ 240.00
Route Staff (8:00am - 12:00pm)	\$15.00/hr	8 Event Staff x 4 hours x \$15.00 per hour	\$ 480.00	\$ 480.00
KPD (8:00am - 12:00pm)	\$47.00/hr	8 KPD Officers x 4 hours x \$47.00 per hour	\$ 1,504.00	\$ 1,504.00
KPD Supervisor (8:00am - 12:00pm)	\$51.00/hr	1 KPD Supervisor x 4 hours x \$51.00 per hour	\$ 204.00	\$ 204.00
Street Sweeper (11:00am - 12:00pm)	\$15.00/hr	1 Sweeper x 1 hour x \$15.00 per hour	\$ 15.00	\$ 15.00
Festival:				
Staff hours reflect a 4hr load-in, event from 12:00pm - 6:00pm, and a 2hr load-out.				
Festival Coordinator (7:00am - 7:00pm)	\$25.00 per hour	1 Festival Coordinator x 11.5 hr x \$25.00 per hour	\$ 287.50	\$ 287.50
Facility Technician (7:00am - 7:00pm)	\$15.00 per hour	1 Facility Technician x 11.5 hours x \$15.00 per hour	\$ 172.50	\$ 172.50
Event Staff (7:00am - 1:30pm)	\$15.00 per hour	2 Event Staff x 6 hours x \$15.00 per hour	\$ 180.00	\$ 180.00
Event Staff (1:30pm - 7:00pm)	\$15.00 per hour	4 Event Staff x 5.5 hours x \$15.00 per hour	\$ 330.00	\$ 330.00
KPD (7:00am - 7:00pm)	\$47.00 per hour	2 KPD Officers x 12 hours x \$47.00 per hour	\$ 1,128.00	\$ 1,128.00
KPD (11:00am - 7:00pm)	\$47.00 per hour	4 KPD Officers x 6hr x \$47.00 per hour	\$ 1,504.00	\$ 1,504.00
KPD Supervisor (10:30am - 7:00pm)	\$51.00 per hour	1 KPD Supervisor x 6.5hr x \$51.00 per hour	\$ 433.50	\$ 433.50
KPD Inspector (7:00am - 12:00pm)	\$30.00 per hour	2 Inspectors x 5hr x \$30.00 per hour	\$ 300.00	\$ 300.00
EMT (11:30am - 6:00pm)	\$30.00 per hour	2 EMT Staff x 6.5hr x \$30.00 per hour	\$ 390.00	\$ 390.00
Total Estimate			\$ 12,879.70	\$ 12,089.50
Reservation Deposit (Amount Paid on Balance to Hold Date - Non Refundable)			\$ (560.00)	\$ (560.00)
Total Due Before Damage Deposit			\$ 12,723.70	\$ 11,819.50
Damage Deposit (Refundable)			\$ 370.00	\$ 288.00
Fee Waiver			N/A	\$ 2,700.00
Total Due 30 Days prior to Event			\$ 13,093.70	\$ 14,807.50

Stage and Sound	\$7500
Entertainment and Artist	\$10000



Organization: Centro Cultural Puertorriqueño **Event:** Puerto Rican Parade and Festival **Event Date:** September 9, 2023

