COMMISSION AGENDA
SESSION OF THE CITY COMMISSION TO BE HELD
VIA COMMUNICATIONS MEDIA TECHNOLOGY (CMT)*
PUBLIC ACCESS AND PARTICIPATION INSTRUCTIONS AVAILABLE AT
WWW.KISSIMMEERESPONDS.COM/PUBLICMEETINGS

TO SEND PUBLIC COMMENT PRIOR TO THE MEETING SENT TO
CITYCLERKEMAIL@KISSIMMEE.ORG
OR CALL 407-518-2308 FOR ASSISTANCE
TUESDAY, SEPTEMBER 22, 2020
6:00 PM

** Per the Office of the Governor, Executive Order #20-69 allows governments to hold meetings telephonically. Should the Governor's order be amended or expire, the Kissimmee Commission meeting will be held in the City of Kissimmee, Commission Chambers, 101 N. Church Street, Kissimmee, Florida 34741*

1. MEETING CALLED TO ORDER

ROLL CALL:

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

3. PROCLAMATIONS AND SPECIAL PRESENTATIONS

None.

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

None.

5. PUBLIC HEARINGS

***** CITY COMMISSION MEETING IS RECESSED AS THE CITY COMMISSION AND WILL RECONVENE AS THE CRA BOARD *****

5.A PUBLIC HEARING - RESOLUTION TO ADOPT THE CITY OF KISSIMMEE COMMUNITY REDEVELOPMENT AGENCY BUDGET (DOWNTOWN KISSIMMEE CRA AND VINE STREET CRA) FOR FISCAL YEAR 2021

Request the City Commission sitting as the Community Redevelopment Agency Board adopt the fiscal year 2021 budget for the City of Kissimmee Community Redevelopment Agency (Downtown Kissimmee and Vine Street CRAs).

***** CITY COMMISSION IS ADJOURNED AS THE CRA BOARD AND WILL RECONVENE AS THE CITY COMMISSION *****

5.B PUBLIC HEARING - ADOPTION OF FINAL MILLAGE LEVY AND FINAL BUDGET FOR FISCAL YEAR 2020-2021

Adoption of final millage levy of 4.6253 mills and final budget of $205,508,253 for fiscal year 2020-2021.

6. HEAR AUDIENCE

"ANYTHING REQUIRING A VOTE WILL BE HEARD AT A LATER TIME"

Citizens participating in the meeting via the Zoom webinar platform must use the “Raise Hand” feature to be recognized to address the City Commission.

Any testimony or public comment submitted to CityClerkEmail@kissimmee.org prior to the start of the meeting shall be read into the record during this section.

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.

7.A COMMISSION MINUTES APPROVAL

Request Commission approval of Minutes for the August 18, 2020 Toho Interviews, August 18, 2020 Commission Meeting, and August 25, 2020 Special Session for Election Ballot.

7.B RATIFICATION OF EXECUTIVE ORDERS 2020-26 AND 2020-27

City Commission ratification of Executive Order 2020-26 issued September 7, 2020 and Executive Order 2020-27 issued September 14, 2020 for the extension of the Local Declaration of Emergency to September 20, 2020.

7.C APPROVAL TO ENTER INTO A ONE-YEAR LEASE WITH KISSIMMEE MAIN STREET FOR 421 BROADWAY

Approval of the City Commission/CRA Board to enter into a one-year lease agreement with Kissimmee Main Street for the Main Street office and Kissimmee Welcome Center located at 421 Broadway Avenue.

7.D DISCLAIMER OF INTEREST AND RELEASE FOR PG'S WINGS AND MORE KISSIMMEE, LLC. REGARDING WEST OAK STREET PROJECT

Approval of Disclaimer of Interest and Release for PG's Wings and More Kissimmee LLC.

7.E EXTEND CONTRACT WITH ALL AMERICAN AUTO BODY SHOP INC. FOR FLEET REPAIR SERVICES

Approval to extend contract with All American Auto Body Shop Inc. as the City's primary fleet repair services vendor.

7.F CONTRACT FOR AUCTIONEER SERVICES WITH GEORGE GIDEON AUCTIONEER INC.

Approval of a contract to reinstate auctioneer services with George Gideon Auctioneers, Inc.

7.G FIRST AMENDMENT OF JANITORIAL SERVICES CONTRACT WITH HIGH SOURCES, INC.

Approval to amend the existing janitorial services contract with High Sources, Inc. to include providing services for an additional seven (7) City facilities.

