



MINUTES OF THE REGULAR SESSION OF THE CITY COMMISSION HELD TUESDAY, APRIL 21, 2020, AT 6:00 PM VIA COMMUNICATIONS MEDIA TECHNOLOGY (CMT) FOR PUBLIC ACCESS AND PARTICIPATION

1. MEETING CALLED TO ORDER

Roll Call: Commissioner Gonzalez (Present), Commissioner Ortiz (Present), Commissioner Eady (Present), Commissioner Fisher (Present), Mayor Alvarez (Present)

Staff Present: City Manager Mike Steigerwald, City Attorney Olga Sanchez de Fuentes, Deputy City Manager Desiree Matthews, Assistant City Manager Austin Blake, City Clerk Linda Hansell

Members Absent: None

Mayor Alvarez called the meeting to order at 6:03 P.M.

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

After a Moment of Silence, Commissioner Fisher led the Commission in the Pledge of Allegiance.

3. PROCLAMATIONS AND SPECIAL PRESENTATIONS

None.

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

4.A PUBLIC HEARING - FINAL READING - ZONING MAP AMENDMENT: BUSINESS AIRPARK, DRC #19-173 (AI & AO TO AI) - PROPOSED ORDINANCE #20-01

AN ORDINANCE AMENDING ORDINANCE NO. 2038 KNOWN AS THE CITY OF KISSIMMEE LAND DEVELOPMENT CODE, REZONING THE PROPERTY HEREINAFTER DESCRIBED, REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE

Approval of a zoning map amendment to revise the zoning designation from AI (Airport Industrial) and AO (Airport Operations) to AI (Airport Industrial) and establish use and design standards for an approximate 12.74-acre restricted access lot within the Kissimmee Gateway Airport.

City Attorney Sanchez de Fuentes read Proposed Ordinance # 20-01 by title.

Planner Brenda Ryan (remotely) reviewed the request and stated the request is to revise the designated zoning of a 12.74-acre parcel located within the Kissimmee Gateway Airport. This is a City initiated request to establish design standards. Staff recommends approval.

Mayor Alvarez announced the Public Hearing with no response from the audience and no written

comments were provided in advance to the City Clerk to be read into the record for this item. Commissioner Jim Fisher moved to adopt Ordinance # 3020 (Exhibit "A"). Commissioner Angela Eady seconded the motion.

Upon roll call, the vote was as follows:

Commissioner Eady	AYE
Commissioner Fisher	AYE
Commissioner Gonzalez	AYE
Commissioner Ortiz	AYE
Mayor Alvarez	AYE

Motion carried 5 - 0.

4.B PUBLIC HEARING - FINAL READING - LAND USE PLAN AMENDMENT, SMALL SCALE: FURNITURE DEPOT, DRC #19-178 (IN to CG) - PROPOSED ORDINANCE #20-02

AN ORDINANCE AMENDING ORDINANCE NO. 2771 KNOWN AS THE ORDINANCE ADOPTING THE COMPREHENSIVE DEVELOPMENT PLAN FOR THE CITY OF KISSIMMEE, FLORIDA, UNDER THE AUTHORITY OF FLORIDA STATUTE 163.3184; DIRECTING THE CITY MANAGER TO AMEND THE COMPREHENSIVE LAND USE PLAN AS HEREIN PROVIDED AFTER THE PASSAGE OF THIS ORDINANCE; PROVIDING FOR A PUBLIC HEARING AS REQUIRED BY LAW; REPEALING ALL ORDINANCES IN CONFLICT HERewith; AND PROVIDING AN EFFECTIVE DATE

Approval of a small-scale land use map amendment from IN (Industrial Business) to CG (Commercial General) for approximately 1.59-acres containing a vacant building.

City Attorney Sanchez de Fuentes read Proposed Ordinance # 20-06 by title.

Planner Ryan (remote) reviewed the request for a Land Use Amendment from (IN) Industrial to (CG) Commercial General zoning for a 1.59-acre property with a vacant building. Planner Ryan stated this request will not affect the site permitted density but will increase the subject property's non-residential development potential; the impacts are balanced with the shift in intensity. Staff recommends approval.

Mayor Alvarez announced the Public Hearing with no response from the audience and no written comments were provided in advance to the City Clerk to be read into the record for this item.

Commissioner Jim Fisher moved to adopt Ordinance #3021 (Exhibit "B"). Commissioner Angela Eady seconded the motion.

Upon roll call, the vote was as follows:

Commissioner Fisher	AYE
Commissioner Gonzalez	AYE
Commissioner Ortiz	AYE
Commissioner Eady	AYE
Mayor Alvarez	AYE

Motion carried 5 - 0.

4.C PUBLIC HEARING - FINAL READING - ZONING MAP AMENDMENT: FURNITURE DEPOT, DRC #19-179 (IB TO B-3) - PROPOSED ORDINANCE #20-03

AN ORDINANCE AMENDING ORDINANCE NO. 2038 KNOWN AS THE CITY OF KISSIMMEE LAND DEVELOPMENT CODE, REZONING THE PROPERTY HEREINAFTER DESCRIBED, REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE

Approval of a zoning map amendment to revise the zoning designation from IB (Industrial Business) to B-3 (General Commercial) and establish use and design standards for an approximate 1.59-acre containing a vacant building.

City Attorney Sanchez de Fuentes read proposed Ordinance # 20-03 by title.

Planner Ryan (remote) reviewed the request for zoning designation from (IB) Industrial Business to (B-3) General Commercial to establish design standards. Staff recommends approval.

Mayor Alvarez announced the Public Hearing with no response from the audience and no written comments were provided in advance to the City Clerk to be read into the record for this item.

Commissioner Jim Fisher moved to adopt Ordinance # 3022 (Exhibit "C). City Commissioner Felix Ortiz seconded the motion.

Upon roll call, the vote was as follows:

Commissioner Gonzalez	AYE
Commissioner Ortiz	AYE
Commissioner Eady	AYE
Commissioner Fisher	AYE
Mayor Alvarez	AYE

Motion carried 5 - 0.

