



**MEETING MINUTES  
SESSION OF THE PARKS & RECREATION ADVISORY BOARD  
CITY OF KISSIMMEE  
CITY HALL, COMMISSION CHAMBERS  
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054  
WEDNESDAY, APRIL 8, 2026 AT 6:00 PM**

**1. MEETING CALLED TO ORDER**

**Members Present:** Board Member Albert Dorsey, Board Co-Chair Edward Kilroy, Board Member Robin Wright, Board Member Seewdat "David" Anderson, Board Member Amarilis Olivo Williams, Board Member Jordan Rivera

**Staff Present:** Parks and Recreation Director Steve Lackey, Parks and Recreation Financial Analyst Andrea Campbell, Parks and Recreation Administrative Assistant Anna Rae Miller

**Members Absent:** Board Chair Member M. Hannan Khan, Board Member Vanessa Alvarez, Board Member Manuel Gomez

Board Co-Chair, Edward Kilroy, called the meeting to order at 06:01 PM.

**2. MINUTES**

**2.A Approval of the meeting minutes from the February 11, 2026 meeting**

Board Co-Chair, Edward Kilroy, presented a motion to accept the minutes from the February 11, 2026, meeting as presented. Board Member Robin Wright made a motion to approve the minutes and Board Member Jordan Rivera seconded the motion.

AYE: Board Member Albert Dorsey, Board Co-Chair Edward Kilroy, Board Member David Anderson, Board Member Robin Wright, Board Member Amarilis Olivo, Board Member Jordan Rivera

Nay: None

Motion: 6-0

**3. HEAR AUDIENCE**

**4. DISCUSSION**

**4.A Directors Update**

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

- Lancaster Ranch Park — Phase 1B is underway. This phase will add vertical structures and this will be the final phase for Phase 1. The PARAB board is welcome and encouraged to visit Lancaster Ranch Park.
- Field House Study/RFP — an agency has been hired regarding the placement of a field house. Two locations will be analyzed; Lakefront Park site near the marina and Lancaster Ranch Park. This agency will determine the economic impact of both sites. Parks and Recreation Director, Steve Lackey, expects to have more information from this company within the next few months. A third party operator would be hired to run the field house.

Upcoming Events

- Caribbean Fusion Festival — April 27th
- Taste of Kissimmee — May 8th
- Pridefest — May 30th

- Park Clean Up — Andrea will follow up with an email regarding the date.

Parks and Recreation Director, Steve Lackey, clarified questions from the PARAB board members.

- The field house plans will begin in late 2026 or early 2027.
- The Civic Center demolition permit is not finalized, but it is expected to be soon.
- Traffic impact will be part of the field house study.
- There is no clarity on the future of the library.

## 5. NEW BUSINESS

### 5.A Fee Waiver Grant

Compadres Softball Team Inc. requested a fee waiver for Abrazo Coameno 2026. Board Co-chair, Edward Kilroy, stated that there was no evidence that this organization had previously produced events in Kissimmee. The application does not say where or when the event took place. In addition, the application mentioned that they had collaborated with a non-profit, but it only appears as though the collaboration was done with the local team. PARAB Member, Robin Wright, agreed with Co-Chair Edward Kilroy and also mentioned that there was no mention of food for the event; however, it was mentioned in the budget. Board Member, Jordan Rivera, agreed that food was not mentioned in the event application. Parks and Recreation Director, Steve Lackey, stated that members can only score off of what is made available on the application. There were no further questions or discussions.

Each Board Member read their scores (Exhibit A) for Abrazo Coameno 2026 as staff recorded scores on the spreadsheet (Exhibit B). Board Co-Chair Edward Kilroy presented the motion to award Compadres Softball Team \$1,291.00. Board Member Jordan Rivera made the motion and Board Member Amarlis Olivo Williams seconded the motion.

AYE: Board Co-Chair Edward Kilroy, Board Member Albert Dorsey, Board Member Robin Wright, Board Member Seewdat "David" Anderson, Board Member Jordan Rivera, Board Member Amarlis Olivo Williams.

NAY: None



Motion: 6-0

## 6. HEAR CHAIRMAN AND BOARD MEMBERS

Board Member Jordan Rivera invited members to a community Farmer's Market to be held on April 18, 2026. Board Member Robin Wright discussed recent assistance she had received with a feral cat issue in her neighborhood. Board Member Amarlis Olivo Williams shared information regarding a program for children that will be held on June 13, 2026.

## 7. ADJOURNMENT

There being no further business to come before the Parks and Recreation Advisory Board, Co-Chair Edward Kilroy adjourned the meeting at 06:35 PM.

