



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 11, 2026 AT 6:00 PM

- 1. MEETING CALLED TO ORDER**
- 2. MINUTES**
 - 2.A Approval of the meeting minutes from the December 10, 2026 meeting
- 3. HEAR AUDIENCE**
- 4. DISCUSSION**
 - 4.A Directors Update
- 5. NEW BUSINESS**
 - 5.A Fee Waiver Grants - Period III June - September 2026
 - 5.B Community Benefit Grant
- 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 10, 2026 meeting

Item Details

Approve minutes as presented.

Attachment(s):

1. PARAB Meeting Minutes 2025.12.10



MEETING MINUTES
SESSION OF THE PARKS & RECREATION ADVISORY BOARD
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
WEDNESDAY, DECEMBER 10, 2025 AT 6:00 PM

1. MEETING CALLED TO ORDER

Members Present: Board Member Albert Dorsey, Board Co-Chair Edward Kilroy, Board Chair M. Hannan Khan, Board Member Robin Wright, Board Member Vanessa Alvarez, Board Member Seewdat "David" Anderson, Board Member Manuel Gomez, Board Member Amarilis Olivo Williams

Staff Present: Parks and Recreation Director Steve Lackey, Assistant City Attorney Curtis McGhee, Events Manager Veronica Frink, Financial Analyst Andrea Campbell, Administrative Assistant II Anna Miller

Members Absent: Board Member Hamza Godil

Board Chair M. Hannan Khan called the meeting to order at 06:00 PM.

2. MINUTES

2.A Approval of the meeting minutes from the October 8, 2025 meeting

Board Co-Chair Edward Kilroy made a motion to approve the minutes from the October 8, 2025 meeting as presented. Board Chair M. Hannan Khan seconded the motion.

AYE: Board Member Albery Dorsey, Board Co-Chair Edward Kilroy, Board Chair M. Hannan Khan, Board Member Manuel Gomez, Board Member David Anderson, Board Member Robin Wright, Board Member Amarilis Olivo, Board Member Vanessa Alvarez

Nay: None
 Motion 8 - 0

3. HEAR AUDIENCE There was a visitor who was acknowledged by Board Chair M. Hannan Khan. He did not have any comments for the Board.

4. DISCUSSION

4.A Directors Update

Parks and Recreation Director, Steve Lackey, gave an update on projects and upcoming events within the department.

- Lakeside Community Center and Fire Station are projected to open in the Fall of 2027. The pre-construction negotiations are set to begin in January 2026.
- The Events Team will vacate the Civic Center at the end of January. Civic Center demolition will begin in February/March 2026. Current furnishings and needed equipment will be repurposed to other facilities within the department. The Parks and Recreation Director reviewed renderings, provided in the agenda, of the new hotel and convention center space.
- There is a high probability that the Osceola County Library, located near the Civic Center, will be closed and demolished. As more news is provided, the board will

be notified. Board Co-Chair Edward Kilroy shared thoughts regarding changes within the utilization of libraries.

- Festival of Lights on December 13, 2025. Discussion regarding parking for judges and the green room located at City Hall.
- Movie in the Park continues through March. The attendance has averaged between 1,500 and 2,000.
- MLK Unity Festival on January 17, 2026, at Veterans Lawn.
- Art in the park on February 13, 2026, at Ruby Plaza. The Events Team is partnering with Osceola Arts.

Parks and Recreation Director, Steve Lackey, opened the floor for questions and provided answers.

- The roadway located near the Civic Center will remain, but it will no longer be a thoroughfare.
- 2026 Parade Route — due to the restructuring of downtown Kissimmee, the City will work with the construction company to best accommodate the parade route.
- The City is negotiating for 20 days of usage per year with the hotelier for the new convention space.
- The hotel will be 10 stories and the convention space will be 2 stories.
- Berlinsky Community House will be rebuilt for activities and private events.

5. NEW BUSINESS

5.A Community Benefit Grant

Board Co-Chair Edward Kilroy noted that the Community Benefit Grant, Kingdom Kids Assistance Program, is in its 3rd year and cannot receive more than \$1,500 per policy. They can receive less, but not more than the amount of \$1,500. Parks and Recreation Director, Steve Lackey, confirmed that this was their 5th time coming to the board but the 3rd time under the new grant process.

Each Board Member read their scores (EXHIBIT A) for The Kingdom Kids Assistance Program as staff recorded scores on the spreadsheet (EXHIBIT B). Board Co-Chair Edward Kilroy made a motion to award the Kingdom Kids Assistance Program \$1,238.00. Board Member Manuel Gomez seconded the motion.

AYE: Board Chair M. Hannan Khan, Board Co-Chair Edward Kilroy, Board Member Albery Dorsey, Board Member Robin Wright, Board Member David Anderson, Board Member Manuel Gomez, Board Member Amarlis Olivo Williams, Board Member Vanessa Alvarez
Motion Carried: 8-0

6. HEAR CHAIRMAN AND BOARD MEMBERS There were no remarks from Board Members.

7. ADJOURNMENT There being no further business to come before the PARAB Board, Chairperson M. Hannan Khan adjourned the meeting at 06:22 PM.

Board Chairperson

ATTEST:

Board Clerk

EXHIBIT A



COMMUNITY BENEFIT EVALUATION FORM

Application Received: 12/1/2025 Evaluated by: J. LACKEYEvent Name: Kingdom Kids Community Assistance Program Event Date: 2/28/2026

Applicant Eligibility	Meets Policy Requirements	
	Yes	No
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**

previous funding 2025-\$1150 - year 2
2024-\$2400 - year 1
2023-\$2450
2022-\$2500

year 3 funding up to \$1500
1,238.00

[Signature]

City of Kissimmee



City Policy 1605

COMMUNITY BENEFIT EVALUATION FORM

Application Received: 12/11/2025 Evaluated by: S. LACKEYEvent Name: Kingdom Kids Community Assistance Program Event Date: 2/28/2026

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	Yes	No
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Eligibility Determination		
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Does the request meet or exceed policy requirements?	☒	☐

Evaluator's Comments
previous funding 2025-\$1150 - year 2 2024-\$2400 - year 1 2023-\$2450 2022-\$2500 year 3 funding up to \$1500 \$1000

Edward A. Kulog

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CITY OF
KISSIMMEE
1883



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Does the request meet or exceed policy requirements?	☒

Evaluator's Comments	
previous funding	2025-\$1150 - year 2 2024-\$2400 - year 1 2023-\$2450 2022-\$2500
year 3 funding up to \$1500	<u>\$1,000</u> MG



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Eligibility Determination

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Does the request meet or exceed policy requirements? ☒ Yes ☐ No**Evaluator's Comments**previous
funding

2025 - \$1150 - year 2
 2024 - \$2400 - year 1
~~2023 - \$2450~~
 2022 - \$2500

year 3 funding up to \$1500

\$1,200



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Evaluator's Comments	
previous funding	2025 - \$1150 - year 2 2024 - \$2400 - year 1 2023 - \$2450 2022 - \$2500
year 3 funding up to \$1500	\$1,200

Robin Wright



COMMUNITY BENEFIT EVALUATION FORM

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☒**Evaluator's Comments**previous
funding

2025 - \$1150 - year 2
 2024 - \$2400 - year 1
 2023 - \$2450
 2022 - \$2500

year 3 funding up to \$1500

\$1300.00

Albert Dorsey



COMMUNITY BENEFIT EVALUATION FORM

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Evaluator's Comments

previous funding
 2025 - \$1150 - year 2
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\$1,500

[Signature]



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previous funding 2025-\$1150 - year 2
2024-\$2400 - year 1
2023-\$2450
2022-\$2500

year 3 funding up to \$1500

(1200)

EXHIBIT B

2025/26 Community Benefit Grant

[illegible]

Balance

\$19,613

ITEM 4.A

Directors Update

Item Details

Parks & Recreation Director will give department/City updates

Attachment(s):

1. Directors Report 2.11.2026
2. Advisory Board Handbook (2026)

Directors Report February 11, 2026

1. Projects In Progress
 - Lancaster Ranch Park – Phase 1B
2. City of Kissimmee Advisory Board Handbook
3. Upcoming Events
 - Movie in the Park – February 6th and March 6th
 - Art in the Park – February 13th – 5-9pm – Ruby Plaza, Lakefront Park
 - Black History Month Celebration – February 22nd- 1-5pm – Chambers Park
 - Kowtown – March 21st – 12-4pm – Festival Lawn, Lakefront Park
 - Caribbean Fusion Festival – April 27th - 12-7pm – Veterans Lawn, Lakefront Park
 - Hop On Downtown – April 4th – 11-3pm - Historic Downtown Kissimmee

NEXT PARAB MEETING, April 8, 2026 - Meeting at 6pm at City Hall



CITY OF
KISSIMMEE
1883

ADVISORY BOARD MEMBER HANDBOOK

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Preface

Congratulations on becoming a City of Kissimmee Advisory Board Member. Membership on one of the City's Boards is a challenging and satisfying experience. Part of the responsibility of your position is regularly attending meetings, understanding the duties of your position, and consistently working and voting in a way that will contribute to the betterment of the community.

Being an Advisory Board Member now makes you a member of the City's team, and individual goals must be reconciled to form a team goal. Making government work effectively takes a cooperative effort.

One responsibility of the team is to carry out, and assist in carrying out, obligations to the citizens of Kissimmee. As an Advisory Board Member, you have taken on the responsibility of serving as a vital link in providing citizen input to those decisions.

This handbook has been prepared to assist you in your role. The information contained within this manual will hopefully make the process of decision-making easier for you. For more detailed information concerning the City, please consult the City Charter and Code of Ordinances which can be found on the City's website, www.Kissimmee.gov. The City Manager, City Attorney, and Department Heads are also available to answer any questions you may have concerning the City of Kissimmee.

I understand any questions about the role of an Advisory Board Member, procedures of the City of Kissimmee not answered in the handbook, or City Charter, should be directed to the Department Head in charge of the Board I have been appointed to, the City Manager, or City Attorney.

Section 1: Introduction

CITY OF KISSIMMEE MISSION STATEMENT

It is our utmost desire to foster an environment of respect for all people. We pledge this to our customers – the Citizen’s of Kissimmee.

CITY OF KISSIMMEE SCHEDULES AND OBSERVED HOLIDAYS

Advisory Board Meeting Schedule

The City Clerk maintains the list of all City Advisory Board Meeting dates for any particular year. All meetings are posted online on the City’s website. Periodically, there will be no business for the Advisory Board and meetings may be canceled. In those instances, you will receive an email from the staff member in charge of your Board.

City of Kissimmee Observed Holidays

The City of Kissimmee celebrates nine (9) holidays during each calendar year. During these holidays, the City closes its administrative offices to allow employees time to celebrate with their family and friends. The holidays celebrated are:

New Year’s Day

Labor Day

Martin Luther King Jr. Day

Veterans Day

Memorial Day

Thanksgiving Day & Day After

Independence Day

Christmas Eve & Christmas Day

Juneteenth

When a holiday falls on a weekend, the City will observe the holiday on the Friday before or on Monday after the weekend. The exact days of each holiday, and the dates the City will observe them, are published annually by the Human Resources & Risk Management Department.

PURPOSE OF BOARDS

Commissioners are responsible for appointing members to the advisory boards and tasks forces. Each appointment requires a nomination, second to the nomination, and majority vote of the Commission. The responsibilities of board members include:

- Provide recommendations to the Commission and staff regarding special program areas.
- Holding public meetings to solicit community input on current issues.
- Identifying issues which should be addressed by the Commission or staff.

The Commission benefits by using boards in their decision-making process by relying on these bodies to:

- Have focused attention on specific issues
- Encourage citizen participation through membership on the board and public meetings
- Weigh community values in making recommendations to the Commission
- Thoroughly research and review alternatives to accompany formal recommendations to the Commission.

Section 2: **Structure of Government**

CITY OF KISSIMMEE GOVERNMENT STRUCTURE

The City of Kissimmee government is a council-manager form of government, which leverages elected officials' political leadership and the strong managerial experience of a City Manager. The Commission can rest assured that the City Manager will efficiently administer Commission Policy as an industry professional. Governmental duties are divided between the Commissioners and City Manager.

DUTIES OF THE CITY COMMISSION

The City Commission acts as the City's legislative body and primarily focuses its actions and decisions on matters of policy, budget, and local legislation.

The forms of action include:

- Approving ordinances, resolutions, and contracts;
- Reviewing proposals for community needs;
- Initiating actions for new programs;
- Determining the City's ability to provide financing; and
- Approving the annual budget presented by the City Manager.

The powers vested in the Commission include:

- Authority to adopt bylaws, rules, and regulations;
- Issuing bonds for municipal purposes;
- Establish the millage for ad valorem taxes and equalize special assessments; and
- Make appointments to the various municipal boards of the City.

DUTIES OF THE CITY MANAGER

The City Manager is the chief executive and administrative officer of the City. The City Commission act administratively through the City Manager. The City Manager is a professional, with a background in government management, and is appointed by the City Commission.

The City Manager's duties include:

- Supervising and coordinating the departments;
- Appointing and removing directors;
- Preparing the annual operating and 5-year capital budget for City Commission consideration; and
- Making reports and recommendations to the Commission.

OFFICE OF THE CITY ATTORNEY

The City Attorney's Office acts as the legal representative of the City. The City Attorney, Deputy City Attorney, and Assistant City Attorney are responsible for representing and advising the City Commission, City Advisory Boards, and City departments about the laws of the State and the City which apply to them.





The Office prepares and reviews legal documents for City use including contracts, ordinances and resolutions. The Office assists with the development of City policies, employee and advisory board training, and emergency management.

The Office represents the interests of the City in legal proceedings by filing and defending lawsuits on behalf of the City. The Office acts as a police legal advisor and pursues forfeiture actions on behalf of the City.

OFFICE OF THE CITY CLERK

The City Clerk is appointed by and serves under the direction of the City Manager. The City Clerk's Office is responsible for preserving all official documents for the City of Kissimmee, including but not limited to agendas, minutes, resolutions, ordinances, legal and public notices, and historical information. The City Clerk is the primary point of contact for all public record and information requests.

The City Clerk facilitates all City elections, attests, and countersigns all official records, and serves as the liaison between appointed board members, the City Commission, and the Florida Commission on Ethics. The City Clerk also oversees the administration of the City's record management program and provides training for employees on various topics, including Sunshine and Public Records Law.

It is the Mission of the City Clerk's Office to enable the public to fully participate in the governmental process by providing accurate information and services in a professional manner. The City Clerk's Office ensures the integrity of municipal governance through the administration of the electoral, legislative, and record-keeping processes as outlined in the City Charter, City Code, and Florida State Statutes.

STAFF LIAISONS FOR BOARDS

Each advisory board has an assigned staff liaison. Upon appointment to a board, staff liaisons will reach out to their board members to facilitate communications regarding meeting schedules, cancellations, processes, and procedures.

Section 3: **City Advisory Boards**

ADVISORY BOARDS

Advisory Boards are created to help the Commissioners deal make decisions with regard to City business. These boards are useful because they include members that have specific topical knowledge and expertise. Boards are effective because areas of concern are narrowed down by providing a more detailed look at the issues. The best possible function of an Advisory Board is to serve as a creative source of ideas in the policy-making process.

ADVISORY BOARD ROSTER:

AFFORDABLE HOUSING ADVISORY COMMITTEE

- Consists of 8 to 11 members. The representation is as follows:
- A citizen who is actively engaged in the residential home building industry in connection with affordable housing.
- A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.
- A citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing.
- A citizen who is actively engaged as a for-profit provider of affordable housing.
- A citizen who is actively engaged as a not-for-profit provider of affordable housing.
- A citizen who is actively engaged as a real estate professional in connection with affordable housing.
- A citizen who actively serves on the Planning Advisory Board.
- A citizen who resides within the City of Kissimmee.
- A citizen who represents employers within the City of Kissimmee.
- A citizen who represents essential services personnel, as defined in the local housing assistance plan.
- City of Kissimmee elected official.
- Committee meets at least on a quarterly basis – the 3rd Thursday at 10:00 a.m. at Kissimmee City Hall.