4.D PUBLIC HEARING - FINAL READING - LAND USE PLAN AMENDMENT, SMALL SCALE: MICHIGAN PLACE, DRC #19-181 (CG to IN) - PROPOSED ORDINANCE #20-04

AN ORDINANCE AMENDING ORDINANCE NO. 2771 KNOWN AS THE ORDINANCE ADOPTING THE COMPREHENSIVE DEVELOPMENT PLAN FOR THE CITY OF KISSIMMEE, FLORIDA, UNDER THE AUTHORITY OF FLORIDA STATUTE 163.3184; DIRECTING THE CITY MANAGER TO AMEND THE COMPREHENSIVE LAND USE PLAN AS HEREIN PROVIDED AFTER THE PASSAGE OF THIS ORDINANCE; PROVIDING FOR A PUBLIC HEARING AS REQUIRED BY LAW; REPEALING ALL ORDINANCES IN CONFLICT HERewith; AND PROVIDING AN EFFECTIVE DATE

Approval of a small-scale land use map amendment from CG (Commercial General) to IN (Industrial Business) for an approximately 1.83-acre vacant lot.

City Attorney Sanchez de Fuentes read Proposed Ordinance # 20-04 by title.

Planner Ryan (remote) stated this request is a companion to the application for the zoning map amendment to establish IB (Industrial Business) designation. The Michigan Avenue corridor is characterized by industrial development and single family residential. This is consistent with future land uses. Staff recommends approval.

Mayor Alvarez announced the Public Hearing with no response from the audience and no written comments were provided in advance to the City Clerk to be read into the record for this item.

Commissioner Angela Eady moved to adopt Ordinance # 3023 (Exhibit "D"). Commissioner Jim Fisher seconded the motion.

Upon roll call, the vote was as follows:

Commissioner Ortiz	AYE
Commissioner Eady	AYE
Commissioner Fisher	AYE
Commissioner Gonzalez	AYE
Mayor Alvarez	AYE

Motion carried 5 - 0.

4.E PUBLIC HEARING - FINAL READING - ZONING MAP AMENDMENT: MICHIGAN PLACE, DRC #19-182 (B-3 TO IB) - PROPOSED ORDINANCE #20-05

AN ORDINANCE AMENDING ORDINANCE NO. 2038 KNOWN AS THE CITY OF KISSIMMEE LAND DEVELOPMENT CODE, REZONING THE PROPERTY HEREINAFTER DESCRIBED, REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE

Approval of a zoning map amendment from B-3 (Commercial General) to IB (Industrial Business) for an approximately 1.83-acres vacant lot.

City Attorney Sanchez de Fuentes read Proposed Ordinance # 20-05 by title.

Planner Ryan (remote) stated staff is recommending approval of this request to rezone 1.83-acres from (B-3) Commercial General to (IB) Industrial Business.

Mayor Alvarez announced the Public Hearing with no response from the audience and no written comments were provided in advance to the City Clerk to be read into the record for this item.

Commissioner Jim Fisher moved to adopt Ordinance # 3024 (Exhibit "E"). Commissioner Olga Gonzalez seconded the motion.

Upon roll call, the vote was as follows:

Commissioner Eady	AYE
Commissioner Fisher	AYE
Commissioner Gonzalez	AYE
Commissioner Ortiz	AYE
Mayor Alvarez	AYE

Motion carried 5 - 0.

4.F PUBLIC HEARING - FINAL READING - ZONING MAP AMENDMENT: HUZYAK MEDICAL OFFICE BUILDING, DRC #19-176 (RA-2 TO RPB) - PROPOSED ORDINANCE #20-06

AN ORDINANCE AMENDING ORDINANCE NO. 2038 KNOWN AS THE CITY OF KISSIMMEE LAND DEVELOPMENT CODE, REZONING THE PROPERTY HEREINAFTER DESCRIBED, REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE

Approval of a zoning map amendment to revise the zoning designation from RA-2 (Single Family Residential District) to RPB (Residential Professional Business) and establish use and design standards for an approximate 0.133-acre vacant lot.

City Attorney Sanchez de Fuentes read Proposed Ordinance # 20-06 by title.

Planner Ryan (remote) stated staff recommends approval of zoning from (RA-2) Residential District to (RPB) Residential Professional Business to establish design and development standards and accommodate the expansion of the medical office. The expansion is currently under review; staff recommends approval.

Mayor Alvarez announced the Public Hearing.

Valerie Campbell, 303 E. Lake Street, Kissimmee, submitted her request in advance via email and participated by joining the meeting remotely. She stated her property is to the western side of this property and she found a marker about two (2) feet into her property and she is concerned her property is marked incorrectly.

City Manager Steigerwald referred to staff's response (Exhibit "F") where they believe it is a utility easement. The applicant has no ability to take her property and it's possible the property line is not where the fence is on the property.

Development Services Director Craig Holland (remote) stated the new wall for the property is adjacent and is likely a marking for the utility easement. Staff will review and get back with Ms. Campbell.

Locklain Campbell, 303 Lake Street, stated he is representing Angela (Santos) LaMonta, 309 Lake Street, Kissimmee. He stated her fence is chain link, but his address has a privacy fence. Mr. Campbell expressed concern for a parking lot that would cause water run-off onto their property. He would like to get more information based on the survey and whether the property is municipal.

Planner Ryan stated part of this is an easement and staff can provide Mr. Campbell with the site plan.

Commissioner Jim Fisher moved to adopt Ordinance # 3025 (Exhibit "G"). City Commissioner Felix Ortiz seconded the motion.

Upon roll call, the vote was as follows:

Commissioner Fisher	AYE
Commissioner Gonzalez	AYE
Commissioner Ortiz	AYE
Commissioner Eady	AYE
Mayor Alvarez	AYE

Motion carried 5 - 0.