  
M. Hannan Khan 

ATTEST:

  
Andrea Campbell

# **EXHIBIT A**

## FEE WAIVER GRANT RANKING FORM

**Organization Name:** Compadres Softball Team Inc.

**Event Name:** Abrazo Coameño 2026

**Event Date:** 5/2/2026

**Year of fee waiver award:** 1

<b>ORGANIZATION / EXPERIENCE</b>		<b>50 POINTS</b>
Has the sponsoring organization previously produced events in Kissimmee? (20 points)		40
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)		
<b>EVENT REVENUE / ECONOMIC IMPACT</b>		<b>25 POINTS</b>
Will the proposed event impact local businesses? If so, please describe. (15 points)		20
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)		
<b>MARKETING</b>		<b>15 POINTS</b>
How does the proposed event benefit the image/reputation of the City? (5 points)		10
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)		
<b>COLLABORATION</b>		<b>10 POINTS</b>
Is the sponsoring organization collaborating with any other non-profit group? (5 points)		5
Has the sponsoring organization solicited local vendors to support the event? (5 points)		
<b>Sub Total Points (Possible Score 100)</b>		
<b>POST EVENT EVALUATION</b>		<b>-5 /0/+5 POINTS</b>
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?		65
<ul style="list-style-type: none"> <li>• Was a final budget submitted?</li> <li>• Was a list of vendors submitted?</li> <li>• Were samples of marketing materials submitted?</li> </ul>		
<b>TOTAL POINTS AWARDED</b>		

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

**FEE WAIVER GRANT RANKED BY:**

**Fee Waiver Amount Requested:** \$1,844.40      **Previous Year's Fee Waiver Award:** n/a

## FEE WAIVER GRANT RANKING FORM

Organization Name: **Compadres Softball Team Inc.**  
 Event Name: **Abrazo Coameño 2026**

Event Date: **5/2/2026**

Year of fee waiver award: **1**

<b>ORGANIZATION / EXPERIENCE</b>		<b>50 POINTS</b>
Has the sponsoring organization previously produced events in Kissimmee? (20 points)		20
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)		
<b>EVENT REVENUE / ECONOMIC IMPACT</b>		<b>25 POINTS</b>
Will the proposed event impact local businesses? If so, please describe. (15 points)		25
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)		
<b>MARKETING</b>		<b>15 POINTS</b>
How does the proposed event benefit the image/reputation of the City? (5 points)		15
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)		
<b>COLLABORATION</b>		<b>10 POINTS</b>
Is the sponsoring organization collaborating with any other non-profit group? (5 points)		10
Has the sponsoring organization solicited local vendors to support the event? (5 points)		
<b>Sub Total Points (Possible Score 100)</b>		
<b>POST EVENT EVALUATION</b>		<b>-5 /0/+5 POINTS</b>
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?		+5
<ul style="list-style-type: none"> <li>• Was a final budget submitted?</li> <li>• Was a list of vendors submitted?</li> <li>• Were samples of marketing materials submitted?</li> </ul>		
<b>TOTAL POINTS AWARDED</b>		<b>75</b>

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

FEE WAIVER GRANT RANKED BY: *John Rivera*

Fee Waiver Amount Requested: **\$1,844.40**

Previous Year's Fee Waiver Award: **n/a**

## FEE WAIVER GRANT RANKING FORM

**Organization Name:** Compadres Softball Team Inc.

**Event Name:** Abrazo Coameño 2026

**Event Date:** 5/2/2026

**Year of fee waiver award:** 1

<b>ORGANIZATION / EXPERIENCE</b>	<b>50 POINTS</b>
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	10
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)	
<b>EVENT REVENUE / ECONOMIC IMPACT</b>	<b>25 POINTS</b>
Will the proposed event impact local businesses? If so, please describe. (15 points)	20
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)	
<b>MARKETING</b>	<b>15 POINTS</b>
How does the proposed event benefit the image/reputation of the City? (5 points)	12
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)	
<b>COLLABORATION</b>	<b>10 POINTS</b>
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	3
Has the sponsoring organization solicited local vendors to support the event? (5 points)	
<b>Sub Total Points (Possible Score 100)</b>	45
<b>POST EVENT EVALUATION</b>	<b>-5 /0/+5 POINTS</b>
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	N/A
• Was a final budget submitted?	
• Was a list of vendors submitted?	
• Were samples of marketing materials submitted?	
<b>TOTAL POINTS AWARDED</b>	45

PARAB Score (Points)	Percentage of Maximum of Award			
	Year 1	Year 2	Year 3	Year 4
90-100	100	80	60	40
80-89	90	70	50	30
70-79	80	60	40	20
60-69	70	50	30	10
50-59	60	40	20	
40-49 <span style="margin-left: 20px;">45</span>	50	30	10	
30-39	40	20		
20-29	30	10		
10-19	20			
0-9	10			