BOARD OF ADJUSTMENT

- 7 members appointed by the City Commission for 3-year terms
- Members may be residents of the City or non-City residents; non-residents must either own real property or maintain a business office within the City. (Ord. #2808 9/27/2011)
- At least 2 members should have valid Florida licenses as an architect, surveyor, engineer, or general contractor (Ord. #2808 9/27/2011)
- Hears appeals of Land Development Code interpretation, and considers granting variances if they meet the standard
- Meets 2nd Thursday @ 5:30 p.m. at City Hall

CIVILIAN POLICE OVERSIGHT BOARD

- Advises KPD on Police Department Rules
- Five board members appointed by the Police Chief.
- Three will be appointed for two-year terms and two will be appointed for a one-year term. Board members are limited to three consecutive two-year terms.
- All members shall be City residents or work or own real property within the City. One member must be a retired law enforcement officer.
- Members may not be a candidate for elective office or a sitting elected official and must resign upon qualification as a candidate for elective office.
- Meets quarterly at a date and time to be determined by board members.



HISTORIC PRESERVATION BOARD

- 7 members appointed by the City Commission for 3-year terms
- 5 members must be residents of the City and 2 members may be non-City residents. Non-City residents must own real property or maintain a business office within the City, with preference in historical district. (Ord. # 2662 -9/18/2007).
- Membership (at least 1): Professional Architect, Landscape Architect, Planner, or Structural Engineer
- Membership (at least 1): Historian, Folklorist, Curator, Archaeologist, or related disciplines.
- Membership (at least 1): Professional Realtor, Broker, or related Financial disciplines.
- Membership (at least 1): Owner or operator of a business in the City.
- Membership (at least 2): Shall represent the general public or demonstrate a special interest, experience or knowledge in historic preservation.
- Undertake measures relevant to protection, enhancement and perpetuation of properties of historic merit
- Meets 2nd Monday at 5:15 p.m. at City Hall

PARKS & RECREATION ADVISORY BOARD

- 9 members appointed by the City Commission for 3-year terms
- 7 members shall be City residents and 2 members may be non-City residents who reside in Osceola County (Ord. #2662 9/18/2007)
- No member appointed to the Board may serve on any other appointed board of the City
- Advises the Commission on parks development and recreational programs and approves fee waivers for events
- Meets every other month (February, April, June, August, October, and December) on the 1st Wednesday at 6:00 p.m. at Kissimmee City Hall

GENERAL PENSION BOARD

- 7 member board: 2 members appointed by the City Manager, 2 members elected by the majority of the general employees who are employed by the City and are members of the system, 1 member appointed by the TOHO Water Authority Executive Director, 1 member elected by the majority of the employees of the Authority who are employed by the Authority and are members of the system, and a 7th member who is selected by the previous 6 members (the 7th member must be legal resident of the City but not a member of the plan, a retiree, or an employee of the City or TWA).
- 7th member selected by Pension Board and presented to City Commission for ratification.
- No Term Limits per Florida Statutes
- Advise on General employees' pension program
- Meets 4th Thursday at 9:00 a.m. at City Hall

FIRE PENSION BOARD

- 5 member board: 2 members elected by employees of the plan, 2 members appointed by the City Commission for 2-year terms, and a 5th member selected by the previous 4 members and presented to the City Commission for ministerial approval.
- City Commission appointments must be residents of the City
- No Term Limits per Florida Statutes
- Advise on Fire Department employees' pension program
- Meets 2nd Tuesday at 9:00 a.m. & 1:00 p.m. (alternating with Police Pension) at City Hall

POLICE PENSION BOARD

- 5 member board: 2 members elected by employees of the plan, 2 members appointed by the City Commission for 2-year terms, and a 5th member selected by the previous 4 members and presented to the City Commission for ministerial approval.
- City Commission appointments must be residents of the City
- No Term Limits per Florida Statutes
- Advise on management of Police Department Employee Pension program
- Meets 2nd Tuesday at 9:00 a.m. & 1:00 p.m. (alternating with Fire Pension) at City Hall

PLANNING ADVISORY BOARD

- 7 members appointed by the City Commission for 3-year terms
- 1 non-voting member appointed by the School Board, is not required to be a City resident.
- 5 members must be residents of the City and 2 members may be non-City residents who either own real property or maintain a business office within the City (Ordinance # 2662 9/18/2007).
- Assure development compliance with City's Comprehensive Plan





Section 4: **Board Member Expectations**

ATTENDANCE, REMOVAL, AND RESIGNATION

Unless an appointee resigns or as otherwise provided by law, appointees to all boards, commissions, committees, authorities and all other advisory appointive bodies, whether created by ordinance, resolution or other means, shall serve until his successor is appointed or at the pleasure of the City Commission. In the event that an appointee misses three consecutive meetings or at least one-half of the meetings for the calendar year, they shall be considered to have resigned and a new replacement may be appointed. If the appointee wishes to remain on the board, they may request in writing to the City Commission, stating the reasons for their absence. The city hereby adopts in its entirety F.S. • 112.501 as passed by the regular session of the state legislature and may in its sole discretion use it as an alternate method of removal.

(Code 1995, • 2-3-2; Ord. No. 2151, 1-14-1997)

RESPONSIBILITIES OF BOARD MEMBERS

- **EFFECTIVE COMMUNICATION**
- **SELECTION OF CHAIRPERSON AND VICE-CHAIR**
- **RESPONSIBILITIES OF CHAIRPERSON AND VICE-CHAIR PERSON**

Because the Advisory Board performs as a body, acting based on the will of the majority as opposed to individuals, it is important general guidelines be understood when speaking for the Board. When members are expressing personal views, and not those of the Board, the public and media should be so advised, prior to making a statement. To foster a successful communication effort, it is helpful for members to discuss their views during Advisory Board Meetings and not utilize other public forums (media, public gatherings, etc.). Should members be approached by the media they should let the staff liaison assigned to the Advisory Board know. Additionally, members may contact the City for Public Information Officer assistance.





Section 5: **Appointment Process and Procedures**

METHODS OF APPOINTMENT

All appointments to board and vacancies thereon shall be made by the Commissioners and Mayor on an at-large basis, unless otherwise provided. When an appointment to a board is required the City Clerk will place the vacancy on the agenda for discussion. The City Clerk shall provide the Commissioners and Mayor the previously completed applications of the eligible board candidates that have been deemed to meet the minimum requirements set forth for that board. The Commissioners shall nominate and jointly appoint board members in an open meeting from the list of qualified candidates.

Section 6: **Legal Guidelines**

THE SUNSHINE LAW

Article II, Section 8, Florida Constitution “Ethics in Government / Sunshine Amendment,” was adopted by Florida voters in 1976 through a constitutional initiative. It contains standards [of ethical conduct] and disclosures applicable to public officers and employees; it also requires the Legislature to adopt the code of ethics.

All 50 states and the Federal government have some type of open meeting or “sunshine” laws. This law ensures ethical action in government. The Florida Sunshine Law is outlined in Florida Statutes, Chapter 286.

What is the Sunshine Law?

Article I, Section 24 of the Florida Constitution, and Florida’s Government-in-the-Sunshine Law, Chapter 286 of the Florida Statutes, provides a right of access to the public to governmental proceedings at both state and local levels. The law is equally applicable to elected and appointed boards / committees and has been applied to any gathering of two or more members of the same board / committee to discuss some matter which will foreseeable come before the board for action

What are the requirements of the Sunshine law?

The Sunshine law requires that 1) meetings of boards or must be open to the public; 2) reasonable notice of such meetings must be given, and 3) minutes of the meeting must be taken.

What agencies are covered under the Sunshine Law?

The Government-in-the-Sunshine Law applies to “any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation or political subdivision.” It applies equally to elected or appointed boards or commissions, as well as to advisory boards, committees or commissions that do not sit as final decision-makers on all or any agenda items.

What qualifies as a meeting?

The Sunshine Law applies to all discussions or deliberations as well as the formal action taken by a board or commission. The law, in essence, is applicable to any gathering, whether formal or casual, of two or more members of the same board or commission to discuss some matter on which foreseeable action will be taken by the public board or commission. There is no requirement that a quorum be present for a meeting to be covered under the law. Note: This is the reason why we ask that board members do not “Reply All” to emails sent to the entire board, even if the responsive message is transactional or benign.

Can a public agency hold closed meetings?

There are a limited number of exemptions which would allow a public agency to close a meeting. These include, but are not limited to, certain discussions with the board’s attorney over pending litigation and portions of collective bargaining sessions. In addition, specific portions of meetings of some agencies (usually state agencies) may be closed when those agencies are making probable cause determinations or considering confidential records. These type of “Shade Meetings” generally are not available to the Advisory Board meetings.

Does the Sunshine Law require that a public meeting be audio taped?

There is no requirement under the Sunshine Law that tape recordings be made by a public board or commission, but if they are made, they become public record.

Can private citizens record a public meeting?

A public board may not prohibit a citizen from videotaping a public meeting through the use of non-disruptive video recording devices.



Can two members of a public board attend social functions together?

Members of a public board are not prohibited under the Sunshine Law from meeting together socially, provided that matters which may come before the board are not discussed at such gatherings. However, it should be cautioned that such communications/interactions, while not violating the Sunshine Law, may still have the appearance of impropriety and accordingly, should be conducted with extra care and prudence.

Who Falls Under the Florida Sunshine Law?

The law applies to all elected or appointed members of Commissions or boards of the State, county, municipal corporations or political subdivisions, some private organizations which are providing service to a public agency, and individuals who have been delegated authority to act on behalf of a public board or Commission.

What is a Meeting?

The Sunshine Law applies to a meeting of two or more members of the same board or Commission. The members of a public board or Commission may meet together socially provided issues that may come before the board or Commission are not discussed. The key to a “meeting” is whether there is “foreseeable action” which may be taken by the public board or Commission.

The law states the Commission is required to give reasonable public notice of a meeting. This notice is posted with the time and place of the meeting. In the case of a special meeting, there should be at least a 24-hour notice, and emergency sessions should use the most effective notice under the circumstances. Minutes of any such meeting must be recorded.

PUBLIC RECORD LAWS

City records, with a few exceptions, are open to the public. The Supreme Court of Florida has construed “public records” to include “any material prepared in connection with official agency business which is intended to perpetuate, communicate, or formalize knowledge of some type.”

Florida Statutes definition of Public Records: “All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.”

Florida Statutes definition of an Agency: “Any state, county, district, authority, or municipal officer, department, division, board, bureau, commission, or other separate unit of government created or established by law and any other public or private agency, person, partnership, corporation, or business entity acting on behalf of any public agency.”

The law requires that all agency records may be inspected and examined by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public record or the designee. A copy or a certified copy of the record must be furnished upon payment of the fee prescribed by law or, if a fee is not prescribed by law, upon payment of the actual cost of duplication of the record.

An agency may not impose a waiting period before allowing access to public records, but there may be a reasonable delay in producing records. This is not done to frustrate a person’s right to review public records, but gives the custodian reasonable time and the ability to protect the records and keep them safe.

What is a public record?

The Florida Supreme Court has determined that public records are all materials made or received by an agency in connection with official business which are used to perpetuate, communicate, or formalize knowledge. They are not limited to traditional written documents. Tapes, photographs, films, sound recordings, text messages, emails and social media posts may also be considered public records subject to inspection unless a statutory exemption exists. As an Advisory Board Member, if you are the holder of material that would be considered a public record, you have a legal obligation to retain such material.

How can I find out more about the open meetings and public records laws?

The most comprehensive guide to understanding the requirements and exemptions to Florida's open government laws is the Government-in-the-Sunshine manual compiled by the Attorney General's Office and available through the following link:

[http://myfloridalegal.com/webfiles.nsf/wf/mnos-b9qq79/\\$file/sunshinemanual.pdf](http://myfloridalegal.com/webfiles.nsf/wf/mnos-b9qq79/$file/sunshinemanual.pdf)

CODE OF ETHICS

The Code of Ethics for Public Officers and Employees, adopted by the Legislature as Part III of Chapter 112, Florida Statutes, contains standards of ethical conduct and disclosures applicable to public officers, employees, candidates, lobbyists, and others in State and local government. The legislature also created the Commission on Ethics to serve as the guardian of the standards of conduct for public officials. The Commission is comprised of nine members who are appointed by and charged with the administrative enforcement of the Code of Ethics. Among other things, they issue advisory opinions, prescribe and maintain the disclosure forms, and administer discipline and fines for violations of the Code of Ethics.

The City Code has similar standards of conduct that prohibit incompatible employment; prohibit certain contracts with the City; regulates representing private interests before the City; prohibits disclosure of confidential information; requires disclosure of interest in legislation; and prohibits ex parte communications in bid situations. The City adopts and follows the State Law on gifts.

The City's Code of Ethics may be found in the City's Code of Ordinances, Title II, Administration, Chapter 2-1, General Provisions, currently published online at:

https://library.municode.com/fl/kissimmee/codes/code_of_ordinances?nodeId=15261

The ethics laws generally fall into two categories, those prohibiting certain actions or conduct, and those requiring that certain disclosures be made to the public. The following descriptions of these laws have been simplified here in an effort to provide notice of their requirements, and is not inclusive of all applicable laws. Board Members should review the wording of the actual laws and contact the City Attorney if they have any questions with regard to same. If any doubt exists, it is recommended you consult with the City Attorney, prior to taking action.

A. PROHIBITED ACTS.

1. Solicitation and acceptance of gifts.

Public officers, employee, local government attorney, and candidates for nomination or election shall solicit or accept anything of value such as a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment would be influenced by such gift. Fla. Stat. 112.313(2).

2. Unauthorized Compensation.

Public officers, employees, local government attorneys and their spouses and minor children are prohibited from accepting any compensation, payment, or thing of value when they know or, with the exercise of reasonable care, should know, that it was given to influence a vote or other action. Fla. Stat. 112.313(4)



3. Misuse of Public Position.

Public officers, employees and local government attorneys are prohibited from corruptly using or attempting to use their official positions or the resources thereof to obtain a special privilege, or benefit for themselves or others. Fla. Stat. 112.313(6).

4. Disclosure or Use of Certain Information.

Public officers, employees and local government attorneys are prohibited from disclosing or using information not available to the public and gained by reason their public position, for personal gain or benefit of themselves or others. Fla. Stat. 112.313(8).

5. Solicitation or Acceptance of Honoraria.

Persons requiring to file financial disclosure Form 1 or Form 6 are prohibited from soliciting honorarium related to their public offices or duties. Fla. Stat. 112.3149.

“Honorarium” means a payment of money or anything of value, directly or indirectly, to a reporting individual or procurement employee, or to any other person on his or her behalf, as consideration for:

- A.** A speech, or other oral presentation by the reporting individual or procurement employee, regardless of whether presented in person, recorded, or broadcast over the media.
- B.** A writing by the reporting individual or procurement employee, other than a book, which has been or is intended to be published.

B. RESTRICTION ON APPOINTING, EMPLOYING AND CONTRACTING WITH RELATIVES.

Anti- Nepotism Laws

A public official is prohibited from seeking for a relative, any appointment, employment, promotion, or advancement in the agency in which he or she is serving or over which the official exercises jurisdiction or control. No person may not be appointed, employed, promoted, or advanced in or to a position in an agency if such appointment, employment, promotion, or advancement has been advocated by a related public official who is serving in or exercising jurisdiction or control over the agency. Fla. Stat. 112.3135.

C. VOTING CONFLICTS OF INTEREST.

No public officer shall vote in an official capacity on any measure which would inure to their own special private gain or loss, or which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate. The officer must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict (Commission Form 8B) with the recording secretary in advance of the vote. If that is not possible the memorandum disclosing the nature of the officers interest in the matter must be filed within 15 days of after the vote occurs. Fla. Stat. 112.3143

PENALTIES

The penalty provisions of the Code of Ethics, F.S.,112.317, provide an array of non-criminal penalties for current and former public officers and public employees, candidates for public office, and others who have been found to have violated the Code of Ethics and/or Sunshine Amendment.

QUASI-JUDICIAL HEARINGS

When laws are applied by a government body in an action similar to that taken by a judge in a court proceeding, the decision reached is “quasi-judicial”. “Quasi” meaning almost, nearly, or like. “Judicial” since the actions are like those used in courtrooms.