Facility Fee			
Veterans Lawn	Daily Rate	Daily Rental Rate	\$ 1295.00
Rental Items:			
Parade:			
Traffic Barricades	Market Rate	Estimate based off potential barricade needs	\$ 200.00
Portalets (Civic Center)	Market Rate	1 Single \$100.00, 1 ADA \$135.00, 2 Hand Sanitizer Dispensers \$10.00/unit, Service Fees \$50.50	\$ 305.50
Festival:			
Portalets	Market Rate	6 Single \$100.00, 2 ADA \$135.00, 2 Hand Sanitizer Dispensers \$10.00/unit, Service Fees \$50.50	\$ 940.50
Crowd Control Barricades	\$10.00 per	20 @ stage x \$10.00 per	\$ 200.00
Taxes:		7.5%	EXEMPT
Staff			
Parade:			
2 Logistic staff- (6:00am - 12:00pm)	\$20.00/hr	2 Facility Tech x 6 hours x \$20.00 per hour	\$ 240.00
Staging Staff (8:00am - 12:00pm)	\$20.00/hr	13 Event Staff x 4 hours x \$20.00 per hour	\$ 1040.00
KPD (8:00am - 12:00pm)	\$50.00/hr	25 KPD Officers x 4 hours x \$50.00 per hour	\$ 5,000.00
KPD Supervisor (8:00am - 12:00pm)	\$55.00/hr	1 KPD Supervisor x 4 hours x \$55.00 per hour	\$ 220.00
EMS Staff (8:00am - 12:00pm)	\$30.00/hr	2 EMS Staff x 4 hours x \$30.00 per hour	\$ 240.00
Fire Inspector (8:00am - 12:00pm)	\$30.00/hr	1 Fire Inspector x 4 hours x \$30.00 per hour	\$ 120.00
Street Sweeper (11:00am - 12:00pm)	\$20.00/hr	1 Sweeper x 4 hour x \$20.00 per hour	\$ 80.00
Festival:			
Event Staff (7:00am - 1:30pm)	\$20.00 per hour	2 Event Staff x 6 hours x \$20.00 per hour	\$ 240.00
Event Staff (1:00pm - 7:00pm)	\$20.00 per hour	4 Event Staff x 5.5 hours x \$15.00 per hour	\$ 440.00
KPD (11:00am - 7:00pm)	\$50.00 per hour	6 KPD Officers x 8hr x \$50.00 per hour	\$ 2,400.00
KPD Supervisor (10:30am - 7:00pm)	\$55.00 per hour	1 KPD Supervisor x 8.5hr x \$55.00 per hour	\$ 440.00
KFD Inspector (7:00am - 12:00pm)	\$30.00 per hour	1 Inspectors x 5hr x \$30.00 per hour	\$ 300.00
EMT (11:30am - 6:00pm)	\$30.00 per hour	2 EMT Staff x 6.5hr x \$30.00 per hour	\$ 390.00
Total Estimate			\$ 14,091.00
Damage Deposit (Refundable)			\$ 259.00
Fee Waiver			TBD
Total Due 30 Days prior to Event			TBD

FEE WAIVER GRANT RANKING FORM

Organization Name: The Healthy Start Coalition of Osceola County, Inc.

Event Name: Osceola Youth and Family Summit

Event Date: 09/23/2023

Year of fee waiver award: 2

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	

Percentage of Maximum of Award				
PARAB Score (Points)	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: \$3,000.00 **Previous Year's Fee Waiver Award:** \$3,000.00

Fee Waiver Grant Program Request

Requesting Organization Information

Organization Information & Contact *

The Healthy Start Coalition of Osceola County, Inc.

Full Legal Name of Organization

Kerri Stephen

Name of Chief Officer/President

407-891-9199

Telephone Number

407-301-8157

Mobile Number

Organization Address *

1014 Pennsylvania Ave

Street Address

St. Cloud

City

Florida

State/Region/Province

34769

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



Healthy_Start_Coalition_tax_exempt_form_2022.pdf

Event Contact Information

Misbah Kauser

Name of Event Contact

Program Specialist

Title of Event Contact

407-990-7544

Telephone

Misbah@HealthyStartOsceola.org

Email

Event Information

Fee Waiver Grant Program Request

Name of Event *

Osceola Youth and Family Summit

Start Date & Time of Event *

09/23/2023 11:00 AM

MM/dd/yyyy HH:MM AM/PM

End Date & Time of Event *

09/23/2023 03:00 PM

MM/dd/yyyy HH:MM AM/PM

Estimated Number of Attendees *

250

Brief Description of Event *

A community event to bridge the gap in communication between our youth and their care givers. Speakers will be presenting accurate information on critical topics that will be useful to families and facilitators will lead discussions on those topics. These topics include internet safety, mental health, healthy relationships and more.

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 *

09/23/2023 09:00 AM

MM/dd/yyyy HH:MM AM/PM

Event Strike Date & Time *

09/23/2023 04:30 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

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? *

Print media and social media

Organizational Structure

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

How long has the sponsoring organization been incorporated? *

The Healthy Start Coalition of Osceola County has been incorporated since 1991. 31 Years.