**FEE WAIVER GRANT RANKED BY:** Edward A. Key

**Fee Waiver Amount Requested:** \$1,844.40

**Previous Year's Fee Waiver Award:** n/a

## FEE WAIVER GRANT RANKING FORM

Organization Name: **Compadres Softball Team Inc.**

Event Name: **Abrazo Coameño 2026**

Event Date: **5/2/2026**

Year of fee waiver award: **1**

<b>ORGANIZATION / EXPERIENCE</b>	<b>50 POINTS</b>
Has the sponsoring organization previously produced events in Kissimmee? (20 points)	35
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)	
<b>EVENT REVENUE / ECONOMIC IMPACT</b>	<b>25 POINTS</b>
Will the proposed event impact local businesses? If so, please describe. (15 points)	10
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)	
<b>MARKETING</b>	<b>15 POINTS</b>
How does the proposed event benefit the image/reputation of the City? (5 points)	10
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)	
<b>COLLABORATION</b>	<b>10 POINTS</b>
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	10
Has the sponsoring organization solicited local vendors to support the event? (5 points)	
<b>Sub Total Points (Possible Score 100)</b>	<b>75</b>
<b>POST EVENT EVALUATION</b>	<b>-5 /0/+5 POINTS</b>
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report? <ul style="list-style-type: none"> <li>• Was a final budget submitted?</li> <li>• Was a list of vendors submitted?</li> <li>• Were samples of marketing materials submitted?</li> </ul>	
<b>TOTAL POINTS AWARDED</b>	

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

FEE WAIVER GRANT RANKED BY: Am Olano

Fee Waiver Amount Requested: **\$1,844.40**

Previous Year's Fee Waiver Award: **n/a**

## FEE WAIVER GRANT RANKING FORM

Organization Name: **Compadres Softball Team Inc.**

Event Name: **Abrazo Coameño 2026**

Event Date: **5/2/2026**

Year of fee waiver award: **1**

<b>ORGANIZATION / EXPERIENCE</b>	<b>50 POINTS</b>	
Has the sponsoring organization previously produced events in Kissimmee? (20 points) <i>X</i>	<i>25</i>	
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)		
<b>EVENT REVENUE / ECONOMIC IMPACT</b>	<b>25 POINTS</b>	
Will the proposed event impact local businesses? If so, please describe. (15 points)	<i>20</i>	
Evaluation of itemized event budget submitted by sponsoring organization. (10 points)		
<b>MARKETING</b>	<b>15 POINTS</b>	
How does the proposed event benefit the image/reputation of the City? (5 points)	<i>15</i>	
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)		
<b>COLLABORATION</b>	<b>10 POINTS</b>	
Is the sponsoring organization collaborating with any other non-profit group? (5 points)	<i>5</i>	
Has the sponsoring organization solicited local vendors to support the event? (5 points) <i>X</i>		
<b>Sub Total Points (Possible Score 100)</b>		
<b>POST EVENT EVALUATION</b>	<b>-5 /0/+5 POINTS</b>	
For those sponsoring organizations that have previously received a fee waiver, did the organization meet all commitments and complete a Final Grant Report?	<i>65</i>	
<ul style="list-style-type: none"> <li>• Was a final budget submitted?</li> <li>• Was a list of vendors submitted?</li> <li>• Were samples of marketing materials submitted?</li> </ul>		
<b>TOTAL POINTS AWARDED</b>		

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

FEE WAIVER GRANT RANKED BY: *Robin Wright*

Fee Waiver Amount Requested: **\$1,844.40**

Previous Year's Fee Waiver Award: **n/a**

## FEE WAIVER GRANT RANKING FORM

Organization Name: **Compadres Softball Team Inc.**

Event Name: **Abrazo Coameño 2026**

Event Date: **5/2/2026**

Year of fee waiver award: **1**

ORGANIZATION / EXPERIENCE	50 POINTS
Has the sponsoring organization previously produced events in Kissimmee? (20 points) —	25
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) <span style="float: right;">-5</span>	
EVENT REVENUE / ECONOMIC IMPACT	25 POINTS
Will the proposed event impact local businesses? If so, please describe. (15 points) <span style="float: right;">-5</span>	15
Evaluation of itemized event budget submitted by sponsoring organization. (10 points) <span style="float: right;">-5</span>	
MARKETING	15 POINTS
How does the proposed event benefit the image/reputation of the City? (5 points)	15
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)	5
Has the sponsoring organization solicited local vendors to support the event? (5 points) <span style="float: right;">-5</span>	
<b>Sub Total Points (Possible Score 100)</b>	
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? <ul style="list-style-type: none"> <li>• Was a final budget submitted?</li> <li>• Was a list of vendors submitted?</li> <li>• Were samples of marketing materials submitted?</li> </ul>	
<b>TOTAL POINTS AWARDED</b>	
	60

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

FEE WAIVER GRANT RANKED BY: Albert Lopez

Fee Waiver Amount Requested: **\$1,844.40**

Previous Year's Fee Waiver Award: **n/a**

# **EXHIBIT B**