Section 7: **Ethics**

COMMISSION ON ETHICS/FINANCIAL DISCLOSURE REQUIREMENTS

Some City board members are required to file a “Financial Disclosure” form with the State of Florida’s Commission on Ethics. Financial disclosures must be filled out annually. Forms are due on July 1st of each year.

The following boards are required to file financial disclosure:

Board of Adjustment

Fire Pension Board

General Pension Board

Planning Advisory Board

Police Pension Board

The Commission on Ethics requires all newly appointed board members of the above referenced boards to file a Form 1 within 30 days of appointment and a Form 1F within 60 days of leaving office. City staff are unable to assist with filling out forms. All Financial Disclosure Forms must be filled out using the online Commission on Ethics portal; paper forms are not permitted.

After appointment by the City Commission, board member information will be forwarded to the State.

All board members when leaving the office must provide a personal email address to the City Clerk. Florida Legislature has adopted a penalty for failure to file an annual Financial Disclosure Form if required. More information the requirements and penalties can be found here;

<https://disclosure.floridaethics.gov/>



Section 8: **Basic Parliamentary Procedures**

THE MEETING

VOTING BY PUBLIC OFFICIALS

Florida Statute §286.012 requires that each Board member vote on all matters before the body, unless there is a conflict of interest in Florida Statute Chapter 112 (ethics law).

A tie vote means that the same number of members has voted in the affirmative as in the negative. A tie vote is not a deadlock vote that must be resolved, it is simply not a majority vote and the motion is lost.

PRINCIPLES OF PARLIAMENTARY PROCEDURE

The definition of Parliamentary Law is a general body of enacted rules which govern the procedure of legislative assemblies. The governmental boards and legislative bodies have a duty to the people to observe correct parliamentary procedure.

Parliamentary Law is a system of principles, not a group of haphazard rules. It was developed over a long period of time. All meetings of a governmental Board must use proper procedure.

CHAIRMAN: The Chairperson has all the rights and privileges while he/she is presiding, i.e., the right to make motions, second motions, speak and vote, without relinquishing the chair. Since such Board members are elected by the voters, the chair shall not be deprived of representation on their behalf.

BOARDS MEMBERS: All Board Chair have the same rights as other members of the Board in presiding over the Board.

TO BE A SUCCESSFUL LEADER IN ELECTED POSITIONS OR APPOINTED POSITIONS, A PERSON MUST BE KNOWLEDGEABLE ON THE BEST AND MOST EFFECTIVE WAY TO HANDLE THE PUBLIC'S BUSINESS.

Any person, organization, or governmental body receives the proper respect from others to the degree that they respect themselves. If proper respect for the procedure at meetings is demonstrated by the board members, it shows not only respect for the individual, but respect for those persons who elected or appointed them and for whom they represent.

THE BASICS

A QUORUM MUST BE PRESENT. A quorum consists of a majority of the entire board. If at any time in a meeting a quorum is not present, the Chairman, or some board member should immediately call the fact that there is no quorum and no action can be taken.

The decisions that the body makes must be presented so that a question is brought before the board members. This question, more often called the motion, may be stated by voice or may be written. The motion must be clear so that the board members understand what they are voting on and what is expected of them should this motion pass.

There must be opportunity to discuss (debate) the question, remembering that the issue (motion) is



under discussion, and not a person or personality.

A vote must be taken. A motion is decided, with few exceptions, by a majority vote.

1. The board members of the body are paramount. Its wishes supersede those of any individual or small group of individuals.
2. All board members are equal. All board members have the same rights, i.e. to introduce business, to participate in deliberation and to vote.
3. A quorum must be present in order to transact business legally.
4. Only one main topic may be before the body at a time and only one person may have the floor at a time.
5. An issue is the item under discussion, never the person or persons who introduced it. Personal remarks are ALWAYS out of order.
6. A majority vote decides a question except in cases where basic rights of BOARD members are involved. A two-thirds vote is necessary for any motion that takes the rights of a board member away.
7. Silence gives consent. Any person who does not speak when an issue is presented and who does not vote gives their permission.

MOTIONS AND THEIR USE

TO PUT THE MAIN MOTION ON THE FLOOR:

Steps used in Making a Motion:

1. Board member makes a motion..... “I move” or “so moved”
2. Second by Board member.
3. Chairperson restates the motion.....“It has been moved that.....”
4. Chairperson asks for discussion.....“Is there any discussion?” During the discussion would be the time for asking questions of staff, or amending, postponing the motion
5. Chairperson takes the vote.....“All of those in favor say Aye....those opposed say Nay” or show of hands or roll call vote.
6. The Chairperson announces the results of the vote, for example, Motion carries 5-0 “The ayes have it and the motion is carried” or “The nays have it and the motion is lost, with show of hands or roll call vote; “There were X voting in the affirmative and Y voting in opposition.... The motion was carried or lost”.

If there is confusion as to the vote cast the Chairperson may revive a vote by roll call where each individual member voices their vote.

VOTING IN GOVERNMENTAL BODIES

Any decision made by a governmental body must be made by taking a vote at a meeting. The fact that Board members have individually expressed opinions on a question in a meeting is not a decision of the body and is of no effect. This does not preclude the vote taking by “no objection”. If a motion that is understood to be non-controversial is made, the chair may ask if there are any objections, if no objection is made they may declare that the motion has passed.

A vote that calls for those in favor to say “aye” and those opposed “like sign” in a voice vote is improper in procedure and also is confusing. In order for the public, the clerk, and all Board members to be assured that the Board member is voting in the negative, it is important that “no” be used. A



person should not vote “aye” when their vote is in the negative.

A tie vote shall cause the motion to be “No Action”

EXAMPLES OF DEBATING DISCUSSING MOTIONS

When a motion is before the Board, and it is a motion that creates a great deal of “feelings”, a Board member can best serve themselves and the Board by relating facts rather than feelings. Trying to regulate feelings does not work. Presenting the facts will better serve the situation, and the business of the City.

TO SPEAK IN FAVOR OF A MOTION

Chairperson, I am in favor of the motion and continue to give the reason for speaking in favor. Then conclude with a statement such as, “Therefore I hope the motion will pass” or “I therefore urge the Board members to vote yes”. Have you ever heard someone speak to a motion and you were not sure whether he/she was in favor of the motion or against the motion?

TO SPEAK AGAINST THE MOTION

Addressing the Chairperson “I speak against the motion” and continue giving the reason for speaking against. In speaking in favor, make your points clear so that persons understand why you are speaking against the motion. Then conclude with a statement such as “Therefore I urge the Board members to vote against the motion”.

MINUTES

Accurate and complete minutes are of vital importance to any meeting. They are the history and legal record of the body. Minutes are invaluable for reference and the courts give them great weight as evidence.

WHAT MINUTES SHOULD CONTAIN

Minutes are a record of all actions and proceedings but not a record of discussion. The opening sentences must record the date hour and place that the meeting was called to order the type of meeting the name of the presiding officer and the fact that a quorum was present. If the meeting was a special meeting a copy of the notice or call should be attached. The minutes record all motions and resolutions whether passed or lost. Include the name of the proposer, and the way in which each motion was disposed of. The exact wording of each motion should be recorded. If a vote is taken by roll call; the votes are recorded. If there is a vote that is divided by the Board; the votes pro and con are recorded.

MINUTES SHOULD NEVER CONTAIN

The clerk’s personal opinions, interpretations, or comments. Descriptive or judgmental phrases, such as “a heated discussion” are not appropriate. Adverse criticism of a person should never be included except in the form of a motion censoring or reprimanding a person. Praise of Board members should appear only in the form of officially adopted votes of thanks or commendation. Respectively submitted is no longer used at the end of minutes.

CORRECTIONS

All corrections to the minutes are made at the time the minutes are before the Board for approval. If a change is necessary to reflect a correction of the action previously taken or comments made, the change must be voiced clearly. The changes to the minutes will be reflected in the minutes of the meeting approving the minutes. The original minutes as drafted to the Board will not be changed.





Section 9: **CONCLUSION / WORKING EFFECTIVELY WITH THE MEDIA**

STRATEGIC COMMUNICATIONS

The Strategic Communications Office is a division of the City Manager's Office. It is responsible for public relations and the internal and external communications of the City of Kissimmee. This division is managed by the City's Strategic Communications Office & the Public Information Officer.

Should any media contact you, you should contact the Department Head in charge of the Board and advise them prior to making a statement to the media.

If you receive a request for a public record, it needs to be forwarded to the Custodian of Public Records, the City Clerk at cityclerkemail@kissimmee.gov



ITEM 5.A

Fee Waiver Grants - Period III June - September 2026

Item Details

Scoring of the Period III Fee Waiver Applications

- Holy Spirit Sanctuary - Back to School Field Day
- Healthy Start Coalition - Infant Mortality Awareness Walk

Attachment(s):

1. Holy Sanctuary Binder
2. Infant Mortality Binder
3. 2025-2026 Fee Grant Spreadsheet - Period III 2.6.2026

FEE WAIVER GRANT RANKING FORM

Organization Name: Holy Spirit Sanctuary

Event Name: Back to School Field Day

Event Date: 08.08.2026

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



Submitted on	23 December 2025, 3:50AM
Receipt number	48
Related form version	7

Requesting Organization Information

Full Legal Name of Organization	Holy Spirit Sanctuary
Name of Chief Officer/Present	DGerald Sarath Dorsainvil
Telephone Number	3472326650
Mobile Number	3472326650
Street Address	555 Eagle Ct
City	Kissimmee
State	FL
Zip Code	34759
Eligibility/Type	Non-Profit
Upload your 501(c)(3) Certification (If Applicable)	FinalLetter_86-2082376_HOLYSPIRITSANCTUARYINC_12062021_00.tif

Event Information

Name of Event	Back To School- Field Day
Has the date and location of the event been confirmed?	Yes
Date of Event	08/08/2026
Start Time of Event	10 am
End Time of Event	8 pm
Description of Event	Holy Spirit Sanctuary is hosting a Back-to-School Community Field Day in Kissimmee, Florida, designed to support students and families as they prepare for the upcoming school year. The event will take place at Kissimmee Lakefront Park and will serve up to 300 children, youth, and family members through staggered attendance across the event timeframe.

This outdoor, family-friendly field day will provide:

Back-to-school encouragement and community engagement

Student-centered activities and recreational games promoting wellness, teamwork, and positive social interaction

Raffles featuring educational and youth-supportive items such as laptops, tablets, bicycles, and scooters

Community connection through partnerships with local organizations, including the Osceola Response Team

A safe, supervised environment that allows families to gather, connect, and prepare for a successful school year

The event is designed to remove financial and social barriers often faced by families at the start of the school year by offering access to student-focused resources in a positive, inclusive setting. Hosting the event in an open outdoor venue allows for ample space, safety, and accessibility for families throughout the community.

	Estimated Number of Attendees
300	
Location of Event	Lakefront Park- Kissimmee Florida
Grant Request Amount	3000
Is this event free and open to the public?	Yes

Event Contact

Contact Person	DGeralda Sarath Dorsainvil
Title of Contact Person	Director
Contact Phone	3472326650
Contact Email	dgeralda.kcrystal@gmail.com

Event Setup and Strike

Event Setup - Date	08/08/2026
Event Setup - Start Time	9:00 AM
Event Strike - Date	08/08/2026
Event Strike - Time	8:00 pm

Event Logistics

Will your event require outdoor staging?	No
Will your event require tents?	Yes

Will your event require vehicle access to the park?

No

Will your event require road closures?

No

Will your event require portable restrooms?

No

Will your event require utilities?

Power

Will your event require the use of additional space?

Green/Dressing Room

None

Where will your event take place?

Outdoors

Will you have vendors at this event?

Yes

Fishing Tournament

Is the event a fishing tournament?

No

Will your event require a boat ramp?

How many boats are expected to participate

Will your event require space for a tournament draw?

Will your event require space for a weigh-in?

Entertainment

Will your event have performers?

No

Please describe the type of performers you will have at this event.

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

No

Will your event require a DJ?

Yes

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

No

Audio/Visual

What audio/visual needs do you have for your event?

The event will require basic audio and visual support to ensure clear communication, safety announcements, and program flow during the outdoor Back-to-School Field Day.

Audio needs include:

A portable PA sound system with speakers

1–2 wireless microphones for announcements, prayer, and activity coordination

Audio capability for light background music during activities

Visual needs include:

Printed signage and banners for:

Registration and check-in

Activity stations

Raffle information

Safety and directional guidance

A simple table banner or backdrop identifying Holy Spirit Sanctuary as the host organization

No advanced lighting, staging, or projection equipment is required. The focus is on clear communication, organization, and participant safety in an outdoor setting.

Will you hire an outside production company for this event?

No

Promotions

How will you promote your event?

Holy Spirit Sanctuary will promote the Back-to-School Field Day through social media (personal Facebook and Instagram), printed flyers at local schools and community centers, and announcements via church and partner networks. Local media outlets and youth organizations will also be engaged to reach families in Kissimmee, targeting at least 200 participants while encouraging volunteer involvement.

At what level will your event be promoted?

Local

Will the media be invited?

Yes

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

"We will invite local media outlets including newspapers, TV stations, radio stations, and community blogs to cover the event, highlight its back-to-school theme, and showcase community engagement. This will help raise awareness of the event and the Holy Spirit Sanctuary's ongoing support for local families."

Facebook

Instagram

If you have one, please share your event web page

Organisational Structure

How long has the sponsoring organization been incorporated?

04/27/2022

How long has the sponsoring organization physically been in operation?

04/27/2022

Please provide an organization chart of the Local Organizing Committee and describe how the sponsoring organization recruits volunteers to facilitate the event.

Organization Chart / Local Organizing Committee:

Event Director / Pastor: Oversees overall planning and execution of the field day event.

Volunteer Coordinator: Recruits, schedules, and manages volunteers for setup, event activities, and breakdown.

Vendor & Sponsor Liaison: Manages communication with vendors, sponsors, and partners.

Marketing & Media Coordinator: Develops promotional materials, social media campaigns, and invites local media coverage.

Activities & Games Coordinator: Plans, sets up, and runs each activity section for students and families.

Registration / Intake Coordinator: Manages attendee check-in, wristbands, and distribution of school supplies.

Volunteer Recruitment Process:
Holy Spirit Sanctuary recruits volunteers through existing church and community networks, including:

Social media outreach (Facebook, Instagram, and community pages)

Email and text campaigns to church members and local partners

Direct outreach to local youth organizations, schools, and civic groups

Word-of-mouth within the community to engage parents and local residents
Volunteers are assigned specific roles in advance and receive clear instructions, including orientation and training on event protocols.

Organization and Experience

Has the sponsoring organization previously produced an event in Kissimmee?	Yes
Has this specific event been previously produced?	No
Where and when has this event taken place previously?	N/A — This is the inaugural year for the Back-to-School Field Day hosted by Holy Spirit Sanctuary.
What is the uniqueness of this proposed event?	This event combines educational support with family-friendly activities in a single community-focused day. It provides free school supplies to underserved children while engaging students and families through interactive games, wellness resources, and youth enrichment activities. By partnering with local organizations and businesses, the event offers a holistic approach to back-to-school preparation that is culturally inclusive, safe, and designed to build community cohesion in Kissimmee.
How does the proposed event support the organization's mission and impact to residents?	The Back-to-School Field Day directly supports Holy Spirit Sanctuary's mission to serve families and youth in our community by addressing educational and social needs. By providing free school supplies, wellness resources, and engaging activities, the event helps reduce barriers for underserved children and supports academic readiness. The event also fosters community connection by bringing together local residents, businesses, and organizations in a safe, inclusive environment. Through hands-on learning, recreational activities, and family engagement, this initiative has a lasting impact on the residents of Kissimmee, promoting both educational success and community well-being.

Event Revenue & Economic Impact

How will your proposed event impact local businesses?	The Back-to-School Field Day will positively impact local businesses by generating increased foot traffic and engagement in the Kissimmee area. Local vendors, food trucks, and service providers participating in the event will have an opportunity to promote their products and services to hundreds of attendees. Additionally, partnerships with local businesses for sponsorships, raffles, and in-kind donations will create a mutually beneficial relationship, increasing community visibility and potential sales. By
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attracting families from across the area, the event supports the local economy by spending at nearby restaurants, retail stores, and service providers. Overall, the event serves as both a community resource and an economic stimulant for local enterprises.