Fee Waiver Grant Program Request

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

Since 1991 . 31 Years.

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

The Healthy Start Coalition has tasked the Youth Development Task Force to oversee the annual Youth and Family Summit. This committee is comprised of board members, individuals from local organizations and community at large who volunteer their time.

Organization & Experience (50 Points)

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

☒ Yes ☐ No

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

Most recently the 4th Annual Youth and Family Summit on September 24, 2022. We have also had community baby showers, car seat safety checks, focus groups and more.

Has this specific event been previously produced? *

☒ Yes ☐ No

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

Most recently at the Kissimmee Civic Center on September 24, 2022

What is the uniqueness of the proposed event? *

The Youth and Family Summit bridges the gap between kids and their care givers, in order to be able to communicate on sensitive and at times uncomfortable topics. This event provides a safe space with discussions led by experts on those topics.

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

The decision making skills of our youth will impact the residents of Osceola county in the future. By helping these kids make good decisions now will help our community in the future. These decisions will include getting healthy before getting pregnant. Teen pregnancy prevention is one of the areas that Healthy Start targets. Get Healthy Before You Get Pregnant is a targeted campaign to our middle and high school students, which will lower our teen pregnancy rates. Choosing to make good and healthy decisions now is critical to the future of our youth.

Event Revenue & Economic Impact (25 Points)

Fee Waiver Grant Program Request

Will the proposed event impact local businesses? *

☒ Yes ☐ No

If so, please describe the impact:

Many of the local businesses have, in the past, donated items for our raffle. These businesses will be advertised in the printed flyer and social media campaigns. This event will bring in residents to the Kissimmee Civic Center and the Kissimmee downtown area.

Please attach your itemized event budget.

 Youth___Family_Summit_Income_and_Expense_Sheet_202.xlsx

Marketing

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

The Youth and Family event shows the residents that taking care of our kids is a priority. This includes addressing their mental health, emotional well-being and the overwhelming social media that is targeted towards our youth. The reputation of our city will be positively influenced by this event.

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

Printed flyers - July 2023
Social Media Posts - July 2023
Radio announcements - July 2023
T-shirt advertising - August 2023
Community organization meetings - July 2023

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

\$500-\$1000.

Collaboration

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

☒ Yes ☐ No

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

Jesus is Lord Ministry Inc
CAAIRE
Help Now of Osceola
Healthy Families of Florida
Department of Children and Families
Osceola County Health Department
and more

Fee Waiver Grant Program Request

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

☒ Yes ☐ No

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

Cici's Pizza
DJ Keem
Helping Hand Counseling



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 10/15

85-8012567460C-2	12/31/2017	12/31/2022	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

HEALTHY START COALITION OF OSCEOLA
COUNTY INC
1014 PENNSYLVANIA AVE
SAINT CLOUD FL 34769-3748

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. 10/15

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 regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.



Household#: 18247

Event: Osceola Youth & Family Summit Date: September 23, 2023 Time: 11am-3pm			
Facility Fee:	Price	Notes	Total
Arena	\$2,130.00/daily	4 hours	\$2,130.00
Willow Conference Room	\$39.00/per hour	4 hours	\$156.00
Rental Items:			
Round Table Linen	\$8.00/per linen	25 linens	\$200.00
Square Table Linen	\$5.00/per linen	8 linens	\$40.00
AV Package	\$488.00	Includes: 3 mics, house speakers, wiFi, Facility Technician	\$488.00
Staff:			
Facility Technician	\$20.00/ per hour	1 Technician (Included in AV Package)	
Event Monitor	\$20.00/ per hour	1 Event Monitor (4hrs x \$15.00/per hour)	\$80.00
Additional Fees:			
Taxes:		7.5% of Total Facility Fees + Rental Items	EXEMPT
Total Estimate (With Tax)			\$3,551.20
Damage Deposit (Refundable)			\$457.20
Fee Waiver Grant			TBD
Total Due 30 Days Prior to Event			TBD
Amount Paid			