4.G PUBLIC HEARING – SECOND AND FINAL READING – ORDINANCE AMENDING CITY INVESTMENT POLICY – PROPOSED ORDINANCE #20-08

AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF KISSIMMEE, TITLE II, ADMINISTRATION, CHAPTER 2-7, FINANCE; PROVIDING FOR AN INVESTMENT POLICY OF CITY FUNDS PURSUANT TO THE REQUIREMENTS OF FLORIDA STATUTE 218.415; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; REPEALING ORDINANCE 2136, AND ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR AN EFFECTIVE DATE

Approval of the Second and Final Reading of proposed ordinance #20-08 to amend the City's Investment Policy.

City Attorney Sanchez de Fuentes read proposed Ordinance # 20-08 by title.

City Manager Steigerwald stated this ordinance is a result of the City Audit from last year. The State Statutes have changed and even though the City has been complying, the policy needs to be updated to match the Statutes.

Mayor Alvarez announced the Public Hearing with no response from the audience and no written comments were provided in advance to the City Clerk to be read into the record for this item.

Commissioner Jim Fisher moved to adopt Ordinance # 3026 (Exhibit "H"). City Commissioner Felix Ortiz seconded the motion.

Upon roll call, the vote was as follows:

Commissioner Gonzalez	AYE
Commissioner Ortiz	AYE
Commissioner Eady	AYE
Commissioner Fisher	AYE
Mayor Alvarez	AYE

Motion carried 5 - 0.

4.H PUBLIC HEARING - FIRST READING - POLICE OFFICERS PENSION PLAN AMENDMENT: AMENDING SECTION 2-6-86, PRE-RETIREMENT DEATH - PROPOSED ORDINANCE #20-09

AN ORDINANCE AMENDING TITLE II, ADMINISTRATION, CHAPTER 2-6, CITY EMPLOYEES,

OF THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE; AMENDING THE POLICE OFFICERS' RETIREMENT PLAN; AMENDING SECTION 2-6-86, PRE-RETIREMENT DEATH; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY OF PROVISIONS; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE

Approval of the first reading of the proposed ordinance #20-09 for the Police Officers Pension Plan.

City Attorney Sanchez de Fuentes read proposed Ordinance # 20-09 by title.

City Manager Steigerwald stated this would increase the benefits of the surviving spouse of a law enforcement officer who is killed in the line of duty due to an intentional act of violence. The request is retro to September 1, 2017 and is for payment of 100% of the officer's monthly salary at the time of death to be paid to the officers surviving family members. This will bring our ordinance in line with the State of Florida Retirement System as it relates to officers killed in the line of duty. The impact to the pension plan is .67% of payroll and there are adequate funds available in the Police Department personnel account to pay the retro amount.

Mayor Alvarez announced the Public Hearing with no response from the audience and no written comments were provided in advance to the City Clerk to be read into the record for this item.

Commissioner Olga Gonzalez moved to approve the First Reading of Proposed Ordinance # 20-09. Commissioner Angela Eady seconded the motion.

Upon roll call, the vote was as follows:

Commissioner Gonzalez	AYE
Commissioner Ortiz	AYE
Commissioner Eady	AYE
Commissioner Fisher	AYE
Mayor Alvarez	AYE

Motion carried 5 - 0.

4.I PUBLIC HEARING - FIRST READING - FALSE ALARM FEES ORDINANCE - PROPOSED ORDINANCE #20-10

AN ORDINANCE AMENDING CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, TITLE XIII, BUILDING REGULATIONS CHAPTER 2 ALARM SYSTEMS SECTION 5 CLASSIFYING ALARMS; FEES CHARGED AMENDING THE FALSE ALARM FEE SCHEDULE; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE

Approval of the First Reading of Proposed Ordinance #20-10; amending the false alarm fees schedule.

City Attorney Sanchez de Fuentes read Proposed Ordinance # 20-10 by title.

City Manager Steigerwald stated this request is to amend the false alarm fee schedule and give violators the opportunity to take an educational course in lieu of the fine. The Police Department feels this will have more impact to false alarms and to keep the fees from accumulating.

Mayor Alvarez announced the Public Hearing with no response from the audience and no written comments were provided in advance to the City Clerk to be read into the record for this item.

Commissioner Olga Gonzalez moved to approve the First Reading of Proposed Ordinance #20-10. Commissioner Angela Eady seconded the motion.

Upon roll call, the vote was as follows:

Commissioner Eady	AYE
Commissioner Fisher	AYE
Commissioner Gonzalez	AYE
Commissioner Ortiz	AYE
Mayor Alvarez	AYE

Motion carried 5 - 0.

5. PUBLIC HEARINGS

None.

6. HEAR AUDIENCE

Assistant City Manager Blake reminded the audience to use the "Raise Hand" feature to be recognized.

No comments or requests received during the meeting and no written comments were provided in advance to the City Clerk to be read into the record for this item.

7. CONSENT AGENDA

THE CONSENT AGENDA IS A TECHNIQUE DESIGNED TO EXPEDITE HANDLING OF ROUTINE MISCELLANEOUS BUSINESS OF THE CITY COMMISSION. THE CITY COMMISSION IN ONE MOTION MAY ADOPT THE ENTIRE AGENDA. THE MOTION FOR ADOPTION IS NON-DEBATABLE AND MUST RECEIVE UNANIMOUS APPROVAL. BY REQUEST OF ANY INDIVIDUAL MEMBER, ANY ITEM MAY BE REMOVED FROM THE CONSENT AGENDA AND PLACED UPON THE REGULAR AGENDA FOR DEBATE.

Commissioner Jim Fisher moved to approve the Consent Agenda in its entirety. Commissioner Angela Eady seconded the motion.

Upon roll call, the vote was as follows:

Commissioner Fisher	AYE
Commissioner Gonzalez	AYE
Commissioner Ortiz	AYE
Commissioner Eady	AYE
Mayor Alvarez	AYE

Motion carried 5 - 0.

7.A VERANDA PALMS, PHASE 3 – MAJOR SUBDIVISION, FINAL PLAT (DRC#19-00022)

City Commission approval of the final plat known as Veranda Palms, Phase 3 with performance guarantee and agreement.