Please attach you itemized event budget

[Field_Day_Budget_Enhanced.xlsx](#)

Marketing

How does the proposed event benefit the image or reputation of the City?	The Holy Spirit Sanctuary Back-to-School Field Day is designed to highlight Kissimmee as a family-friendly, community-oriented city. By providing free educational resources, school supplies, and recreational activities for local students and families, the event demonstrates the city's commitment to youth development, public engagement, and inclusive programming. The event will attract local families, media coverage, and community organizations, showcasing Kissimmee as a safe, vibrant, and supportive environment for residents of all backgrounds. Furthermore, the collaboration with local businesses, non-profits, and municipal departments reinforces the city's reputation for fostering partnerships that benefit the community.
Please identify all forms of advertisement to be used and provide a timeline for all promotion and advertising.	Social media posts on Holy Spirit Sanctuary Facebook and Instagram (event pages, regular updates, countdown posts) Flyers and posters in local schools, community centers, libraries, and churches Email newsletters to local parent and community groups Local radio stations announcements and public service spots Press releases sent to local newspapers and online news outlets Community bulletin boards and partner organization newsletters Word-of-mouth via church and local community networks. 8 Weeks Prior: Social media teaser posts, initial flyers distribution, press release drafted 6 Weeks Prior: Formal event announcement on social media and email newsletters, begin contacting media 4 Weeks Prior: Flyers posted in community locations, partners begin sharing event with networks
How much money will the sponsoring organization commit towards advertising?	Flyers & Posters (printing and distribution): \$150-\$200 Social Media Boosted Posts / Paid Ads: \$100-\$150 Local Radio Spots / Press Releases / Community Newsletters: \$100

Collaboration

Is the sponsoring organization collaborating with any other non-profit groups?	No
Please list all other non-profit groups you will be collaborating with for this event.	



LAKEFRONT PARK OPEN TO THE PUBLIC EVENT APPLICATION

IMPORTANT: Please type or print legibly. All sections must be completed. Any and all cancellations will forfeit their reservation deposit.

Please submit your application to: **Kissimmee Civic Center**

201 East Dakin Avenue
Kissimmee, Florida 34741
407-518-2503
407-935-1437 FAX
civiccenter@kissimmee.org

CONTACT INFORMATION:

Organization/Company Name: Holy Spirit Sanctuary, Inc

Name of Event: Field Day: Back To School

Type of Event: Free Community Back to School Event

Type of Organization:

Non Profit _____x_____ Commercial _____ Government _____

Contact-(347)232-6650-

Person:DGeralda K-Crystal

-E-mail:dgeralda.kcrystal@gmail.com

Address: 555 Eagle Ct Kissimmee, FL 34759

Work Phone: _____ Cell Phone: _____

347-232-6650

Address: 555 Eagle Ct

City: Kissimmee State: FL Zip Code: 34759

BILLING INFORMATION:

Is the party responsible for billing the same as above?: _____ Yes ___x___ If NO, complete the fields below

Responsible Person: Dgeralda K-Crystal E-mail: dgeralda.kcrystal@gmail.com Work Phone:

Cell Phone: 347 232-6650 Address: 555 Eagle Ct

City: Kissimmee State: FL Zip Code: 34759

EVENT INFORMATION:

Event Location:

Festival Lawn: _____ Veterans' Lawn: _____ Lighthouse Lawn: ___x___ Marina Overflow
Parking Lot: _____ Ruby Plaza: _____ Marina Square: _____ Provide a brief description of your event:
Back to school event for Kissimmee/ Poinciana Residents. With partnerships and sponsorships from companies and
locals, we will be donating school items to students. Additionally, give resources to families, resources like mental
health, food pantries, after school programs, therapy and financial help. We will have guidance counselors, advisors,
teachers and volunteers to help parents in need of assistance understanding their kid's school information. This field
day is meant to serve Kissimmee/Poinciana on a first come first serve basis. A field day for students to meet
professionals, have fun before school starts.

Have you previously held this event somewhere else?: _____ no _____ If Yes, complete the fields below
_____ No Date: _____

Location: _____ Will your event require exclusive use of the
pavilions? no _____ If Yes, how will they be you used? _____ No

Anticipated number of attendees ___300-500

Move In/Set Up Time? ___9:00 AM _____ What time will your event begin? 12:00 PM

_____ Move Out/Strike Time?: ___8PM___ (all equipment and supplies removed from park)

Will your event require the installation of a stage? ___no___ Yes, what size _____ No

_____ Will your event require tents? _____ Yes _____ No How many tents?; ___10___

Size? 10x10 Will your event require any road closings? Yes No If yes, please provide details: _____

What are your plans for parking? Attendees will park in the parking spaces per usual.

Will your event require vehicles to access the park? Yes No If yes, please provide details _____

Will your event require portable restrooms? Yes No If yes, how Many? _____ Will your event require extra trash removal? Yes No How much? _____ Will your event require utilities? Yes No Electric / Internet Water

ENTERTAINMENT AND PRODUCTION:

Will your event have "Live" entertainment?: Yes (please see below) No Please list your entertainment: DJ (Once date is confirmed a DJ will be hired for the day)

Will your event require any additional space such as?

 Dressing/Make Up Room Green Room Press Area Reception Area Business Office
 Locker Rooms Autograph Area Private Meeting Area

Will your event include any live animals?: Yes No What type?: _____

Are you hiring a Production Company for your event?: Yes No (Lighting, Sound, Decorating, Television, Radio, etc.)

Name of Company #1: _____ Contact person: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Email Address _____

Work Phone _____ Cell Phone: _____

Name of Company #2: _____ Contact person: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Email Address _____

Work Phone _____ Cell Phone: _____

Will your event have props and/or decorations?: Yes No What type? _____

How many generators will you bring into the park?: none

PYROTECHNICS:

Do you plan to use aerial or stage pyrotechnics: Yes No If yes what type? _____

Name of Company: _____ Contact person: _____
Address: _____
City: _____ State: _____ Zip Code: _____ Email Address _____
Work Phone _____ Cell Phone: _____

VENDORS:

MERCHANDISE & COMMERCIAL VENDORS

Any vendor who will sell or giveaway merchandise must have a vendor agreement, copy of their business license and insurance on file with the City of Kissimmee prior to event/show.

Will your event have vendors? Yes How many vendors: 20 What are the dimensions of your vendor spaces? _____ What time will your Vendor Load-In begin: 10:30 What time will Vendor Load – In end: 11:30 What time will your Vendor Load-Out begin: 5:00 What time will Vendor Load – Out end: 6:00

FOOD & BEVERAGE VENDORS

Will your event have food vendors? yes If Yes, complete the fields below _____

No Will vendors be canopy vendors or food truck vendors? Food truck (4)

Canopy Food Vendor Yes No How many: 4

What are the dimensions of your canopy vendor spaces?

10x10 Will you be dispensing or selling alcoholic beverages?:
Yes No

Do you plan to have alcohol sales in more than one location?: no Yes, how many? No

BOUNCE HOUSES & INFLATABLES:

Will your event have inflatables, fair rides, climbing walls, etc.? _____ If Yes please list below _____ No
Inflatables, bounce house, interactive games and concession stands.

Name of Company: Bounce it out Contact Person: _____
Address: 1019 Pineapple Way Kissimmee, FL
34741
City: Kissimmee State: FL

____ Zip Code: 34741 Work Phone: _____ Cell Phone: (863)
207-645 _____ Email Address: bounceitoutllc1@gmail.com

MARKETING:

Please outline your marketing plan? Holy Spirit Sanctuary will implement a multi-channel, community-focused marketing strategy designed to maximize awareness, attendance, and community engagement across the City of Kissimmee and surrounding areas. Promotion will prioritize families with school-aged children, local residents, and community partners.

Marketing efforts will include:

- **Social Media Campaigns:**
Consistent promotion across Facebook and Instagram using event graphics, countdown posts, short videos, volunteer spotlights, sponsor recognition, and reminders. Content will be shared through the church's official pages, partner organizations, volunteers, and community groups.
- **Digital Flyers & Community Sharing:**
Professionally designed digital flyers distributed through neighborhood Facebook groups, WhatsApp groups, church networks, school parent networks, and local nonprofit mailing lists.
- **Printed Materials:**
Physical flyers and signage posted at approved locations such as churches, community centers, small businesses, barbershops, laundromats, and partner organizations.
- **Community Partnerships & Word-of-Mouth:**
Collaboration with local nonprofits, outreach teams (including Osceola Response Team), vendors, and sponsors to amplify promotion through their networks.
- **On-Site Visibility:**
Event signage, banners, and branded volunteer shirts to reinforce visibility and legitimacy during the event.

When will you begin marketing your event?: **Marketing will begin approximately 10-15 weeks prior to the event date**, with increased frequency during the final 4 weeks leading up to the event.

Will you invite any media to your event? _____ **Yes** _____ No What type? _____ Local community media outlets

- Local news stations (community calendar / human-interest coverage)
- Faith-based media and community blogs
- City and county social media or event calendars (as applicable)

GENERAL PROVISIONS AND POLICIES & PROCEDURES

FOR OPEN TO THE PUBLIC EVENTS AT LAKEFRONT PARK

All licensees must follow The City of Kissimmee's general provisions, policies, and procedures, when hosting events on City property. For additional guidelines please review the City of Kissimmee's Events Handbook.

Amplified Sound:

Due to the nature of events and the fact that Lakefront Park is built near, adjacent to or in close proximity to residential areas, the following amplified sound policies have been implemented:

- Music must be of appropriate content and decibel levels for the general public. Sound testing is mandatory 60 minutes prior to entertainment with agreed upon decibel level based on existing environmental factors. Stage entertainment is limited, to five continuous hours, and should end by 7:00 p.m.
- Events that violate this provision shall be subject to a fine of \$500.00, which will increase by \$500.00 each consecutive year that the infraction occurs.

Amplified Sound is permitted within the following hours: 7:00 a.m. to 7:00 pm. INITIAL DKC

Communication and Transparency:

The Event Coordinator provides general guidance to the Licensee during the planning of the event. The Coordinator will make sure the Licensee is aware of and adheres to City of Kissimmee event guidelines and procedures. In turn the Licensee must communicate all event details, including past event performances, payment history, licensing, insurance and proof of nonprofit status.

- Licensee shall adhere to all safety and operating guidelines, as outlined in the Event Handbook, license agreement and Parks & Recreation policies. Event organizers are required to attend planning meetings and are responsible for distributing safety and operating guidelines to their vendors, sponsors and parade entrants. Non adherence to safety and operating guidelines could result in event suspension or cancellation.
- Submission of an event application obligates the event organizer to provide past event performance, payment history, and contact information for past or current host venues, licensing, insurance and proof of nonprofit status.
- Client must supply a seating chart that shows ticket sections, and pricing for each section 30 days before event date. INITIAL DKC

Insurance:

- Any and all open to the public events shall be required to provide General Liability Insurance (**Exhibit B**) • Licensee, at their sole cost and expense, is required to provide the City with Liability Insurance no later than thirty (30) days prior to the reservation date.
- Licensee shall name the City as “**Additionally Insured**” for all dates of events.
- The City's Risk Management Office establishes the appropriate insurance amounts for each event. Based on the nature of the event, the City may require additional insurance amounts.
- Should Licensee neglect to provide the City with the appropriate insurance policy and documentation by the specified time, the City may cancel the event. INITIAL DKC

Cancellations

- All cancellations must be submitted in writing.
 - All cancellations will forfeit their reservation deposit.
 - A 100% refund for the balance of any rental fees and/or payments shall be granted so long as the client notifies the Civic Center Event Coordinator thirty days prior to scheduled event.
 - A 50% refund for the balance of any rental fees and/or payments shall be granted so long as the client notifies the Civic Center Event Coordinator fifteen – twenty nine days prior to scheduled event.
- No refund of any rental fees and/or payments will be granted if the client notifies the Civic Center Event INITIAL DKC

Acceptance of General Provisions and Policies & Procedures:

- I understand that this is an application only and does not obligate the City of Kissimmee in any fashion to reserve any facility and/or approve any event that does not include a reservation deposit.
- I fully understand that my reservation fee is non-refundable. In the event the City of Kissimmee does not approve my event; I am entitled to a full refund of my reservation fee.
- I agree to sign the required License Agreement.
- I fully understand that this rental is located in a public park facility which is open to the public. By renting this facility, I agree and understand that this being a public facility; the City of Kissimmee is not responsible for the actions of any 3rd party members who are utilizing the park. By renting this facility, you agree and understand that the City cannot control and will not be responsible for the actions of the general public during the time of your rental, financially or otherwise. Examples shall include, but not be limited to: Interruptions in events; loud noises, weather interference.
- All rental set ups must be approved by City staff prior to event.

I have included my reservation deposit with my application and I fully understand that it is non-refundable. I

have read, understand and agree to abide by all policies/procedures and general provisions as outlined above.

Failure to abide by any of the above stated guidelines may result in termination of rental and be grounds for any future rentals.

I have read, understand and agree to abide by all policies/procedures and general provisions as outlined

above. *Signature of Acceptance*

dgeralda kcrystal

Print Name: Signature:

Dgerala K-Crystal

Date: 01/01/26

[illegible]

Exhibit A

SPECIAL EVENT ALCOHOL POLICY

FOR SALE AND/OR SERVICE OF ALCOHOL DURING OPEN TO THE PUBLIC SPECIAL EVENTS

On all City owned Park property, for events which are open to the public, the following review and procedure will apply:

1. These procedures apply whether the event is free or admission is charged.
2. These procedures apply whether alcohol served is for free or for sale.
3. The organizer or promoter (Applicant) must complete a License Agreement form and submit it to the Parks, Recreation and Public Facilities Director or designee for review to assure compliance with all requirements.
4. On the application form Applicant must indicate which of the following distribution options it intends to use for the event:

a. **CATERER OPTION:** Applicant may be or may retain a private alcohol provider or distributor who possesses a current and valid “Off Site Caterer’s License” as issued by the State of Florida Division of Alcoholic Beverages – License 13 CT;

OR

b. NON-PROFIT OPTION: Applicant may be or may utilize a “Non-Profit Civic Organization” which is active with the State of Florida Division of Corporations to manage the alcohol sales. All requirements of Florida law must be complied with, including those requirements contained in the “Beverage Law” of Florida Statute §561.422 (Non-profit civic organization; temporary permits.) These procedures apply whether alcohol served is for free or for sale.

5. Applicant must provide proof of alcohol liability insurance for event. For third party caterers or non-profit organizations, the Applicant must also provide proof of the alcohol liability insurance of the caterer or non-profit organization, with the City of Kissimmee listed as an “additional insured” on the policy.
6. Applicant must comply with all provisions of Florida law, specifically but not limited to the applicable Florida Beverage Law – Florida Statutes §561.702 (Legislative Intent) and §561.705 (Responsible Vendor Qualification) and obtain the applicable State of Florida Alcoholic Beverage License, including “E-TIPS” training.
7. Applicant must apply for and obtain a Kissimmee Police Department (KPD) Alcoholic Beverage Permit – PD83-01, prior to submission.
 - a. At a minimum, Applicant must secure and pay for the services of at least one CJST Certified Florida law enforcement officer for security purposes.
 - b. Should the Kissimmee Police Department determine during its review process that an area shall be designated as a “Beer Garden” area, KPD will determine the size of the area, as well as the minimum number of law enforcement officers to be required based on the event and Applicant must provide for same and pay all required fees for services.
8. On the application, Applicant must disclose and list all prior events it hosted on City property for staff review or any past events. Events hosted by Applicant which did not comply with law, City policies or City directives may require additional measures for approval by staff.
9. All licenses and insurance must be in place 30 days prior to the event. If all licenses and insurance policies are not in place within 30 days of event, Applicant must secure and utilize a City concessionaire for alcohol sales.

Exhibit B

SPECIAL EVENT INSURANCE REQUIREMENTS (2.6.2)

The following classifications do not identify every possible event, but should provide a guideline for which category most events should fall under. Questions should be directed to the City of Kissimmee Risk Manager or Events and Venues Manager.