Paid: November 8, 2021	(\$500.00)
Due: August 24, 2022	(\$500.00)

FEE WAIVER GRANT RANKING FORM

Organization Name: The Opportunity Center, Inc.
Event Name: Opportunity Center Gala

Event Date: 09/23/2023

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	

Percentage of Maximum of Award				
PARAB Score (Points)	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: \$3,000.00

Previous Year's Fee Waiver Award: N/A

Fee Waiver Grant Program Request

Requesting Organization Information

Organization Information & Contact *

The Opportunity Center, Inc

Full Legal Name of Organization

Kristen Lafferty

Name of Chief Officer/President

407-847-6016

Telephone Number

321-228-6275

Mobile Number

Organization Address *

310 N. Clyde Avenue

Street Address

Kissimmee

City

Florida

State/Region/Province

34741

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



Tax_Exempt.pdf

Event Contact Information

Kristen Lafferty

Name of Event Contact

Executive Director

Title of Event Contact

407-847-6016 ext. 561

Telephone

klafferty@theopportunitycenter.net

Email

Event Information

Fee Waiver Grant Program Request

Name of Event *

Opportunity Center Gala

Start Date & Time of Event *

09/23/2023 06:00 PM

MM/dd/yyyy HH:MM AM/PM

End Date & Time of Event *

09/23/2023 10:00 PM

MM/dd/yyyy HH:MM AM/PM

Estimated Number of Attendees *

200

Brief Description of Event *

A fundraising Gala for The Opportunity Center, Inc. This will be a semi-formal event with a keynote speaker, dinner, musical entertainment, and a silent auction.

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 *

09/23/2022 12:00 PM

MM/dd/yyyy HH:MM AM/PM

Event Strike Date & Time *

09/23/2023 10:00 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.

Not yet confirmed; however, will most likely be local performers such as an Emcee, keynote speaker, and a small orchestra/violinist or other musical entertainer.

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? *

Not yet confirmed; however, Positively Osceola may cover.

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? *

The Opportunity Center has been incorporated for over 52 years, as it was incorporated in April 1970.

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

The Opportunity Center has been in operation for just over 52 years, since April 1970.

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

Robert Bussiere, Committee Chair; Committee members: Kristen Lafferty, Cristina Rabago, Jeremy Lanier, Robin Hinson, Scott Pool. We have four additional Board members, and some of the Center's staff that will facilitate the event, along with the caterer and their staff.

Organization & Experience (50 Points)

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

☒ Yes ☐ No

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

Spring Ball held for three years at the Berlinsky Community House over 15 years ago.

Has this specific event been previously produced? *

☐ Yes ☒ No

What is the uniqueness of the proposed event? *

The Opportunity Center, Inc. operates the only Adult Day Training Center for individuals with intellectual and developmental disabilities in Kissimmee. This fundraising event will not only raise money to support the mission but also raise awareness for this underserved population.

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

The Opportunity Center Gala will help raise funds to assist the agency with fulfilling its mission: "Empowering individuals by providing employment placement, person-centered training and community integration for adults with disabilities". The money raised will be directly used to support the services and assist the agency with helping make dreams a reality for each and every client served. It will also help raise awareness for the local community regarding this unique and often forgotten population.

Event Revenue & Economic Impact (25 Points)

Fee Waiver Grant Program Request

Will the proposed event impact local businesses? *

☐ Yes ☒ No

Please attach your itemized event budget.

 Gala_Budget.xlsx

Marketing

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

The City of Kissimmee has a unique and diverse population, which includes individuals with intellectual and developmental disabilities. An event which supports and brings awareness to a local agency, who has been providing services for over 50 years to the community, will demonstrate the City's inclusive views and willingness to support all residents. Some of our clients do piecework for local businesses, and they provide mowing and maintenance services in the area. We are grateful to the City and community for recognizing the talents our clients can provide, where the focus is on their abilities.

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

Social Media will be used to promote the event as well as local print ads, including Spanish news sources.

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

The Opportunity Center is still developing its budget; however approximately \$500 is going to be allocated towards advertising.