7.B APPROVAL TO ENTER INTO THE REVISED INTERLOCAL AGREEMENT WITH THE CITY OF ST. CLOUD FOR SOLID WASTE DISPOSAL AND RECYCLING

Approval to enter into the revised Interlocal Agreement with the City of St. Cloud for solid waste disposal and recycling fees.

7.C FIRST AMENDMENT TO THE CITY OF KISSIMMEE SERVICES AGREEMENT WITH KISSIMMEE MAIN STREET FOR REMAINDER OF FISCAL YEAR 2019-2020

Approval of first amendment to service agreement between the City of Kissimmee and Kissimmee Main Street (KMS) for the remainder of fiscal year 2019-2020 and authorizing the Mayor to sign the agreement.

7.D ENGAGEMENT OF BURGESS & NIPLE, INC. FOR ADA TRANSITION PLAN (PHASE 2)

City Commission approval to engage Burgess & Niple, Inc. under a continuing services contract to update the City's Americans with Disability Act (ADA) Transition Plan.

7.E CHANGE ORDER NO. 1 TO REDUCE THE CONTRACT PRICE FOR SCOPE REDUCTIONS AND MATERIAL USAGE FOR PHASE 1A SOUTH/TOHO BEND TRAIL PROJECT (FDEP No. T15019)

Approval of deductive change order 1 to decrease the contract in the amount of \$178,910.14 to address the scope reduction/change in the Lakeview Drive section of the project.

7.F RATIFICATION OF EXECUTIVE ORDERS 2020-03, 2020-04, AND 2020-05, AND SPECIAL NOTICES 2020-08 AND 2020-09

Request City Commission ratification of Executive Order 2020-03 issued March 30, 2020, Order 2020-04 issued April 6, 2020, and Order 2020-05 issued April 13, 2020 for extension of the local declaration of emergency, and Special Notice 2020-08 issued April 13, 2020 regarding hazard pay for higher risk job duties and Special Notice 2020-09 establishing a policy for communications media technology (CMT).

8. DISCUSSION ITEMS

8.A PRESENTATION OF COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED SEPTEMBER 30, 2019

This request is for Commission acceptance of the Comprehensive Annual Financial Report for the year ended September 30, 2019.

City Manager Steigerwald reviewed the request for Commission approval of the Comprehensive Annual Financial Report that ended September 30, 2019.

Mark White and Kathryn Eno were remotely representing Purvis Gray Certified Public Accountants. Mr. White made a PowerPoint presentation (Exhibit "I") and commented that the Audit was an Unmodified Opinion on the City Financial Statements. There were no significant deficiencies on internal controls. The rules of the Auditor General require an Attestation on the Investment Policy; the Commission approved this tonight under the Public Hearings.

Mr. White reviewed an Emphasis of Matter (EOM) was issued due to COVID-19 and highlighted a few recommendations from the report with the Commission.

Mayor Alvarez asked for Commission comments and there were none.

Commissioner Angela Eady moved to accept the Comprehensive Financial Report for FY 2019. Commissioner Jim Fisher seconded the motion.

Upon roll call, the vote was as follows:

Commissioner Gonzalez	AYE
Commissioner Ortiz	AYE
Commissioner Eady	AYE
Commissioner Fisher	AYE
Mayor Alvarez	AYE

Motion carried 5 - 0.

8.B DRC#20-030: LICENSE AGREEMENT FOR OUTDOOR DINING FOR 226 BROADWAY

City Commission approval to execute a license agreement for Three Sisters Speakeasy to utilize outdoor dining on public sidewalks located at 226 Broadway within the downtown.

City Manager Steigerwald stated this agreement is an instrument the City uses for businesses in the downtown district that want to use public sidewalks for outdoor dining or to display merchandise or retail items. There are restrictions and requirements for usage and that is all outlined in the agreement. Since this request is for Three Sisters, we have added it to discussion as Commissioner Ortiz will have to abstain from the vote. Staff recommends approval.

Commissioner Felix Ortiz stated he is abstaining from the vote and has submitted Form 8B Memorandum of Voting Conflict (Exhibit "J") to the City Clerk.

Commissioner Jim Fisher moved to approve the Three Sisters Outdoor Dining License. Commissioner Olga Gonzalez seconded the motion.

Upon roll call, the vote was as follows:

Commissioner Ortiz	ABSTAIN
Commissioner Eady	AYE
Commissioner Fisher	AYE
Commissioner Gonzalez	AYE
Mayor Alvarez	AYE

Motion carried 4 - 0.

9. HEAR CITY OFFICIALS

9.A CITY MANAGER

CITY MANAGER STEIGERWALD

City Manager Steigerwald informed the Commission he forwarded an email (Exhibit "K") to them concerning a request for the City to host a Farm Share Food Distribution event on April 28, 2020. The request was sent to Commissioner Eady and she asked to bring it to the Commission for consideration and approval. Staff is recommending the use of the Public Works facility off Alaska, where we normally would distribute sandbags, as the distribution site for this event and to use Parks and Recreation Event staff who are on-call to work the event.

Commissioner Fisher asked if Farm Share must provide insurance, so the City is not held liable.

Deputy City Manager Matthews stated they have insurance for their employees who provide the food, station it, and then leave. After that it would be the City's responsibility to pack and distribute the food. The event must be open to everyone and the City will not know exactly how many families we can help until the day before the event.

Deputy City Manager Matthews and City Attorney Sanchez de Fuentes will work on language for the flyers to manage the expectations of the recipients. Along with this information, the City will distribute information on other resources available to the public.

Commissioner Jim Fisher moved to approve the request for City participation in a Farm Share food distribution on April 28, 2020. Commissioner Angela Eady seconded the motion.

Upon roll call, the vote was as follows:

Commissioner Eady	AYE
Commissioner Fisher	AYE
Commissioner Gonzalez	AYE
Commissioner Ortiz	AYE
Mayor Alvarez	AYE

Motion carried 5 - 0.

City Manager Steigerwald updated the Commission on current department and staff operations and shared that the two (2) employee cases that were positive are both recovering. All our departments have done a good job of providing services and limiting employee exposure.