CLASS 1	CLASS 2	CLASS 3	CLASS 4
Limited Seating Club Activities Instructional Classes History Fairs Registrations Receptions	Attendance under 500 Plays/Musicals Walk-a-thons Dog Shows Garage Sales Beauty Pageants	Attendance over 500: Magic Shows Concerts Dances Auctions Athletic Events Parades Fishing Tournaments Festivals Civic Center Events Aquatic Center Events City Stage	Airport Events High Risk Events

Class 1: Insurance is optional and is at the discretion of the Risk Management Department. Risk Management will review the quantity of participants and the nature of the activity and/or product of sales to make a final determination.

Class 2: Minimum of \$500,000 General Liability Insurance and \$500,000 Umbrella **OR** \$1,000,000 per occurrence General Liability naming the City of Kissimmee “additional insured”.

Class 3: Minimum of \$1,000,000 General Liability Insurance and \$1,000,000 Umbrella **OR** \$2,000,000 per occurrence General Liability naming the City of Kissimmee “additional insured”.

Class 4: General Liability Insurance of \$5,000,000 per occurrence/ \$5,000,000 Auto/ \$5,000,000 Umbrella are required naming the City of Kissimmee “additional insured”

PLEASE NOTE:

1. **Auto Liability Insurance** will be required in the amount of the general liability requirement if automobiles are used as part of the event.
2. **Product Liability Insurance** will be required if there is food/beverage sales or consumption at the event. Each food vendor must provide the Product Liability Insurance (minimum of \$2,000,000).
3. **Workers Compensation** will be required if employees are hired for the event, according to Florida State Statutes.
4. **Liquor Liability Insurance** will be required if there is alcoholic beverage sales or consumption at event (minimum \$1,000,000). This must name the City of Kissimmee “**additional insured**”

IMPORTANT:

1. The event organizer must provide proof of a current insurance certificate for the appropriate amount of general liability. The City of Kissimmee must be listed as “**additional insured**”.
2. The event organizer is responsible for obtaining and submitting all required insurance certificates to the City of Kissimmee Parks & Recreation Department Director or designee no later than (15) days prior to the event date.
3. The Risk Management Department reserves the right to adjust insurance requirements on a per event basis.
4. Any event requesting a waiver or reduction in the required insurance levels must submit written notification of the request with the application/permit to the Events & Venues Manager no later than (60) calendar days prior to the event date. If the organization has any insurance-related questions, they may contact the Risk Management Officer at (407) 518-2111

Category	Item	Description	Qty	Unit Cost (\$)	Estimated (\$)	Actual (\$)	Variance (\$)
Location &	Lighthouse	Lawn rental	1	700	700		
Location &	Event insurance	General liability	1	500	500		
Location &	Food inspection /	per person	1	300	300		
Tents & Tables	Activity/vendor	tents	10	50	500		
Tents & Tables	2 per tent		20	15	300		
Tents & Tables	50 for parents		50	4	200		
Audio / Vis	DJ / sound system	rent	1	400	400		
Audio / Vis	Microphone & speaker		1	150	150		
Signage & Event	flyer: Printing +	cost	500	0.5	250		
Signage & Event	Directional & station	sign	20	10	200		
Signage & Event	Social media ads /	boosted posts			100		
Volunteer \$	Volunteer t-shirts		100	5	500		
Volunteer \$	Wristbands: Attendees		300	0.33	100		
Volunteer \$	Walkie-talkies	For teams (2 per team)	6	50	300		
Activity Stations	Volunteers	10 stations	30	0	0		
Activity Stations	Misc. activity	Markers, cones, balls, etc.		30	300		
Giveaways	Backpacks		200	10	2000		
Giveaways	School supplies	Notebooks, pencils, pens		5	1000		
Giveaways	Small gift items	Snacks, water	200	1.5	300		
Raffle Prize	Large item:	Laptop, microwave	1	1000	1000		
Raffle Prize	Smaller raffle	Additional items	10	50	500		
Miscellaneous	Misc supplies	First aid kits, batteries, trash bags,			300		
Totals					9900	0	0



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

HOLY SPIRIT SANCTUARY INC
3705 GREENCREST COURT
KISSIMMEE, FL 34746

Date:
04/27/2022
Employer ID number:
86-2082376
Person to contact:
Name: Monica Brown
ID number: 10250
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
170(b)(1)(A)(i)
Form 990 / 990-EZ / 990-N required:
No
Effective date of exemption:
April 14, 2021
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053742005561

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.



Organization: Holy Spirit Sanctuary

Event Name: Back to School

Event Date: August 8th, 2026

Administration Fee	One time fee			Notes/Comments	Total
	\$100.00			One time charge	\$100.00
Premises Rented:	Associated fee			Notes/Comments	Total Premises rented
Lighthouse Lawn	\$700.00			7:00am-9:00pm	\$700.00
Pavilions Included	\$0.00			included	\$0.00
Rental Items:	Associated Fee			Notes/Comments	Total Rental items
Portalets				1 ADA, 1 Regular, 1 Handwash	\$330.50
Light Tower	\$150.00	1			\$150.00
Non Taxed Rental Items:	Associated Fee			Notes/Comments	Total Taxes:
	\$0.00	0			\$0.00
	\$0.00	0			\$0.00
Taxes:	Tax Rate			Notes/Comments	Total Taxes:
	7.50%				\$144.25
Staffing and Personnel Requirments:	Hourly Rate	Count		Notes/Comments	Total for Staffing/Personnel (Non Taxable Fees)
Event Monitor	\$20.00	20		2 Staff x 10hrs	\$400.00
EMT (Emergency Medical Technician)	\$35.00	10		2 EMT's - 12hrs	\$350.00
KPD Officers	\$62.00	12		2 officers x 6hrs	\$744.00
Fire Marshal	\$64.77	4		1 Staff x 4hrs	\$259.08
Security	\$28.00	24		3 Security x 8hrs	\$672.00
				Notes/Comments	
Total Fee's and Charges:					\$3,849.83
Damage Deposit				20% of Facility Rental fee;Refundable; Additional Fee on Total Charges	\$140.00
Fee Waiver					
Remaining Balance Due				Due 30 days in advance of event date	\$3,989.83
Reservation Deposit				Required at time of booking; Applied to total due; Non refundable Fee)	\$500.00

*Event Quote is subject to change based off of clients event needs and requests

FEE WAIVER GRANT RANKING FORM

Organization Name: Healthy Start Coalition of Osceola County

Event Name: Infant Mortality Awareness Walk

Event Date: 09.19.2026

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	
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?	-5 /0/+5 POINTS
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: \$210.00

Previous Year's Fee Waiver Award: n/a

Fee Waiver Grant Program



Submitted on	3 December 2025, 11:26AM
Receipt number	47
Related form version	7

Requesting Organization Information

Full Legal Name of Organization	Healthy Start Coalition of Osceola County, Inc.
Name of Chief Officer/Present	Kerri Stephen
Telephone Number	407-891-9199
Mobile Number	407-301-8157
Street Address	813 New York Ave
City	St. Cloud
State	FL
Zip Code	34769
Eligibility/Type	Non-Profit
Upload your 501(c)(3) Certification (If Applicable)	501c3.pdf

Event Information

Name of Event	Infant Mortality Awareness Walk
Has the date and location of the event been confirmed?	Yes
Date of Event	09/19/2026
Start Time of Event	8 am
End Time of Event	12 pm
Description of Event	We will hold an infant mortality awareness walk to remember the babies we lost too soon, bring awareness to infant mortality and our work to prevent it and support the families who have experienced a loss. We will also include community resource vendors to further connect families with resources.
Estimated Number of Attendees	75

Location of Event	Lighthouse Lawn and Otter and Panther Pavillions
Grant Request Amount	\$210
Is this event free and open to the public?	Yes

Event Contact

Contact Person	Kerri Stephen
Title of Contact Person	Executive Director
Contact Phone	407-301-8157
Contact Email	Kerri@HealthyStartOsceola.org

Event Setup and Strike

Event Setup - Date	09/19/2026
Event Setup - Start Time	8 am
Event Strike - Date	09/19/2026
Event Strike - Time	12 pm

Event Logistics

Will your event require outdoor staging?	No
Will your event require tents?	No
Will your event require vehicle access to the park?	No
Will your event require road closures?	No
Will your event require portable restrooms?	No
Will your event require utilities?	Power
Will your event require the use of additional space?	None
Where will your event take place?	Outdoors
Will you have vendors at this event?	Yes

Fishing Tournament

Is the event a fishing tournament?	No
------------------------------------	----

Will your event require a boat ramp?

How many boats are expected to participate

Will your event require space for a tournament draw?

Will your event require space for a weigh-in?

Entertainment

Will your event have performers?

No

Please describe the type of performers you will have at this event.

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

No

Will your event require a DJ?

No

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

No

Audio/Visual

What audio/visual needs do you have for your event?

We will need a podium, microphone, and speaker system.

Will you hire an outside production company for this event?

No

Promotions

How will you promote your event?

Via our social media channels, community partners, and press release

At what level will your event be promoted?

Local

Will the media be invited?

Yes

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

We will send a press release to local newspaper and tv outlets

Facebook

<https://www.facebook.com/healthystartosceola>

Instagram

<https://www.instagram.com/healthystartosceola/>

If you have one, please share your event web page

We will have one but do not have it at this time

Organisational Structure

How long has the sponsoring organization been incorporated?

1994

How long has the sponsoring organization physically been in operation?

1994

Please provide an organization chart of the Local Organizing Committee and describe how the sponsoring organization recruits volunteers to facilitate the event.

Our event planning committee consists of our Healthy Start Coalition staff, including the Executive Director, Fetal Infant Mortality Review (FIMR) Parental Interviewer and bereavement support facilitator, FIMR Program Coordinator, and then we invite interns, volunteers, board members and other interested individuals to join in our planning committee.

Organization and Experience

Has the sponsoring organization previously produced an event in Kissimmee?	Yes
Has this specific event been previously produced?	Yes
Where and when has this event taken place previously?	In September, 2024, we held this event starting at Hart Memorial Library with a walk to the Kissimmee City Hall and ending back at the library. In September, 2025, we started our event at the Kissimmee City Hall with a walk to the Kissimmee lakefront and ended back at the Kissimmee City Hall. Our plans for September of 2026 include to make the event more formal and grow it to have a greater impact within the community.
What is the uniqueness of this proposed event?	Unfortunately some families experience the unimaginable tragedy of losing a baby. This event serves as a way for those families to feel seen, heard and supported and to honor the memory of their baby. The event will also serve to bring community members together to unite for a good cause and join us in our efforts to make a positive impact in our community.
How does the proposed event support the organization's mission and impact to residents?	Our mission is to protect and promote the health and well-being of mothers, babies and families in our community, and our goals are to support healthy pregnancies and babies and ultimately provide programs and services to do just that and prevent infant mortality. This event aligns with our mission by supporting families and bringing attention to infant mortality and our prevention efforts.

Event Revenue & Economic Impact

How will your proposed event impact local businesses?	Our event will draw individuals down to the Kissimmee lakefront area which can in turn lead to support of local businesses while event attendees come to the area. In addition, the event will include vendors for organizations that offer community resources, specifically to bereaved families. The event may also include a wellness activity like yoga in which we would look for a local business to provide which would bring attention to their services.
Please attach you itemized event budget	IM Awareness Walk 2026 Event Budget.pdf

Marketing

How does the proposed event benefit the image or reputation of the City?	The proposed event will positively enhance the City's image by showcasing its commitment to supporting the health and well-being of local families. By raising awareness about infant mortality, a critical indicator of a community's overall health, the walk demonstrates the City's dedication to important public health issues and collaborative prevention efforts. The event is family-friendly, community-centered, and aligned with the values of a thriving, compassionate city. In addition, our organization is known for hosting well-planned, professional events, ensuring a high-quality experience that reflects positively on the City and reinforces its reputation as a supportive and engaged community partner.
Please identify all forms of advertisement to be used and provide a timeline for all promotion and advertising.	The event will be advertised on our social media platforms, to the families we serve and between our community partners. In addition, we will send a

press release to local media outlets. The event planning committee meets monthly, and now that we have a date and venue secured, we will move forward with creating event flyers and an event registration page (completed by January of 2026). Starting in July, 2026, we will begin fully promoting the event via social media and by distributing event flyers within the community. August and September will include weekly event pushes that will turn into daily during the immediate days leading up to the event.

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

We have estimated \$850 in costs associated with print and media advertisement.

Collaboration

Is the sponsoring organization collaborating with any other non-profit groups?	No
---	----

Please list all other non-profit groups you will be collaborating with for this event.	Our non-profit is the sole and lead organization in planning of this event. There may be non-profit organization attending the event as vendors. We will be able to confirm those as we begin to now get into the details of the event planning.
---	--



LAKEFRONT PARK OPEN TO THE PUBLIC EVENT APPLICATION

IMPORTANT: Please type or print legibly. All sections must be completed. Any and all cancellations will forfeit their reservation deposit.

Please submit your application to: **Kissimmee Civic Center**
201 East Dakin Avenue
Kissimmee, Florida 34741
407-518-2503
407-935-1437 FAX
civiccenter@kissimmee.org

CONTACT INFORMATION:

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

Name of Event: Infant Mortality Awareness Walk Type of Event: community awareness event with support and resources available

Type of Organization:

Non Profit X Commercial _____ Government _____

Contact Person: Kerri Stephen E-mail Address: kerri@HealthyStartOsceola.org

Work Phone: 407-891-9199 Cell Phone: 407-301-8157

Address: 813 New York Ave

City: St. Cloud State: FL Zip Code: 34769

BILLING INFORMATION:

Is the party responsible for billing the same as above?: X Yes _____ If NO, complete the fields below

Responsible Person: _____ E-mail: _____

Work Phone: _____ Cell Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

EVENT INFORMATION:

Event Location:

Festival Lawn: _____ Veterans' Lawn: _____ Lighthouse Lawn: X

Marina Overflow Parking Lot: _____ Ruby Plaza: _____ Marina Square: _____

Provide a brief description of your event: We will have an infant mortality awareness walk to bring awareness to this cause, to honor the babies we

lost too soon, and inform the community of our work to prevent infant mortality. In addition, we will ensure families who have experienced a loss feel seen and heard and are aware of the support services

available to them.

Have you previously held this event somewhere else?: X If Yes, complete the fields below _____ No

Date: September, 2025 and 2024

Location: 2024-starting location at Hart Memorial Library; 2025, starting location at
Kissimmee City Hall

Will your event require exclusive use of the pavilions? X If Yes, how will they be you used? _____ No

We will have a podium, microphone and speaker that will include an event welcome and opening, highlight the work of our organization, allow families who
have experienced a loss a platform to share their story and honor the babies we lost the pervious year. In addition it will serve as our meet up location and
possibly allow us to incoroprate a wellness activity like Yoga.

Anticipated number of attendees 50-100

Move In/Set Up Time? 8:00 am

What time will your event begin? 9:00 am

Move Out/Strike Time?: 12:00 pm (all equipment and supplies removed from park)

Will your event require the installation of a stage? _____ Yes, what size _____ No X

Will your event require tents? _____ Yes X No How many tents?: _____ Size? _____

Will your event require any road closings? Yes _____ No X If yes, please provide details: _____

What are your plans for parking? Use off-street and public parking

Will your event require vehicles to access the park? _____ Yes X No If yes, please provide details _____

Will your event require portable restrooms? _____ Yes X No _____ If yes, how Many? _____

Will your event require extra trash removal? _____ Yes X No _____ How much? _____

Will your event require utilities? X Yes _____ No X Electric _____ Water _____

ENTERTAINMENT AND PRODUCTION:

Will your event have "Live" entertainment?: _____ Yes (please see below) X No

Please list your entertainment: _____

Will your event require any additional space such as?

____ Dressing/Make Up Room ____ Green Room ____ Press Area ____ Reception Area ____ Business Office

____ Locker Rooms ____ Autograph Area ____ Private Meeting Area

Will your event include any live animals?: _____ Yes X No What type?: _____

Are you hiring a Production Company for your event?: _____ Yes X No (Lighting, Sound, Decorating,
Television, Radio, etc.)