Collaboration

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

☐ Yes ☒ No

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

☒ Yes ☐ No

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

No vendor services have gone to contract yet, as the event is still several months away, however, we will use utilize local vendors for as many services as possible including local florists, caterers, and entertainment.



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 01/18

85-8012626333C-3	05/31/2019	05/31/2024	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

THE OPPORTUNITY CENTER INC
310 N CLYDE AVE
KISSIMMEE FL 34741-5144

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.

Name	Memo	Billed	Income	Expense	Expense Paid
?	Sponsor		\$2,500.00		
?	Sponsor		\$2,500.00		
?	25 tables @ \$1000 ea.		\$25,000.00		
?	Donations		\$5,000.00		
	Silent auction		\$5,000.00		
Catering	200 Guests x \$40 ea.			\$8,000.00	
Bar Service	200 x \$15			\$3,000.00	
Decorations				\$4,000.00	
Rentals				\$1,000.00	
Photos				\$800.00	
Entertainment				\$1,000.00	
Advertising				\$500.00	
			\$40,000.00	\$18,300.00	



Organization:The Opportunity Center **Event:** Gala **Date:** September 23, 2023

Facility Fee:				
Civic Center Grand Ballrooms	\$133 per hour		\$133.00 x 12 hours	\$1,330.00
Rental Items:				
Linen and Overlays	\$10.00 per Table		25 tables x \$10.00 per table	\$250.00
Podium	\$50.00 per		1 podium x \$50.00	\$50.00
Stage	\$25.00 per 4x8 ft panel		6 stage panels x \$25.00 per panel	\$150.00
Staff:				
Event Staff	\$20.00 per hour		1 staff x \$20.00 hr x 12 hrs	\$240.00
Facility Technician	\$20.00 per hour		1 staff x \$20.00 hr x 6 hrs	\$120.00
Total Estimate				\$2,140.00
Damage Deposit (20% of Facility rental - Refundable)				\$428.00
Fee Waiver Grant				TBD
Total Due 30 Days Prior to Event				TBD

ITEM 5.B

Community Benefit Grant

Item Details

Board Members will suggest an award amount up to \$2,500 to the applicant and then the Board will vote on the final award amount based on the average.

Attachment(s):

1. Community Benefit Grant Women Encouraging Women



COMMUNITY BENEFIT EVALUATION FORM

Application Received: 1/23/23 Evaluated by: S. LACKEY

Event Name: Women Encouraging Women Event Date: May 6, 2023

	Meets Policy Requirements	
	Yes	No
Applicant Eligibility		
Resident of Osceola County OR 501(c)3, 501(c)4 organization? (if resident, move to next section once eligibility is determined)	☒	
Organization Eligibility (continued)		
Meets incorporation, tax, budget, and audit requirements?	☒	
Does NOT discriminate based on age, race, sex, marital status, Sexual orientation, or national origin?	☒	
Does NOT receive funds from any other City program?		
Meets reporting requirements? (previously funded organizations)		
Request / Use Eligibility		
Will result in positive impact to the City of Kissimmee?	☒	
Will NOT be used for event/activity in any City-owned facility?	☒	
Will NOT be used to promote commercial/private business?	☒	
Will NOT be used to promote/support political party/activity?	☒	
Will NOT be used to promote tobacco or VICE activities?	☒	
Will NOT support or benefit a single individual?	☒	
Will NOT fund or support direct programming?	☒	

Eligibility Determination

Note, a "no" to any question or criteria automatically makes the request ineligible for funding consideration pursuant to City Policy 1605.