The City Manager and Economic Development Director will both have seats on the Committee that is working to develop plans to re-open the economy. Osceola County is taking the lead on the Committee as it will report to the Executive Policy Group. The current stay-at-home order is issued by the Governor, so the task force will take the lead from the Governor.

City Manager Steigerwald reviewed the City's new compensation policy for those employees who are unable to work remotely or are unable to social distance from others. Those being compensated are divided into two categories.

City Manager Steigerwald noted we are in the process of establishing a program for our Community Development Block Grant (CDBG) funds to be distributed for rental assistance and we plan to use some of the overages identified in our audit from the Building Fund as well. Craig Holland and Belinda Kirkegard are working on a recovery plan and we hope to bring it to the Commission at the first meeting in May.

9.B CITY ATTORNEY

CITY ATTORNEY SANCHEZ DE FUENTES

City Attorney Sanchez de Fuentes stated she is tele-working and is available by email or cellphone.

Mayor Alvarez commended Attorney Sanchez de Fuentes on her efforts to assist a citizen who received an eviction notice from their landlord.

9.C CITY COMMISSION

COMMISSIONER GONZALEZ

Commissioner Gonzalez stated she has been staying busy with the Church and Community Assistance Program. They have been distributing food, filling out SNAP forms, handing out unemployment applications in Spanish, Creole, and English and helping families with the 2020 Census.

COMMISSIONER ORTIZ

Commissioner Ortiz is happy everyone is safe and would like to see a slow recovery process; he has confidence we are going to make it through this.

COMMISSIONER EADY

Commissioner Eady encouraged everyone to continue to be safe and take care of each other.

COMMISSIONER FISHER

Commissioner Fisher stated he drove around Kissimmee and saw road improvements being completed; happy we are continuing to move forward on these projects.

MAYOR ALVAREZ

Mayor Alvarez commended the City Manager and his staff for continuing to function and get everything done. With the Emergency Policy Group, all decisions must be reviewed, and it was discussed that we need to look toward reopening. The two (2) Chambers of Commerce are partnering with us and the City will have Economic Development and City Manager involved with the group

Mayor Alvarez thanked Advent Health for opening a testing site in Kissimmee

Mayor Alvarez reminded the Commission that during the Retreat in January, the Commission discussed being uniform in what information is being provided to TV and Radio. The City Attorney is working on an ordinance with specifics on how the Commission is to respond to requests for comments and that the Public Information Officer (PIO) would coordinate the response

10. ADJOURNMENT

There being no further business to come before the Commission, Mayor Alvarez adjourned the meeting at 7:04 PM.

ATTEST


Linda S. Hansell
CITY CLERK



MAYOR-COMMISSIONER

Exhibit "A"
Ordinance # 3020
Zoning Map Amendment – Business Airpark
Item 4.A.

Exhibit "B"
Ordinance # 3021
Small Scale Land Use Amendment – Furniture Depot
Item 4.B.

Exhibit "C"
Ordinance # 3022
Zoning Map Amendment – Furniture Depot
Item 4.C.

Exhibit "D"
Ordinance # 3023
Small Scale Land Use Amendment – Michigan Place
Item 4.D.

Exhibit "E"
Ordinance # 3024
Zoning Map Amendment – Michigan Place
Item 4.E.

Exhibit "F"
Email Comments - Public Hearing
Huzyak Medical Office Building
Citizen Valerie Campbell
Item 4.F.

Exhibit "F"
4/21/2020

4.F.

LINDA HANSELL

From: CRAIG HOLLAND
Sent: Tuesday, April 21, 2020 4:46 PM
To: MIKE STEIGERWALD
Cc: DESIREE MATTHEWS, AUSTIN BLAKE, LINDA HANSELL; BRENDA RYAN
Subject: RE: Urgent add to commissioner meeting 4/21
Attachments: Pages from DRC-19-00172 - Huyzak Medical Office Building (5) pdf - Adobe Acrobat Pro.pdf

See responses below.

Craig M. Holland, AICP
Development Services Director
City of Kissimmee

101 Church Street
Kissimmee, FL 34741
407-518-2148 office
cholland@Kissimmee.org

From: MIKE STEIGERWALD <MSTEIGER@kissimmee.org>
Sent: Tuesday, April 21, 2020 4:06 PM
To: CRAIG HOLLAND <CHOLLAND@kissimmee.org>
Cc: DESIREE MATTHEWS <Dmatthews@kissimmee.org>; AUSTIN BLAKE <ablake@kissimmee.org>; LINDA HANSELL <LHANSELL@kissimmee.org>
Subject: FW: Urgent add to commissioner meeting 4/21

Can you have someone respond to her questions before the meeting tonight?

From: LINDA HANSELL <LHANSELL@kissimmee.org>
Sent: Tuesday, April 21, 2020 4:01 PM
To: 'Val Campbell' <dr_valcampbell@gmail.com>; CITY CLERK <CityClerkEmail@kissimmee.org>
Subject: RE: Urgent add to commissioner meeting 4/21

Ms. Campbell.

Your comments have been received and will be provided to the City Commission. If you would like to join the meeting to listen, you also have the ability to use the "Raise Hand" feature if you feel you need further clarification on the questions you submitted.

Please visit the City's website at www.kissimmeeresponds.com and click on "City Commission Meetings" tab to join the meeting.

Regards,

Linda Hansell, City Clerk
407-518-2309

From: Val Campbell [mailto:dr_valcampbell@gmail.com]
Sent: Tuesday, April 21, 2020 3 48 PM
To: CITY CLERK <CityClerkEmail@kissimmee.org>
Subject: Urgent: add to commissioner meeting 4/21

EXTERNAL EMAIL: This email originated from outside of the organization DO NOT REPLY, CLICK LINKS, or OPEN ATTACHMENTS unless you recognize the sender and know the content is safe

Commissioners,

I am concerned about Item 4F on the Agenda for tonight, April 21, 2020 My property at 303 E Lake St, runs adjacent to the vacant lot.