Name of Company #1: _____ Contact person: _____

Address: _____
 City: _____ State: _____ Zip Code: _____
 Email Address _____ Work Phone _____ Cell Phone: _____

Name of Company #2: _____ Contact person: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Email Address _____ Work Phone _____ Cell Phone: _____

Will your event have props and/or decorations?: ☒ Yes ☐ No What type? Teddy bears and balloons, event banners and signs

How many generators will you bring into the park?: 0

PYROTECHNICS:

Do you plan to use aerial or stage pyrotechnics: _____ Yes ☒ No If yes what type? _____

Name of Company: _____ Contact person: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Email Address _____ Work Phone _____ Cell Phone: _____

VENDORS:

MERCHANDISE & COMMERCIAL VENDORS

Any vendor who will sell or giveaway merchandise must have a vendor agreement, copy of their business license and insurance on file with the City of Kissimmee prior to event/show.

Will your event have vendors? ☒ How many vendors: 10-15

What are the dimensions of your vendor spaces? 10' x 10'

What time will your Vendor Load-In begin: 8:00 am What time will Vendor Load – In end: 8:30 am

What time will your Vendor Load-Out begin: 11:00 am What time will Vendor Load – Out end: 12:00 pm

FOOD & BEVERAGE VENDORS

Will your event have food vendors? _____ If Yes, complete the fields below ☒ No

Will vendors be canopy vendors or food truck vendors?

Canopy Food Vendor ☒ Yes ☐ No How many: _____

What are the dimensions of your canopy vendor spaces? _____

Will you be dispensing or selling alcoholic beverages?: _____ Yes ☒ No

Do you plan to have alcohol sales in more than one location?: _____ Yes, how many? ☒ No

BOUNCE HOUSES & INFLATABLES:

Will your event have inflatables, fair rides, climbing walls, etc.? _____ If Yes please list below X _____ No

Name of Company: _____ Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Cell Phone: _____ Email Address: _____

MARKETING:

Please outline your marketing plan? We will market the event to the community through our social media channels and community partners and send out a press release

When will you begin marketing your event?: July, 2026

Will you invite any media to your event? X Yes _____ No _____ What type? local newspaper and TV outlets

Please provide your Social Media tags: @HealthyStartOsceola, <https://www.facebook.com/healthystartosceola>, <https://www.instagram.com/healthystartosceola/>

GENERAL PROVISIONS AND POLICIES & PROCEDURES FOR OPEN TO THE PUBLIC EVENTS AT LAKEFRONT PARK

All licensees must follow The City of Kissimmee's general provisions, policies, and procedures, when hosting events on City property. For additional guidelines please review the City of Kissimmee's Events Handbook.

Amplified Sound:

Due to the nature of events and the fact that Lakefront Park is built near, adjacent to or in close proximity to residential areas, the following amplified sound policies have been implemented:

- Music must be of appropriate content and decibel levels for the general public. Sound testing is mandatory 60 minutes prior to entertainment with agreed upon decibel level based on existing environmental factors. Stage entertainment is limited, to five continuous hours, and should end by 7:00 p.m.
- Events that violate this provision shall be subject to a fine of \$500.00, which will increase by \$500.00 each consecutive year that the infraction occurs.

Amplified Sound is permitted within the following hours: 7:00 a.m. to 7:00 pm. INITIAL *[Signature]*

Communication and Transparency:

The Event Coordinator provides general guidance to the Licensee during the planning of the event. The Coordinator will make sure the Licensee is aware of and adheres to City of Kissimmee event guidelines and procedures. In turn the Licensee must communicate all event details, including past event performances, payment history, licensing, insurance and proof of nonprofit status.

- Licensee shall adhere to all safety and operating guidelines, as outlined in the Event Handbook, license agreement and Parks & Recreation policies. Event organizers are required to attend planning meetings and are responsible for distributing safety and operating guidelines to their vendors, sponsors and parade entrants. Non adherence to safety and operating guidelines could result in event suspension or cancellation.
- Submission of an event application obligates the event organizer to provide past event performance, payment history, and contact information for past or current host venues, licensing, insurance and proof of nonprofit status.
- Client must supply a seating chart that shows ticket sections, and pricing for each section 30 days before event date. INITIAL *[Signature]*

Insurance:

- Any and all open to the public events shall be required to provide General Liability Insurance (**Exhibit B**)
- Licensee, at their sole cost and expense, is required to provide the City with Liability Insurance no later than thirty (30) days prior to the reservation date.
- Licensee shall name the City as “**Additionally Insured**” for all dates of events.
- The City’s Risk Management Office establishes the appropriate insurance amounts for each event. Based on the nature of the event, the City may require additional insurance amounts.
- Should Licensee neglect to provide the City with the appropriate insurance policy and documentation by the specified time, the City may cancel the event. INITIAL 

Cancellations

- All cancellations must be submitted in writing.
 - All cancellations will forfeit their reservation deposit.
 - A 100% refund for the balance of any rental fees and/or payments shall be granted so long as the client notifies the Civic Center Event Coordinator thirty days prior to scheduled event.
 - A 50% refund for the balance of any rental fees and/or payments shall be granted so long as the client notifies the Civic Center Event Coordinator fifteen – twenty nine days prior to scheduled event.
- No refund of any rental fees and/or payments will be granted if the client notifies the Civic Center Event

INITIAL 

Acceptance of General Provisions and Policies & Procedures:

- I understand that this is an application only and does not obligate the City of Kissimmee in any fashion to reserve any facility and/or approve any event that does not include a reservation deposit.
- I fully understand that my reservation fee is non-refundable. In the event the City of Kissimmee does not approve my event; I am entitled to a full refund of my reservation fee.
- I agree to sign the required License Agreement.
- I fully understand that this rental is located in a public park facility which is open to the public. By renting this facility, I agree and understand that this being a public facility; the City of Kissimmee is not responsible for the actions of any 3rd party members who are utilizing the park. By renting this facility, you agree and understand that the City cannot control and will not be responsible for the actions of the general public during the time of your rental, financially or otherwise. Examples shall include, but not be limited to: Interruptions in events; loud noises, weather interference.
- All rental set ups must be approved by City staff prior to event.

I have included my reservation deposit with my application and I fully understand that it is non- refundable.

I have read, understand and agree to abide by all policies/procedures and general provisions as outlined above.

Failure to abide by any of the above stated guidelines may result in termination of rental and be grounds for any future rentals.

I have read, understand and agree to abide by all policies/procedures and general provisions as outlined above.

Signature of Acceptance

Kerri Stephen

Print Name:
December 1, 2025

Date



Signature:

Exhibit A

SPECIAL EVENT ALCOHOL POLICY

FOR SALE AND/OR SERVICE OF ALCOHOL DURING OPEN TO THE PUBLIC SPECIAL EVENTS

On all City owned Park property, for events which are open to the public, the following review and procedure will apply:

1. These procedures apply whether the event is free or admission is charged.
2. These procedures apply whether alcohol served is for free or for sale.
3. The organizer or promoter (Applicant) must complete a License Agreement form and submit it to the Parks, Recreation and Public Facilities Director or designee for review to assure compliance with all requirements.
4. On the application form Applicant must indicate which of the following distribution options it intends to use for the event:
 - a. **CATERER OPTION:** Applicant may be or may retain a private alcohol provider or distributor who possesses a current and valid “Off Site Caterer’s License” as issued by the State of Florida Division of Alcoholic Beverages – License 13 CT;
 - OR**
 - b. **NON-PROFIT OPTION:** Applicant may be or may utilize a “Non-Profit Civic Organization” which is active with the State of Florida Division of Corporations to manage the alcohol sales. All requirements of Florida law must be complied with, including those requirements contained in the “Beverage Law” of Florida Statute §561.422 (Non-profit civic organization; temporary permits.) These procedures apply whether alcohol served is for free or for sale.
5. Applicant must provide proof of alcohol liability insurance for event. For third party caterers or non-profit organizations, the Applicant must also provide proof of the alcohol liability insurance of the caterer or non-profit organization, with the City of Kissimmee listed as an “additional insured” on the policy.
6. Applicant must comply with all provisions of Florida law, specifically but not limited to the applicable Florida Beverage Law – Florida Statutes §561.702 (Legislative Intent) and §561.705 (Responsible Vendor Qualification) and obtain the applicable State of Florida Alcoholic Beverage License, including “E-TIPS” training.
7. Applicant must apply for and obtain a Kissimmee Police Department (KPD) Alcoholic Beverage Permit – PD83-01, prior to submission.
 - a. At a minimum, Applicant must secure and pay for the services of at least one CJST Certified Florida law enforcement officer for security purposes.
 - b. Should the Kissimmee Police Department determine during its review process that an area shall be designated as a “Beer Garden” area, KPD will determine the size of the area, as well as the minimum number of law enforcement officers to be required based on the event and Applicant must provide for same and pay all required fees for services.
8. On the application, Applicant must disclose and list all prior events it hosted on City property for staff review or any past events. Events hosted by Applicant which did not comply with law, City policies or City directives may require additional measures for approval by staff.
9. All licenses and insurance must be in place 30 days prior to the event. If all licenses and insurance policies are not in place within 30 days of event, Applicant must secure and utilize a City concessionaire for alcohol sales.

Exhibit B

SPECIAL EVENT INSURANCE REQUIREMENTS (2.6.2)

The following classifications do not identify every possible event, but should provide a guideline for which category most events should fall under. Questions should be directed to the City of Kissimmee Risk Manager or Events and Venues Manager.

CLASS 1	CLASS 2	CLASS 3	CLASS 4
Limited Seating Club Activities Instructional Classes History Fairs Registrations Receptions	Attendance under 500 Plays/Musicals Walk-a-thons Dog Shows Garage Sales Beauty Pageants	Attendance over 500: Magic Shows Concerts Dances Auctions Athletic Events Parades Fishing Tournaments Festivals Civic Center Events Aquatic Center Events City Stage	Airport Events High Risk Events

- Class 1:** Insurance is optional and is at the discretion of the Risk Management Department. Risk Management will review the quantity of participants and the nature of the activity and/or product of sales to make a final determination.
- Class 2:** Minimum of \$500,000 General Liability Insurance and \$500,000 Umbrella **OR** \$1,000,000 per occurrence General Liability naming the City of Kissimmee “additional insured”.
- Class 3:** Minimum of \$1,000,000 General Liability Insurance and \$1,000,000 Umbrella **OR** \$2,000,000 per occurrence General Liability naming the City of Kissimmee “additional insured”.
- Class 4:** General Liability Insurance of \$5,000,000 per occurrence/ \$5,000,000 Auto/ \$5,000,000 Umbrella are required naming the City of Kissimmee “additional insured”

PLEASE NOTE:

1. **Auto Liability Insurance** will be required in the amount of the general liability requirement if automobiles are used as part of the event.
2. **Product Liability Insurance** will be required if there is food/beverage sales or consumption at the event. Each food vendor must provide the Product Liability Insurance (minimum of \$2,000,000).
3. **Workers Compensation** will be required if employees are hired for the event, according to Florida State Statutes.
4. **Liquor Liability Insurance** will be required if there is alcoholic beverage sales or consumption at event (minimum \$1,000,000). This must name the City of Kissimmee “additional insured”

IMPORTANT:

1. The event organizer must provide proof of a current insurance certificate for the appropriate amount of general liability. The City of Kissimmee must be listed as “additional insured”.
2. The event organizer is responsible for obtaining and submitting all required insurance certificates to the City of Kissimmee Parks & Recreation Department Director or designee no later than (15) days prior to the event date.
3. The Risk Management Department reserves the right to adjust insurance requirements on a per event basis.
4. Any event requesting a waiver or reduction in the required insurance levels must submit written notification of the request with the application/permit to the Events & Venues Manager no later than (60) calendar days prior to the event date. If the organization has any insurance-related questions, they may contact the Risk Management Officer at (407) 518-2111

Healthy Start Coalition of Osceola County

Infant Mortality Awareness Walk 2026 - Itemized Budget

Event Date: 19-Sep-26

Location: Kissimmee Lakefront - Lighthouse Lawn

Category	Item	Cost
Venue & Logistics	City permit/rental	\$700
Participant T-Shirts	100 event shirts	\$1,500
Banners, Signs & Print Material	Large event banner	\$200
	Event signs	\$150
	Flyers and postcards	\$200
	Post-walk session	\$150
Yoga Instructor	Social media ads	\$250
Event Promotion & Marketing	Local media/radio	\$500
	Water & Snacks	\$200
Participant Experience & Supplies	Décor and baby keepsakes	\$500
	Total Estimated Budget:	3850

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

DEPARTMENT OF THE TREASURY

Date: DEC 08 1998

HEALTHY START COALITION OF OSCEOLA
COUNTY INC
1155 S SEMORAN BLVD STE 1111
WINTER PARK, FL 32792-5505

Employer Identification Number:
59-3212535

DLN:
17053269774048

Contact Person:
D. A. DOWNING
Contact Telephone Number:
(877) 829-5500

Our Letter Dated:
May, 1995
Addendum Applies:
No

RECEIVED
DEC 14 1998
LHC OF ECF

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,


District Director

Post-it® Fax Note	7671	Date	12/17/98	# of pages	1
To	P. H. G.	From	BeYR		
Co./Dept.		Co.	LHC		
Phone #		Phone #			
Fax #	892-6468	Fax #	671-5974		

Letter 1050 (DO/CG)

TOTAL P.01



Organization: Healthy Start Coalition of Osceola County		Event Name: Infant Mortality Awareness Walk		Event Date: 9/19/2026	
Administration Fee	One time fee		Notes/Comments	Total	
	\$100.00		One time charge	\$100.00	
Premises Rented:	Associated fee		Notes/Comments	Total Premises rented	
Lighthouse Lawn	\$700.00			\$700.00	
Panther Pavilion	Included				
Otter Pavilion	Included				
Rental Items:	Associated Fee		Notes/Comments	Total Rental items	
Picnic Tables	\$15.00	4	4 Picnic Tables x \$15.00 each	\$60.00	
	\$0.00	0		\$0.00	
	\$0.00	0		\$0.00	
	\$0.00	0		\$0.00	
	\$0.00	0		\$0.00	
	\$0.00	0		\$0.00	
	\$0.00	0		\$0.00	
Non Taxed Rental Items:	Associated Fee		Notes/Comments	Total Taxes:	
	\$0.00	0		\$0.00	
	\$0.00	0		\$0.00	
Taxes:	Tax Rate		Notes/Comments	Total Taxes:	
	7.50%			EXEMPT	
Staffing and Personnel Requirements:	Hourly Rate	Count	Notes/Comments	Total for Staffing/Personnel (Non Taxable Fees)	
Event Monitor	\$20.00	4	1 Event Monitor x \$20/hr x 4 hours	\$80.00	
Facility Technician	\$20.00	0		\$0.00	
Fire Inspector	\$64.77	0		\$0.00	
EMT (Emergency Medical Technician)	\$35.00	0		\$0.00	
Security	\$30.00	0		\$0.00	
KPD	\$55.00	0		\$0.00	
Crowd Managers	\$25.00	0		\$0.00	
			Notes/Comments		
Total Fee's and Charges:				\$940.00	
Damage Deposit			20% of Facility Rental fee; Refundable; Additional Fee on Total Charges	\$140.00	
Fee Waiver Amount (if applicable)			Must apply via kissimmee.gov; only available to non profit organizations	\$0.00	
Remaining Balance Due			Due 30 days in advance of event date	\$1,080.00	
Reservation Deposit			Required at time of booking; Applied to total due; Non refundable Fee)	\$500.00	

*Event Quote is subject to change based off of clients event needs and requests

2025/2026 Fee Grant Request
Period III, Events occurring June 1, 2026 - September 30, 2026

<i>EVENT</i>	<i>Requested Date</i>	<i>24/25 Amount</i>	<i>Requested Amount</i>	<i>Year of award / Sunset year</i>	<i>Est. City Expenses</i>	<i>Awarded</i>	<i>Scored</i>	<i>Ed</i>	<i>AI</i>	<i>Robin</i>	<i>Hannan</i>	<i>David</i>	<i>Vanessa</i>	<i>Linda</i>	<i>Manny</i>	<i>Jordan</i>	<i>Total</i>
Holy Spirit Sanc. Back to School	08.08.2026	n/a	\$3,000	1	\$3,990		0										0
Infant Mortality Awareness Walk	09.19.2026	n/a	\$210	1	\$940		0										0
			\$3,210		\$4,930	0.00											

Total amount awarded for Period 1 October 2025-January 2026 \$20,429.00
Total amount awarded for Period 2 February 2026 - May 2026 \$13,027.00