Does the request meet or exceed policy requirements? ☒

Evaluator's Comments

Community Benefit Funds Application

City of Kissimmee, FL

Event Date *

06-May-2023

dd-MMM-yyyy

Event Name *

MERGE

Event Address *

10165 McKinley Dr

Street Address

Tampa

City

Florida

State/Region/Province

33612

Postal / Zip Code

Requestor's Information

Name *

Sheryl

First

Dolphus

Last

Phone Number *

4079147907

Address *

914 GARDEN STREET

Street Address

Kissimmee

City

FL

State/Region/Province

34744

Postal / Zip Code

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

Email

sheryldolphus19@gmail.com

Community Benefit Funds Application

City of Kissimmee, FL

Eligibility *

☐ Individual

☒ Organization

Type of Request *

☐ Donation

☐ Sponsorship

Total amount to be raised/fundraising goal for your event? *

8,000.00

USD

Amount Requested from Community Benefit Fund *

2,500.00

USD

General Information

Name of School Represented

Women Encouraging Women

Contact for Event Sponsor or School Representative

Sheryl

Dolphus

First

Last

Phone Number for Event/School Representative

4079147907

Event/Competition's Website

www.wewfl.com

Have you participated in this event in the past? *

☐ Yes

☒ No

Donation / Sponsorship Description

Community Benefit Funds Application

City of Kissimmee, FL

1. Briefly describe the nature of the event and the process to participate. If the request is for a donation, what will the funds be used towards? *

We are bringing awareness to the lack of acknowledgment that economically challenged youth receive. Our goal is to celebrate our seniors and cultivate opportunities.

See Attached.

S-LACKEY

2. Are any other fundraisers planned to raise money for the event or for your participation in the event? *

Yes.

3. Have you secured funding or funding commitments from any other governmental entity? If yes, please provide the name(s) of the entity(ies). *

No

Community Impact

Describe the impact this event will have on the quality of life and/or community pride for residents in the City of Kissimmee. *

We are celebrating 90% of our seniors graduating with more than half being the first in their families to graduate.

Has this event ever received a donation or sponsorship from the Community Benefit Fund? *

☐ Yes

☒ No Agency previously received a Tee Whiver (2022)

Final Report - Please upload the Final Report for the previous event that received monies from the Community Benefit Fund.

Choose File

N/A



Community Benefit Funds Application

City of Kissimmee, FL

Terms and Conditions *

Funding Availability

Funds for the Community Benefit program are provided on an annual basis from the City Commission Contingency Fund. Requests through this process are limited to an annual request of \$2,500.00 and must go towards an awareness event, fundraising activity or school related competition.

Organizations currently funded through the Social Services or Quality of Life Competitive Funding Process, the Special Events Fee Waiver Program, the Law Enforcement Trust Fund or any entitlement programs funded through the City do not qualify for Community Benefit funds.

Eligibility

Organizations:

Be a non-profit organization with Articles of Incorporation filed with the Florida Department of State, and

Be in existence and operating within the State of Florida for at least twelve (12) month prior to the date of application to the City for a donation, and

In addition to their application, submit: (1) a copy of their 501(c)3, or 501(c)4 notification letter. (Consideration will be given to tax exempt organizations raising funds dedicated to a specific 501(c)3 activity); (2) a copy of their current Form 990 (if your organization is required to file this document); (3) a copy of their last completed audit; and (4) an annual budget, and

Must provide a service, program, or event that demonstrates a local and positive impact to the City of Kissimmee and/or the residents of Kissimmee.

Individuals: When a requester is an individual, the individual shall:

Be a resident of the City of Kissimmee or Osceola County.

NOTE: All requests for financial support associated with a school-based program shall be paid directly to the sponsoring entity.

Program Restrictions

The following restrictions for funding shall apply to awards for any program, activity, person, or organization:

Funds will be available on a first come, first served basis and based on the availability of funds at the time of the application.

Requests for funds to support events hosted in any City of Kissimmee owned and/or operated facility or venue are not eligible for funding through the Community Benefit Fund. Requests must be submitted through the City of Kissimmee Fee Waiver Grant Program.

Funds cannot be used for or to promote a commercial business or private enterprise, personal gain or to promote political parties, political activities or political advocacy groups.

Funds cannot be used to promote the sale or consumption of tobacco products, illegal drugs, gambling, erotic materials or services.

Organizations that discriminate based on age, race, sex, sexual orientation, marital status, disability or national origin are not eligible for funds.

Funds cannot be used for the purposes of supporting a private foundation or charity that benefits one individual.

A nonprofit currently receiving funding through a separate grant or fund from the City of Kissimmee are ineligible for funding through the Community Benefit Fund sponsorship and donation grant process.