Article 4F states:

"The expansion extends beyond the existing property line into the subject property. The rezoning is necessary to accommodate the expansion of the office. In addition, the applicant must subsequently replat in order to combine the existing office and the proposed building on the same lot."

Does this mean that Huzyak Medical is merely changing the property from RA-2 to RPB, or are they annexing part of my property at 303 E Lake St in order to accommodate the medical building? **The zoning is just changing No property is being taken or changing hands.** The following wording, "The expansion extends beyond the original property line" is up for interpretation I am fine with changing the zoning, but not with losing part of my property. **This refers to the original property line on the Doctor's property It does not refer to the property line on Ms Campbell's property. Ms. Campbell is not losing property.**

Furthermore, we now have a surveyor's stake inside our fence. The property has been fenced during the 26 years that I have lived there and was correctly placed according to our last survey **These stakes may be for utility and related easements. I have looked at the survey and it appears they will be installing a concrete block wall on the doctor's side of the property line adjacent to Ms Campbell's chain link fence I have included survey in my response.**

My questions are:

Is the company annexing property on the southern side of Royal Street? This question concerns my neighbors as well. **There is no annexation or acquisition of any property Tonight's action only deals with the property already owned by the doctor, changing the zoning**

If the boundary is changed, will the fence be replaced? **No boundary is changing**

Who is responsible for cutting down the trees along the fence line if they are half on the boundary? **This is a private property matter between two adjacent property owners We can provide you with contact information for the Doctor if you wish to contact him to discuss Mark Huzyak, 914 Royal St, Kissimmee, FL, 34744, 407-847-9433 mhuzyah@cfl.rr.com**

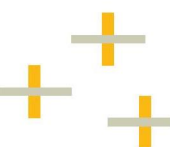
I do not mind the change of zoning to RPB, but I object to making changes to my property line after 26 years I would appreciate answers to these concerns and appreciate your time

Sincerely,
Valerie Campbell

Exhibit "G"
Ordinance # 3025
Zoning Map Amendment – Huzyak Medical Office Building
Item 4.F.

Exhibit "H"
Ordinance # 3026
Amending City Investment Policy
Item 4.G.

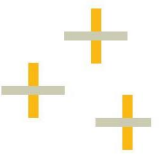
Exhibit "I"
PowerPoint Presentation
Purvis Gray 2019 Auditors Report Summary
Item 8.A.



City of Kissimmee Florida 2019 Auditor Reports Summary

Mark White CPA, Kathryn Eno CPA





Scope and Purpose of the Audit

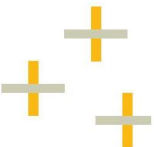
Florida Statute 218.39 as
Implemented by the Rules of
the Florida Auditor General

Secondary Bond Market
Disclosures (EMMA)

Financial Audit

GFOA Certificate of Excellence
in Finance Reporting

Federal And State Grant
Program Single Audit (Uniform
Guidance)



Auditors' Reports Issued

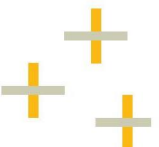
Unmodified
Opinion on FS

No Significant
Deficiencies in IC
over Financial
Reporting

Attestation on
Investment Policy
Compliance

Unmodified
Opinion on Federal
and State Grants

Management
Letter and
Governance Letter

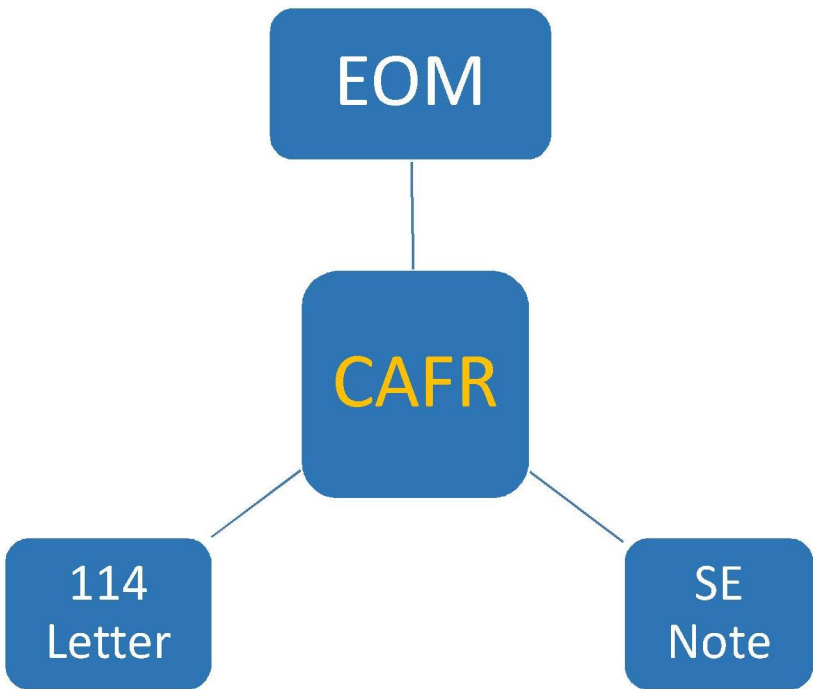
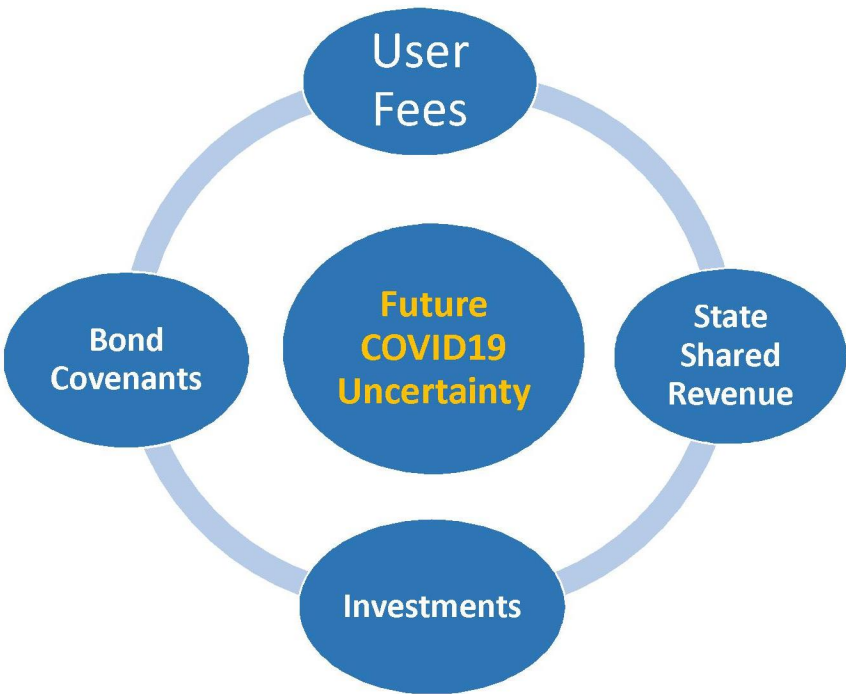