Total for Fiscal Year \$33,456.00

ITEM 5.B

Community Benefit Grant

Item Details

Scoring of the Community Benefit Grant Applications

- Team Kareem
- Hope Day
- Black History Celebration

Attachment(s):

1. Team Kareem binder final
2. Hope Day Binder Final
3. Black History Celebration - Binder
4. Spreadsheet of Community Benefit Fund Request 2.6.2026



COMMUNITY BENEFIT EVALUATION FORM

Application Received: 1/21/2026 Evaluated by: Steve Lackey

Event Name: 10th Annual Walk with Team Kareem Event Date: 6/27/2026

Applicant Eligibility	Meets Policy Requirements	
	Yes	No
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

year two = \$2,000 max

Last year award = \$629.00

Community Benefit Funds Application



Submitted on	21 January 2026, 4:22pm
Receipt number	43
Related form version	2

Event Information

Event Name	10th Annual Walk with Team Kareem
Event Date	06/27/2026
Street Address	2204 Denn John Lane
City	Kissimmee
State	Florida
Zip Code	34744

Requestor Information

Name	Arkeisha Reese
Phone Number	7863468910
Address	1080 Cypress Parkway PMB#159 Kissimmee FL 34749
Email	info@teamkareem.org
Eligibility	Organization
501(c) Certification/Notification	Adobe Scan Jan 10, 2026 2.pdf
Form 990 (If Organization is Required to File)	IMG_7404.png
Type of Request	Donation
Total amount to be raised/fundraising goal for your event	10,000
Amount Requested from Community Benefit Fund	2500
Last Completed Audit	IMG_7409.png
Annual Budget	IMG_7405.jpeg

General Information

Name of School Represented Team Kareem Memorial Foundation

Point of Contact for Event or School Arkeisha Reese

Point of Contact Phone Number 7863468910

Event/Competition's Website

Have you participated in this event in the past? Yes

Donation / Sponsorship Description

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? Bob Mackinson Aquatic Tickets and Walk

List any other fundraisers planning to raise money for the event or for your participation in the event None

Have you secured funding or funding commitments from any other governmental entity No

If yes, please provide the name(s) of the government entity(ies)

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. Saving a life and not having one more drowning

TEAM KAREEM ANNUAL BUDGET

2024-2025

Personnel Costs		
Director	Administration of all program activities – 800hrs@ \$25 per hour	\$20,000
Swimming Instructors (3)	Consists of 4/hrs Skills training @\$12 per hour x 200 children per year	\$28,800
CPR Training	Consists of 4 hours of training (100 adults trained per yr)	\$9,500
Educational Materials	Water safety curriculum	\$8,000
Events	Introducing the community to resources	\$15,000
Safety Equipment	Vests, Goggles, etc.	\$5,000
Total costs for 200 children per year		\$56,800
Donation option 30,000		
Estimated income	Enrollment fees, donations, grants	\$30,000
<i>Deficit</i>		<i>\$113,100</i>



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

OR-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.

Form 990-N

Electronic Notice (e-Postcard)

OMB No. 1545-2085

Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2025

Open to Public Inspection

A For the 2025 Calendar year, or tax year beginning 2025-01-01 and ending 2025-12-31

B Check if available

☐ Terminated for Business

☒ Gross receipts are normally \$50,000 or less

C Name of Organization: TEAM KAREEM MEMORIAL

FOUNDATION

3255 NW 94TH AVE UNIT

9771, CORAL SPRINGS,

FL, US, 33075

D Employee Identification

Number 46-5568131

E Website:

www.TeamKareem.org

F Name of Principal Officer: Arkeisha Reese

3255 NW 94TH AVE UNIT

9771, CORAL SPRINGS,

FL, US, 33075

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

EIN:

46-5568131

Organization Name (Doing Business as):

TEAM KAREEM MEMORIAL
FOUNDATION

Mailing Address:

3255 NW 94TH AVE UNIT 9771
CORAL SPRINGS, FL 33075
United States

Principal Officer's Name and Address:

Arkeisha Reese

3255 NW 94TH AVE UNIT 9771
CORAL SPRINGS, FL 33075
United States

Gross receipts not greater than:

\$50,000

Organization has terminated:

Leia Perez, *Accountant*
Stationary Marketing
115 N. Stewart Ave
Kissimmee, FL 34741

January 30, 2026

To the Board of Directors

Team Kareem Memorial Foundation

Subject: Independent Accountant's Review Report

Dear Members of the Board of Directors,

I have reviewed the accompanying financial statements of Team Kareem Memorial Foundation (a nonprofit organization), which comprise the statement of financial position as of December 31, 2025, and the related statements of activities, functional expenses, and cash flows for the 2025 financial year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Accountant's Responsibility

My responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require me to perform procedures to obtain limited assurance as a basis for reporting whether I am aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. I believe that the results of my procedures provide a reasonable basis for my report.

Accountant's Conclusion

Based on my review, I am not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

This report is intended solely for the information and use of the Board of Directors and management of Team Kareem Memorial Foundation.

Sincerely,

Leia Perez

Leia Perez, *Accountant*
115 N. Stewart Ave
Kissimmee, FL 34741

Team Kareem Memorial Foundation



2025 AUDIT

City of Kissimmee Grant	+\$629
Group Swim Lessons (25x\$80)	-\$2000
Private Swim Lessons (0)	-\$0
Water	-\$300
Food	-\$600
Event Supplies	<u>-\$150</u>
	-\$2421

3255 NW 94th Ave Coral Springs, FL 33075 • 786.346.8910 • info@teamkareem.org

www.teamkareem.org

Team Kareem Memorial Foundation



2024 Audit

City of Kissimmee Betterment Grant
+\$2,500.00
Group swimming lessons \$80.00 × 15
-\$1,200.00
Private swim lessons \$125.00 4
-\$500.00
Water for participants
-\$300.00
Burgers
-\$200.00
Hotdogs
-\$100.00
Buns & Condiments
-\$200.00

Sincerely,

A handwritten signature in black ink, appearing to read 'Arkeisha'.

Arkeisha Reese

President & Founder

3255 NW 94th Ave Coral Springs, FL 33075 • 786.346.8910 • info@teamkareem.org

www.teamkareem.org

Team Kareem Memorial Foundation



2023 Audit

City of Kissimmee Betterment Grant	+\$2,500.00
Group swimming lessons \$80.00 x 15	-\$1,200.00
Private swim lessons \$125.00 4	-\$500.00
Water for participants	-\$200.00
Burgers	-\$300.00
Hotdogs	-\$100.00
Buns & Condiments	-\$200.00

Sincerely,

Arkeisha Reese

President & Founder

1080 Cypress Parkway * PMB# 159 * Kissimmee, FL 34759 *786-346-8910* info@teamkareem.org

www.teamkareem.org



COMMUNITY BENEFIT EVALUATION FORM

Application Received: 2/2/2026 Evaluated by: Steve Lackey

Event Name: Hope Day Event Date: 3/7/2026

	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

year one = \$2,500 max

Community Benefit Funds Application



Submitted on	2 January 2026, 12:40PM
Receipt number	42
Related form version	2

Event Information

Event Name	HOPE DAY
Event Date	03/07/2026
Street Address	2953 N. John Young Parkway
City	Kissimmee
State	FL
Zip Code	34741

Requestor Information

Name	TONY MILAZZO
Phone Number	3213771387
Address	3400 Hunters Creek Blvd.
Email	TMILAZZO@GREENEWAYCHURCH.COM
Eligibility	Organization
501(c) Certification/Notification	IRS TAX EXEMPT STATUS.pdf
Form 990 (If Organization is Required to File)	990T.pdf
Type of Request	Sponsorship
Total amount to be raised/fundraising goal for your event	20000.00
Amount Requested from Community Benefit Fund	2500.00
Last Completed Audit	2025 AUDIT.pdf
Annual Budget	2026 BUDGET.pdf

General Information

Name of School Represented	GREENEWAY CHURCH
Point of Contact for Event or School	TONY MILAZZO
Point of Contact Phone Number	3213771387
Event/Competition's Website	HOPEDAYNETWORK.ORG
Have you participated in this event in the past?	No

Donation / Sponsorship Description

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?	Meals at the event, kids zone, event setup. Either sponosership or donation is up to you. As a sponsor we will list you on all our promotional collateral material and tee shirts. This will be on radio and tv as well.
List any other fundraisers planning to raise money for the event or for your participation in the event	We currently have several national brands participating such as Chick-fil-a, Olive Garden, Dunkin Donuts, Jeremiahs Ice Cream to name a few and still counting. Along with the Moffitt Cancer Center, AventHealth for medical screening.
Have you secured funding or funding commitments from any other governmental entity	No
If yes, please provide the name(s) of the government entity(ies)	

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.	Hope Day Network and Convoy of Hope have impacted more than 369 events in 15 years throughout 8 states, 192,500+ people served, 34,700 volunteers, 1 million lbs of groceries distributed, 26,900 shoes and socks distributed, 202,400+ meals served, 14,800 medical srceening provided. With radio and TV presence we are expecting thousands of families in our city of Kissimmee to attend. You will also have opportunity to set up a tent with your city resourses for people to visit. If you have any other resources to offer will you please let us know.
--	--

Hello,

My name is **Tony Milazzo**, and I serve as the Director of the Outreach Programs & Revival Center at **Greenway Church** here in our community. I'm reaching out to personally invite you to partner with us for an exciting, large-scale community outreach event called **Hope Day**, hosted in collaboration with **Hope Day Network** (celebrating **15 years**) and **Convoy of Hope** (serving globally for **42 years**).

 **Event Date: Saturday, March 7, 2026**

 **Time: 12:00 PM – 4:00 PM**

 **Location:** Greenway Church - Kissimmee Campus

Hope Day is a completely **FREE, family-friendly community event** designed to serve our city, give back in meaningful ways, and demonstrate God's love and kindness through action. Thousands of community members are expected to attend, making this an incredible opportunity for local businesses to gain visibility while making a genuine and lasting impact.

National Impact of Hope Day & Convoy of Hope

- **369 Hope Day events** across multiple states
- **192,500+ people served**
- **34,700 volunteers mobilized**
- **1 million+ pounds of groceries distributed**
- **202,400+ meals served**
- **14,800 medical screenings provided**

This Year's Hope Day at Greenway Church Will Include

- Free meals and groceries for families
- A large **Kids Zone** with games, face painting, hair braiding, and activities
- **Free haircuts** for adults and children
- **Medical screenings and health resources**, including participation from **Moffitt Cancer Center**, local medical professionals, and wellness providers
- Live music and on-air promotion from **Z88.3 Radio**
- **TV News coverage – WESH, FOX 35, Spectrum 13**
- Community engagement with **police officers, fire trucks, and first responders**
- Prayer, encouragement, and family support resources

With your support, **everything offered at Hope Day is 100% free to the community.**

We are creating strong momentum and urgency around this event. **National brands and well-known organizations are already committed to participating and promoting Hope Day** (see **attached list of committed sponsors to name a few**), and the event will be **heavily promoted through radio, television, social media, and press releases**. This creates a unique opportunity for businesses to showcase their brand at a large, positive, and high-visibility community gathering—while supporting a critically needed event for our community.

Sponsorship Opportunities

(Please see the attached sponsorship levels for full details.)

- **Local business sponsorships starting as low as \$300**
- **National sponsorship opportunities starting at \$750**

By partnering with Hope Day, your business will:

- Gain meaningful exposure at a major community event
- Be recognized as a business that gives back and cares deeply about the community
- Stand alongside trusted national brands, medical partners, and community leaders
- Play a direct role in meeting real needs and changing lives

We would love the opportunity to include your business as a sponsor, partner, or participant in this impactful day. I would be happy to share additional details or schedule a brief call to discuss how you can be involved.

Thank you for considering partnering with us to bring hope, kindness, and practical help to our community.

Warm regards,

Tony Milazzo

Director, Outreach & Revival Center

Greeneway Church

Websites:

Greeneway Church: <https://www.greenewaychurch.org>

Hope Day Network: <https://www.hopedaynetwork.org>

Convoy of Hope: <https://www.convoyofhope.org>

P.S. Sponsorship opportunities are filling quickly as national partners finalize participation. Early commitment helps ensure the highest level of visibility and promotion for your business.

Proposed 2026 GreeneWay Church Operational Budget

(updated 15OCT25)

Estimated 2026 Income

Income

Billboard Rental	20,000.00	
Center Academy School Rental	87,000.00	
Center Academy Utility Charge	13,000.00	
Coffee Shop	20,000.00	
Interest Income	100.00	
		140,000.00

Donations

Gen. undesignated giving	\$2,100,000.00	
2=1	2000.00	
55 Plus	200.00	
English classes	1000.00	
Royal Rangers	1500.00	
MPact Girls	500.00	
Youth	10,000.00	
Vacation Bible School	3000.00	
Food Pantry	300.00	
Children's Church	3000.00	
Special Events	1000.00	
Women Together	4000.00	
GMT	1500.00	
Missions Trips	50,000.00	
GWC gear	500.00	
Men's Ministry	1,000.00	
Summer Camp	10,000.00	
Other	10,000.00	
		2,199,500.00

Total Estimated Income **2,339,500.00** (\$44,990.00 per week)

Estimated 2026 Operating Expenses

Advertising & Marketing	13,000.00 (does not include Mayflower)
AGF MBA Retirement	20,000.00
Apps/subscriptions	13,000.00
Automobile Expense	
Fuel	1500.00
Insurance	2000.00
Registration	100.00
Service Truck	500.00
Tolls	1200.00
Truck Lease	7000.00
Background Checks	900.00
Bank Charge	1000.00
Merchant Fees	40,000.00
Church Service Expense	4,000.00

Special Speaker Expenses	9000.00	
Coffee Shop	20,000.00	
		133,200.00

Contract Labor		
Accounting	9000.00	
ADP	4500.00	
Fire Protection	5000.00	
Lawn Service	11,000.00	
Pest Control	2500.00	
Security	30,000.00	
Police Traffic Control.	45,000.00	
Website (Mayflower)	5000.00	
		107,000.00

Departments/Ministries

2=1 Min.	3500.00	
55 plus	500.00	
Childrn. Church	4000.00	
CC Teachers.	28,000.00	(see Children's Ministry below)
English Classes	00.00	
Food Pantry	2500.00	
MPact Girls	2500.00	
Married Couples	1000.00	
Mens Ministry	2500.00	
MIT	1200.00	
Music - supplies	2500.00	
Musicians/LWs	65,000.00	(see Worship Support below)
Revival Center.	5,000.00	
		118,200.00

Office

Lease	6000.00	
Printing	7500.00	
Supplies	2500.00	
Special Projects.	7000.00	
		23,000.00

Rangers	1000.00	
VBS	4000.00	
Women Together	2500.00	
MAMA	500.00	
Young Adults	1500.00	
Youth	6,000.00	
General Support	64,500.00	(See General Support Personnel below)
		103,000.00

New Building Construction	00.00
---------------------------	-------

FICA/Medicare Taxes	118,000.00 (other 7.5% is in employee salaries)
First Impressions	500.00

Flowers/Cards - hospital/funeral	1000.00	
Food Expense	7500.00	
GMT	4500.00	
		131,500.00
Insurance		
Insurance	500.00	
Auto	1200.00	
Buildings	45,000.00	
Co-Pay Expense	8,000.00	
Employee Medical	30,000.00	
Worker's Comp	2500.00	
		87,200.00
Interest Expense/Mortgage.	480,000.00	
Internet	7,000.00	
Kitchen Support	3,500.00	
Kitchen/Bathroom/Clean Supplies	10,000.00	
Miscellaneous	10,000.00	
		511,500.00
Mission/Giving		
Benevolence	15,000.00	
Honorariums	20,000.00	
Media Outreach	5,000.00	
Gen. Missions Giving	250,000.00 (monthly commitments/additional giving)	
Penn Florida Tithe	8000.00	
Missions Trips	50,000.00	
Wed. Outreach	16,000.00	
		364,000.00
Pastoral Care Team	101,000.00 (see Pastoral Care below)	
Payroll	313,000.00 (see Payroll below)	
Postage/Freight	2000.00	
Professional Development	2000.00	
Professional Fees (HOA, etc)	18,000.00	
Repairs/Maintenance	25,000.00	
Special Events	20,000.00	
Childcare	3000.00	
Church Productions	10,000.00	
Easter Event	3500.00	
GWC Family Christmas	6000.00	
Prayer Shawl Ministry	800.00	
		504,300.00
Storage Unit	3000.00	
Tax (school income)	20,000.00	
Tech Equipment & supplies.	8,000.00	
Technicians	9,000.00	
(see Tech Support below)		
Mumm Cell phones	2000.00	
Transportation Rentals	9,000.00	
Travel and Lodging	1000.00	
		52,000.00
Utilities		