Final Reporting Requirements

All recipients will be required to submit a final report outlining the results of the event and the impact of the city's funds towards the event, cause or competition.

All applicants that receive funds 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 depicting the City of Kissimmee's support.

Failure to adhere to the requirements contained within this section or set forth as a contingency for funding, shall result in disqualification the requestor from future funding through this program.

☒ I accept the Terms and Conditions.

HELP US AWARD THE HARDWORK AND DEDICATION OF

 *class of*
2023

HELP US TAKE 80 GRADUATES TO

**BUSCH
GARDENS.**

\$100 SPONSOR A GRADUATE

**THIS INCLUDE ADMISSION BUS TRANSPORTATION
AND UNLIMITED FOOD & DRINKS**

**DEADLINE
APRIL 30, 2023**

**TRIP DATE
MAY 6, 2023**



 **CASH APP \$WEWFL**
OR DROP OFF AT 914 GARDEN ST KISSIMME FL 34744

Women Encouraging Women Grant Budget 2022-2023

Line	Revenue	Annual Operations	Grant Request
1	Grants	25,000	20,000
2	Contracts	0	0
3	United Way	0	0
4	Corporate contributions	5,000	0
5	Membership	0	0
6	Individuals	10,000	0
7	Fees for services	2,000	0
8	Fundraisers, events, sales	15,000	0
9	Endowment	0	0
10	Interest income	0	0
11	Miscellaneous	1,500	0
12	Total	\$58,500	\$20,000
13	In-kind	\$24,000	0
14	Total Revenue	\$82,500	\$20,000
Line	Expenses	Program or Project	Grant Request
15	Staff salaries and wages	40,000	8,000
16	Fringe benefits	4,500	0
17	Occupancy and utilities	1,000	0
18	Equipment	500	500
19	Supplies and materials	10,500	8,000
20	Printing and copying	500	0
21	Telecommunications	1,500	750
22	Travel and meetings	800	0
23	Marketing and advertising	1,000	0
24	Staff and volunteer training	5,800	2,000
25	Contract services	0	0
26	Miscellaneous	1,100	750
27	Subtotal	\$67,200	\$20,000
28	General operating (indirect) — 8%	11,192	0
29	Total	\$78,392	\$20,000
30	In-Kind (volunteer hours @ \$15p/hr)	\$2,400	
31	Total Expenses	\$78,392	\$20,000
32	Revenue over Expenses	-\$4,108	\$0

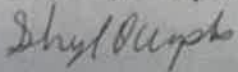
January 25, 2023

Dear Community Partner,

My name is Sheryl Dolphus I am the president of women encouraging women / I am my sister's keeper. This is a non - profit family organization , we strive for bridling the gap between underserved youth and their families through providing opportunities to excel academically, relationally, physically, and financially.

On May 6th 2023 my organization WEW / I am my sister's keeper will be sponsoring 80 high school graduate students on a trip to bush garden in Tampa Bay FL. Our transportation for us to get there and back will be the charter bus with the help of the parents to chaperone. The time we should be departing from Kissimmee FL will be at 7:00am from Chambers Park Community Center (2380 Smith Street Kissimmee FL 34744) and will return at 7:00pm

Sheryl Dolphus



Sheryldolphus19@gmail.com

website: www.wewfl.com



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 01/18

85-6017161554C-5	01/21/2022	01/31/2027	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

WOMEN ENCOURAGING WOMEN I AM MY SISTERS
KEEPER INC
WOMEN ENCOURAGING WOMEN I AM MY SIS
914 GARDEN ST
KISSIMMEE FL 34744-1406

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 850-468-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: OCT 26 2016

WOMEN ENCOURAGING WOMEN I AM MY
SISTERS KEEPER INC
914 GARDEN STREET
KISSIMMEE, FL 34744-0000

Employer Identification Number:
81-3164599
DLN:
24513893001636
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 825-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
August 17, 2016
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436

ITEM 5.C

2022/23 Vote of Parks and Recreation Board Officers

Item Details

Parks and Recreation Advisory Board members will vote on a Chair and Co-Chair for the 2022/23 calendar year.

Attachment(s):

None