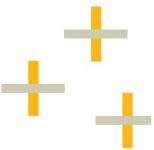
COVID – 19 Considerations

The Problem



How Reported





Management Letter Recommendation

**Federal and State Grant
Accounting Reconciliations,
Billings and Oversight**

**Capital Asset Accounting and
Reconciliations**

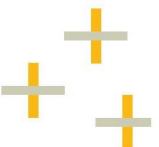
**Improved Period End
Closing Routine Needed**

**Pension Accounting Secondary
Review**

**Interim Financial Reporting For
Major Funds**



PURVIS GRAY
CERTIFIED PUBLIC ACCOUNTANTS



Governance Letter Items

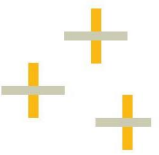
**GASB 84 Fiduciary Activities
(Postponed Until 2021)**

**Changes to Florida Building Code
Revenues**

Noteworthy Items

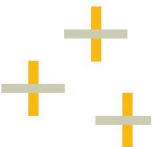
**GASB 87 Leases
(Postponed Until 2022)**

Community Redevelopment Districts



What Makes For A Good Audit?





Thank You Questions?



Exhibit "J"

Form 8B Memorandum of Voting Conflict for Public Officers – Felix Ortiz
License Agreement Outdoor Dining – 226 Broadway (Three Sisters)
Item 8.B.

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

LAST NAME—FIRST NAME—MIDDLE NAME Ortiz Felix		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE City of Kissimmee	
MAILING ADDRESS 224 Broadway Ave		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF	
CITY Kissimmee	COUNTY Osceola	☒ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 4 20 2020 (4/21/2020)		NAME OF POLITICAL SUBDIVISION	
		MY POSITION IS ☒ ELECTIVE ☐ APPOINTIVE	

WHO MUST FILE FORM 8B

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

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

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

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

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

* * * * *

ELECTED OFFICERS.

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

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

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

* * * * *

APPOINTED OFFICERS:

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

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

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

APPOINTED OFFICERS (continued)

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

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

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

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Felix Ortiz, hereby disclose that on 4-20 (4/21), 20 20

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

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

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

B.B.

Ownership in the business.
226 Broadway Ave
Kissimmee FL 34741
3 Sisters Speak easy

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

4/20/2020

Date Filed

Felix Ortiz

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112 317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000

Exhibit "K"
Email Communications and Information
Farm Share Food Distribution
Item 9.A.

Exhibit "K"
9.A 4/21/2020

LINDA HANSELL

From: MIKE STEIGERWALD
Sent: Wednesday, April 22, 2020 11 05 AM
To: LINDA HANSELL
Subject: FW: Farm Share Distribution on Tuesday, April 28, 2020
Attachments: Revised Rules and Regulations - Copy pdf, Bag Count Sheet - CV-19 docx; Host Responsibility Checklist CV-19 500HH docx

FYI

From: MIKE STEIGERWALD
Sent: Tuesday, April 21, 2020 5:00 PM
To: JOSE ALVAREZ <JAALVAREZ@kissimmee.org>; JIM FISHER <JFISHER@kissimmee.org>; ANGELA EADY <AEADY@kissimmee.org>; OLGA GONZALEZ <OGONZALEZ@kissimmee.org>; FELIX ORTIZ <FORTIZ@kissimmee.org>
Cc: DESIREE MATTHEWS <Dmatthews@kissimmee.org>; OLGA SANCHEZ DE FUENTES <OSANCHEZDF@kissimmee.org>; AUSTIN BLAKE <ablake@kissimmee.org>; ELIZABETH HARRIS <EHARRIS@kissimmee.org>
Subject: FW: Farm Share Distribution on Tuesday, April 28, 2020

Commissioners, FYI – Please see attached information from Farm Share, Inc. They approached Commissioner Eady about the City hosting a food distribution event on April 28. Because this will involve City property and staff to coordinate, I will be asking you to consider this under Hear the Manager tonight. Because it will be discussed at the meeting tonight, please do not REPLY ALL to this email

Thank you!

Begin forwarded message:

From: "Judy Ordaz" <judy@farmshare.org>
Date: April 20, 2020 at 4 24 44 PM EDT
To: <angelaeady825@yahoo.com>
Subject: FW: Farm Share Distribution on Tuesday, April 28, 2020

Good Afternoon Commissioner Eady,

I have attached the required documents for your upcoming Farm Share distribution on Tuesday, April 28, 2020. Please complete and submit as soon as you can. Also make sure your flyer contains the following information:

1. **"Farm Share, Inc. This institution is an equal opportunity provider."** on the bottom of flyer
2. **"first come, first served,"**
3. **the date, time, location,**
4. **type of distribution** (DRIVE THRU ONLY)***
5. **Farm Share logo** (attached, required, pick one)
6. **contact phone number** for someone that can answer questions about the event.

All of the previous requirements must be on the flyer. Flyer cannot be approved if it is missing any of the items underlined. Distribution will not be confirmed until all required documents are submitted. Please send your completed flyer to me for review. If you have any questions, please let me know.