Garbage & Recycling	10,000.00	
Gas/Electric	55,000.00	
Water	4000.00	
		69,000.00

Estimated 2026 Total Operating Expenses	2,203,600.00
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Estimated 2026 Net Income	135,900.00
----------------------------------	-------------------

A ☐ Check box if address changed.	Print or Type	Name of organization (☐ Check box if name changed and see instructions.) GREENEWAY CHURCH	D Employer identification number 59-3426800
B Exempt under section ☒ 501(c)(3) ☐ 408(e) ☐ 220(e) ☐ 408A ☐ 530(a) ☐ 529(a) ☐ 529A		Number, street, and room or suite no. If a P.O. box, see instructions. 3400 HUNTERS CREEK BLVD	E Group exemption number (see instructions)
		City or town, state or province, country, and ZIP or foreign postal code ORLANDO, FL 32837-7230	F ☐ Check box if an amended return.
C Book value of all assets at end of year			
G Check organization type ☒ 501(c) corporation ☐ 501(c) trust ☐ 401(a) trust ☐ Other trust ☐ State college/university ☐ 6417(d)(1)(A) Applicable entity			
H Check if filing only to claim ☐ Credit from Form 8941 ☐ Refund shown on Form 2439 ☐ Elective payment amount from Form 3800			
I Check if a 501(c)(3) organization filing a consolidated return with a 501(c)(2) titleholding corporation ☐			
J Enter the number of attached Schedules A (Form 990-T) 1			
K During the tax year, was the corporation a subsidiary in an affiliated group or a parent-subsidary controlled group? ☐ Yes ☒ No If "Yes," enter the name and identifying number of the parent corporation			
L The books are in care of WADE MUMM, 3400 HUNTERS CREEK BLVD, ORLANDO, FL 32837-7230 (407) 240-5442			

Part I Total Unrelated Business Taxable Income		
1	Total of unrelated business taxable income computed from all unrelated trades or businesses (see instructions)	68,342
2	Reserved	
3	Add lines 1 and 2	68,342
4	Charitable contributions (see instructions for limitation rules)	
5	Total unrelated business taxable income before net operating losses. Subtract line 4 from line 3	68,342
6	Deduction for net operating loss. See instructions	
7	Total of unrelated business taxable income before specific deduction and section 199A deduction. Subtract line 6 from line 5	68,342
8	Specific deduction (generally \$1,000, but see instructions for exceptions)	1,000
9	Trusts. Section 199A deduction. See instructions	
10	Total deductions. Add lines 8 and 9	1,000
11	Unrelated business taxable income. Subtract line 10 from line 7. If line 10 is greater than line 7, enter zero	67,342

Part II Tax Computation		
1	Organizations taxable as corporations. Multiply Part I, line 11, by 21% (0.21)	14,142
2	Trusts taxable at trust rates. See instructions for tax computation. Income tax on the amount on Part I, line 11, from: ☐ Tax rate schedule or ☐ Schedule D (Form 1041)	
3	Proxy tax. See instructions	0
4a	Chapter 1 tax from Form 4255, line 3, column (q)	0
b	Other tax amounts. See instructions	0
5	Alternative minimum tax	0
6	Tax on noncompliant facility income. See instructions	0
7	Total. Add lines 3 through 6 to line 1 or 2, whichever applies	14,142

Part III Tax and Payments		
1a	Foreign tax credit (corporations attach Form 1118; trusts attach Form 1116)	
b	Other credits (see instructions)	
c	General business credit. Attach Form 3800 (see instructions)	0
d	Credit for prior-year minimum tax (attach Form 8801 or 8827)	
e	Total credits. Add lines 1a through 1d	0
2	Subtract line 1e from Part II, line 7	14,142
3a	Addition to tax from Form 4255 (see instructions)	0
b	Amount due from Form 8611	0
c	Amount due from Form 8697	0
d	Amount due from Form 8866	0
e	Other amounts due (see instructions)	0
f	Total amounts due. Add lines 3a through 3e	0
4	Total tax. Add lines 2 and 3f (see instructions). ☐ Check if includes tax previously deferred under section 1294. Enter tax amount here	14,142

Part III Tax and Payments (continued)

5	Current net 965 tax liability paid from Form 965-A, Part II, column (k)		5	0
6a	Payments: Preceding year's overpayment credited to the current year	6a		
b	Current year's estimated tax payments. Check if section 643(g) election applies ☐	6b		
c	Tax deposited with Form 8868	6c		
d	Foreign organizations: Tax paid or withheld at source (see instructions)	6d		
e	Backup withholding (see instructions)	6e		
f	Credit for small employer health insurance premiums (attach Form 8941)	6f		
g	Elective payment election amount from Form 3800	6g		
h	Payment from Form 2439	6h		
i	Credit from Form 4136	6i		
j	Other (see instructions)	6j		
7	Total payments. Add lines 6a through 6j		7	
8	Estimated tax penalty (see instructions). Check if Form 2220 is attached ☐		8	
9	Tax due. If line 7 is smaller than the total of lines 4, 5, and 8, enter amount owed		9	14,142
10	Overpayment. If line 7 is larger than the total of lines 4, 5, and 8, enter amount overpaid		10	
11	Enter the amount of line 10 you want: Credited to 2025 estimated tax Refunded		11	

Part IV Statements Regarding Certain Activities and Other Information (see instructions)

	Yes	No
1 At any time during the 2024 calendar year, did the organization have an interest in or a signature or other authority over a financial account (bank, securities, or other) in a foreign country? If "Yes," the organization may have to file FinCEN Form 114, Report of Foreign Bank and Financial Accounts. If "Yes," enter the name of the foreign country here		
2 During the tax year, did the organization receive a distribution from, or was it the grantor of, or transferor to, a foreign trust? If "Yes," see instructions for other forms the organization may have to file.		
3 Enter the amount of tax-exempt interest received or accrued during the tax year \$		
4 Enter available pre-2018 NOL carryovers here \$. Do not include any post-2017 NOL carryover shown on Schedule A (Form 990-T). Don't reduce the NOL carryover shown here by any deduction reported on Part I, line 6.		
5 Post-2017 NOL carryovers. Enter the Business Activity Code and available post-2017 NOL carryovers. Don't reduce the amounts shown below by any NOL claimed on any Schedule A, Part II, line 17, for the tax year. See instructions.		
	Available post-2017 NOL carryover	
	\$	
	\$	
	\$	
	\$	
6a Reserved for future use		
b Reserved for future use		

Part V Supplemental Information

Provide any additional information. See instructions.

Sign Here	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.				
	WADE MUMM	04/28/2025	PRESIDENT	May the IRS discuss this return with the preparer shown below (see instructions)? ☐ Yes ☒ No	
Paid Preparer Use Only	Print/Type preparer's name DEMETRIUS CRANE	Preparer's signature	Date 04/28/2025	Check ☐ if self-employed	PTIN P00262802
	Firm's name SOLDOUT2CHRIST INC	Firm's EIN 20-0555489			
	Firm's address P.O. BOX 536872, ORLANDO, FL 32853	Phone no. (407) 552-9717			

Form **990-T** (2024)

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

DEPARTMENT OF THE TREASURY

Date:

OCT 02 2007

GREENEWAY CHURCH INC
3400 HUNTERS CREEK BLVD
ORLANDO, FL 32837

Employer Identification Number:
59-3426800
DLN:
17053264020017
Contact Person:
JULIE CHEN ID# 31261
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(i)
Form 990 Required:
No
Effective Date of Exemption:
June 22, 2007
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

GREENEWAY CHURCH, INC.

REPORT ON REVIEW OF FINANCIAL STATEMENTS

**FOR THE YEAR ENDED
DECEMBER 31, 2024**



Independent Accountant's Review Report

To the Board of Directors of
Greeneway Church Inc.
Orlando, Florida

We have reviewed the accompanying financial statements of Greeneway Church, Inc. (a nonprofit organization), which comprise the statement of financial position as of December 31, 2024, and the related statements of activities, functional expenses, activities, and cash flows for the year then end, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of entity management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of Greeneway Church and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Grayson Accounting & Consulting, P.A.
Tallahassee, Florida
March 3, 2025

March 3, 2025

Grayson Accounting & Consulting, P.A.
P.O Box 12774
Tallahassee, FL 32317

This representation letter is provided in connection with your engagement to review the financial statements of Greenway Church, Inc. as of December 31, 2024.

We confirm, to the best of our knowledge and belief, the following representations made to you during your engagement.

1. We acknowledge that Greenway Church Inc. is responsible for the Financial Statements as of December 31, 2024.
2. We have made available the Minutes of the meetings of trustees, board of directors, and committees of directors or summaries of actions of recent meetings for which minutes have not yet been prepared.
3. All transactions have been recorded and have been properly reflected in the financial statements.
4. We are not aware of any material misstatements in the subject matter or assertion.
5. We have communicated to you all known events subsequent to December 31, 2024, of which we are aware may have a material effect on the Financial Statements as of December 31, 2024.
6. We have provided you with all relevant information and access, as applicable, as agreed upon in the terms of the engagement.
7. We have provided to you all known matters contradicting the subject matter and any communication from regulatory agencies or others affecting the subject matter has been disclosed to you, including communications received between the end of the period addressed by the subject matter and the date of the report.

Sincerely,



Wade Mumm, President



COMMUNITY BENEFIT EVALUATION FORM

Application Received: 2/5/2026 Evaluated by: Steve Lackey

Event Name: Black History Celebration Event Date: 2/21/2026

Applicant Eligibility	Meets Policy Requirements	
	Yes	No
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

Year one = \$2500.00

Community Benefit Funds Application



Submitted on	5 February 2026, 11:53am
Receipt number	44
Related form version	2

Event Information

Event Name	Black History Celebration
Event Date	02/21/2026
Street Address	2380 Smith Street
City	Kissimmee
State	FL
Zip Code	34741

Requestor Information

Name	First Corinthians MB Church/Rubin Anderson
Phone Number	561 234 9488
Address	110 Lakeview Dr #216 Kissimmee FL 34741
Email	rubin7756@gmail.com
Eligibility	Organization
501(c) Certification/Notification	501C3 - ONLY.pdf
Form 990 (If Organization is Required to File)	
Type of Request	Donation
Total amount to be raised/fundraising goal for your event	\$6250
Amount Requested from Community Benefit Fund	\$2500
Last Completed Audit	First Corinthians Audit.pdf
Annual Budget	2025 Financial Report First Corinthians MB Church.pdf

General Information

Name of School Represented	First Corinthians MB Church
Point of Contact for Event or School	Sharon Anderson
Point of Contact Phone Number	5612349489
Event/Competition's Website	n/a
Have you participated in this event in the past?	Yes

Donation / Sponsorship Description

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?

A coming together to honor the powerful legacy and ongoing impact of African Americans in Kissimmee. An enjoyable welcoming and safe space where families, neighbors come together in fellowship and neighborhood pride. To learn about the vital roles of African Americans have played in the economic empowerment, education and social progress right here in Kissimmee. To inspire the next generation of performers, speakers and activists gain confidence by taking center stage -- amplifying their voices, talents and dreams. Together we will honor the past, engage in the present, and uplift the future of our community. The funds will help cover the cost of associated with putting on the event, such as rental of stage and tent, bounce houses, production, meals for volunteers, entertainer fees, marketing, recognition awards, and contingencies.

List any other fundraisers planning to raise money for the event or for your participation in the event

none

Have you secured funding or funding commitments from any other governmental entity

No

If yes, please provide the name(s) of the government entity(ies)

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.

This event goes beyond celebration; it brings our community together to recognize and uplift the contributions of the Black community that help shaped the City of Kissimmee. By sharing these important stories, we build awareness, foster pride, and inspire meaningful change and civil engagement for a better Kissimmee in the future.

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

DEPARTMENT OF THE TREASURY

Date: NOV 17 2010

FIRST CORINTHIANS MISSIONARY
BAPTIST CHURCH INC
C/O RUBIN L ANDERSON SR
2826 BROADWAY STE 103
RIVIERA BEACH, FL 33404

Employer Identification Number:
43-2018913
DIN:
17053236376020
Contact Person:
BENJAMIN L DAVIS ID# 31465
Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(i)
Form 990 Required:
No
Effective Date of Exemption:
November 3, 1997
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

FIRST CORINTHIANS MISSIONARY

Sincerely,

A handwritten signature in cursive script, appearing to read "Robert Choi".

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)

Leia Perez, *Accountant*
Stationary Marketing
115 N. Stewart Ave
Kissimmee, FL 34741

February 5, 2026

To the Board of Directors

First Corinthians Missionary Baptist Church, Inc.

Subject: Independent Accountant's Review Report

Dear Members of the Board of Directors,

I have reviewed the accompanying financial statements of First Corinthians Missionary Baptist Church, Inc. (a nonprofit organization), which comprise the statement of financial position as of December 31, 2025, and the related statements of activities, functional expenses, and cash flows for the 2025 financial year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Accountant's Responsibility

My responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require me to perform procedures to obtain limited assurance as a basis for reporting whether I am aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. I believe that the results of my procedures provide a reasonable basis for my report.

Accountant's Conclusion

Based on my review, I am not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

This report is intended solely for the information and use of the Board of Directors and management of Team Kareem Memorial Foundation.

Sincerely,

Leia Perez

Leia Perez, *Accountant*
115 N. Stewart Ave
Kissimmee, FL 34741

**First Corinthians Missionary Baptist Church
Basic Financial Report for 2025**

Income:

Offerings Received

- \$35,740

Expenditure:

Facility Rent

- \$1260 x 12 months =
\$15,120

Liability Insurance

- \$657.00 x quarterly =
\$2628.00

Utilities

- \$50 x 12 months =
\$600.00

Total Expenses

- Rent: \$15,120.00
- Insurance: \$2,628.00
- Utilities: \$600.00

Total Expenditures = \$18,348.00

Financial Summary

- Total Income: \$35,740.00
- Total Expenses: \$18,348.00

Net Balance

\$17,392.00

State of Florida

Department of State

I certify from the records of this office that FIRST CORINTHIANS MISSIONARY BAPTIST CHURCH, INC. is a corporation organized under the laws of the State of Florida, filed on November 3, 1997.

The document number of this corporation is N97000006165.

I further certify that said corporation has paid all fees due this office through December 31, 2026, that its most recent annual report/uniform business report was filed on February 3, 2026, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Third day of February, 2026*




Secretary of State

Tracking Number: 9242242501CR

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/03/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Business Owners Liability Team, LLC PO Box 105608 Atlanta GA 30348-5608	CONTACT NAME: House Account PHONE (A/C, No, Ext): (800) 216-4171 E-MAIL ADDRESS: support@boltinsurance.com FAX (A/C, No): (860) 777-2621
INSURED First Corinthians Missionary Bapt Ist Church, Inc. 2628 Broadway 103 Riviera Beach FL 33404	INSURER(S) AFFORDING COVERAGE INSURER A: Ohio Security Insurance Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 24082

COVERAGES**CERTIFICATE NUMBER:** CL262382351**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		BKS65198589	09/12/2025	09/12/2026	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000						
	MED EXP (Any one person) \$ 15,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						GENERAL AGGREGATE \$ 2,000,000
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						PRODUCTS - COMP/OP AGG \$ 2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐	N / A				Package Modification \$
							COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							EACH OCCURRENCE \$
							AGGREGATE \$
							PER STATUTE ☐ OTH-ER ☐
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is additional Insured if required by written contract or written agreement subject to General Liability Blanket Additional Insured Provision.
Coverage extends to Stage and bounce house.

CERTIFICATE HOLDER**CANCELLATION**

The City of Kissimmee
101 N Church St

Kissimmee

FL 34741

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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2025/26 Community Benefit Grant

[illegible]

*Approved by CM

Balance

\$19,613