Sincerely,

Judy Ordaz
Assistant Community Food Distribution Coordinator
Farm Share, Inc.
14125 SW 320th Street
Homestead, FL 33033
office: 305.246.3276 ext 115
fax: 305.246.3589
email: judy@farmshare.org
web: www.farmshare.org





Feeding Families

LOCATIONS

Miami-Dade County

Speedway Headquarters

14125 SW 320th Street

Homestead, FL 33033

Office (305) 246-3276

Fax. (305) 246-3589

Broward County

Satellite Office

Pompano State Farmers Market

1255 West Atlantic Blvd

Pompano Beach, FL 33069

Office (954) 942-6785

Fax 954-942 1556

North Florida

Distribution Warehouse

Gadsden State Farmers Market

18212 Blue Star Hwy

Quincy, FL 32351

Office (850) 627-9500

Fax (850) 627-9501

Jacksonville

Distribution Warehouse

1502 Jessie Street

Jacksonville, FL 32206

Office (904) 517-5556

Rules and Regulations Regarding Political Activities at Farm Share Distribution Events

Farm Share is privileged to have you participate in one of Farm Share's charitable food distribution events. Additionally, Farm Share is grateful that you recognize how important our mission is to feed Florida families and we are thankful that you can join us in our fight against hunger. However, before you begin participating in any of our events, we must first make you aware that the following rules and regulations must be complied with under Federal law.

It should also be noted that there may be additional Federal and State laws that govern the actions of elected officials or candidates for office that are not referenced below. It is the responsibility of the participating elected official and/or candidate for office to be familiar with all rules and regulations that may govern your participation in charity events including Farm Share's food distribution events.

Under Federal Law, organizations exempt from federal taxes, such as Farm Share, "May not participate or engage in any political campaign on behalf of or in opposition to any candidate for public office. Candidate for public office means any federal, state, or local public office." (26 USC 501 (c)(3))

To ensure Farm Share's compliance with the above regulations:

- No elected official or candidate for public office shall publish or distribute partisan or non-partisan campaign literature or written statements at a Farm Share food distribution event.
- The participating elected official or candidate for public office understands that by sponsoring a food distribution with Farm Share, he or she does it in a non-candidate capacity; therefore no reference to any candidacy for public office can be made at any Farm Share food distribution event.
- No elected official or candidate for public office or any of his/her personnel shall wear any clothing, buttons, hats, etc. promoting the candidate for election to public office and/or promoting any political party while attending any Farm Share food distribution event.
- No elected official or candidate for public office or his/her personnel will engage in political speech while at a Farm Share food distribution event nor will said candidate distribute or cause to be distributed any campaign literature.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture - Office of the Assistant Secretary for Civil Rights - 1400 Independence Avenue, SW - Washington, D.C. 20250-9410, (2) Fax: (202) 690-7442, or (3) Email: program.intake@usda.gov. This institution is an equal opportunity provider.



LOCATIONS

Miami-Dade County Speedway Headquarters

14125 SW 320th Street
Homestead, FL 33033
Office (305) 246-3276
Fax (305) 246-3589

Broward County Satellite Office

Pompano State Farmers Market
1255 West Atlantic Blvd
Pompano Beach, FL 33069
Office (954) 942-6785
Fax 954-942-1556

North Florida

Distribution Warehouse

Gadsden State Farmers Market
18212 Blue Star Hwy
Quincy, FL 32351
Office (850) 627-9500
Fax (850) 627-9501

Jacksonville

Distribution Warehouse

1502 Jessie Street
Jacksonville, FL 32206
Office (904) 517-5556

Any violation of these regulations could result in Farm Share incurring penalties ranging from the imposition of taxes and fines and/or revocation of our 501(c)(3) status to operate as a not for profit organization. Farm Share cannot allow any candidate for public office or elected official to jeopardize its mission of feeding hungry Florida families. Therefore, the above set forth prohibitions must be strictly complied with.

Thank you for helping to ensure that all participating parties are in compliance with Federal and State laws and we look forward to working with you at the scheduled Farm Share food distribution event.

By signing below I acknowledge that I have received and read the above information prior to participating in the upcoming Farm Share food distribution event scheduled to occur on _____

Signature

Date

Printed Name:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail U.S. Department of Agriculture - Office of the Assistant Secretary for Civil Rights - 1400 Independence Avenue, SW - Washington, D.C. 20250-9410; (2) Fax (202) 690-7442, or (3) Email program.intake@usda.gov. This institution is an equal opportunity provider.

Event Host Responsibilities Checklist

Please print this form and complete by checking-off all boxes to indicate that you are aware that the following items are the responsibility of the host (you)

- ☐ **Volunteers** – You will need about 5 to 10 volunteers at the site one and a half hours before the distribution begins. Also, some of the volunteers will be needed for cleaning after the event
Volunteers must wear gloves, face masks, and any other protective equipment available
_____ (Initial)
- ☐ **Water**- have a cooler with water for the volunteers.
- ☐ **Tents** - required if there are no covered areas.
- ☐ **Tables** - 8 to 10 tables, food will be placed on the tables. Bags will be provided if needed.
- ☐ **Forklift** – All distributions must be on a flat concrete or asphalt surface accessible via pallet jack. Forklifts are not required **UNLESS** your event will be on grass, dirt, gravel, etc. you will need an **off road forklift** Normal forklifts will get stuck under the weight of the food on grass or dirt.

Truck arrives two hours before the event begins, Volunteers and staff have to be available no later than 30 minutes after arrival to begin set-up. _____ (Initial)

All cardboard and organic trash is your responsibility to dispose. Farm Share will not dispose of any trash from the distribution. _____ (initial)

Farm Share will not provide volunteers or staff for your event. _____ (Initial)

DISTRIBUTION MUST BE ON A DRIVE-THROUGH BASIS, NO OPEN WINDOWS, NO CONTACT WITH RECIPIENTS. NO WAL-UPS. NO EXCEPTIONS. _____ (Initial)

Please print this form and send back your checked-off list for our records as soon as you have checked all items off.

We are here to help in any way we can to make your distribution a success!

Signature _____

Date _____