7.H DISPOSAL OF CITY ASSETS

Approval to dispose of the asset items detailed in the attached report.

8. DISCUSSION ITEMS

8.A ANNUAL ADVISORY BOARD APPOINTMENTS

Commission reappointment of existing board members who wish to continue serving and/or make appointments to fill any vacancies. All current board members continue to serve until reappointed or replaced.

9. HEAR CITY OFFICIALS

9.A CITY MANAGER

9.B CITY ATTORNEY

9.C CITY COMMISSION

10. ADJOURNMENT

IN ACCORDANCE WITH FLORIDA STATUTES 286.0105: ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION 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 STATUTE 286.26, PERSONS NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE OFFICE OF THE CITY CLERK AT 407-518-2308 OR VIA EMAIL AT CITYCLERKEMAIL@KISSIMMEE.ORG, PRIOR TO THE MEETING (FS 286.26).

ITEM 5.A
PUBLIC HEARING - RESOLUTION TO ADOPT THE CITY OF KISSIMMEE COMMUNITY REDEVELOPMENT AGENCY BUDGET (DOWNTOWN KISSIMMEE CRA AND VINE STREET CRA) FOR FISCAL YEAR 2021

Request

Request the City Commission sitting as the Community Redevelopment Agency Board adopt the fiscal year 2021 budget for the City of Kissimmee Community Redevelopment Agency (Downtown Kissimmee and Vine Street CRAs).

Explanation

The fiscal year 2021 budget for the City of Kissimmee Redevelopment Agency, both Downtown and Vine Street CRAs, is presented to the City of Kissimmee Community Redevelopment Agency Board for approval and adoption.

The Tax Increment Financing (TIF) revenues for the CRAs are as follows:

Downtown Kissimmee: $2,222,675
Vine Street: $989,536

The entire budget for each CRA is as follows:

Downtown Kissimmee: $3,490,186
Vine Street: $1,887,417

The Downtown Kissimmee CRA is funding debt service on previous development projects and continuing to support legacy projects in Downtown Kissimmee, such as the Beaumont Redevelopment project.

The Vine Street CRA will be working on upgraded streetlighting along the corridor, demolition of blighted structures and other redevelopment projects.

Recommendation

Staff recommends the City Commission sitting as the Community Redevelopment Agency Board adopt the fiscal year 2021 budget for the City of Kissimmee Community Redevelopment Agency (Downtown Kissimmee and Vine Street CRAs).

REQUESTED CITY COMMISSION ACTION:

Adopt

Department: City Manager
Presenter: CRAIG HOLLAND

Attachment(s):

City of Kissimmee

1. Downtown Kissimmee and Vine Street CRA budgets
2. RESOLUTION for annual COKCRA budget2021

ITEM 5.B
PUBLIC HEARING - ADOPTION OF FINAL MILLAGE LEVY AND FINAL BUDGET FOR FISCAL YEAR 2020-2021

Request

Adoption of final millage levy of 4.6253 mills and final budget of $205,508,253 for fiscal year 2020-2021.

Explanation

Public notice of this hearing was given via an advertisement placed in the newspaper on September 20, 2020. The entire procedure, including the following order of discussion, is specified within State Statutes and should be followed explicitly.

RESOLUTION FOR THE PROPOSED OPERATING MILLAGE

1. State that the Proposed Operating Millage is 4.6253 which is 6.49% more than the Rolled Back Rate of 4.3435.

2. Call for public comments or questions.

3. Have Attorney read the Resolution title and vote on adoption.

RESOLUTION ADOPTING THE FINAL BUDGET

1. The Resolution will adopt a Final Budget of $205,508,253 and authorize 784 full and part-time positions. A schedule of positions authorized for each department and summaries of each Fund are attached to the Resolution.

2. Call for public comments or questions.

3. Have Attorney read the Resolution title and vote on adoption.

BACKGROUND:

The Tentative Millage and Tentative Budget were adopted by Resolutions approved at the September 9th Public Hearing.

As indicated above, the proposed millage rate is 4.6253 mills which is the same millage rate that was levied for the current budget year. The final budget for the General Fund remained relatively the same as what was presented in July, with the exception of $375,478 added to the estimated collections for current fiscal year for State Revenue Sharing, which increase the fund balance available for General Fund at the beginning of Fiscal Year 2021. This budget also includes changes to Public Works Engineering Division and Facilities Maintenance to include a reorganization of these departments as approved by the Commission in July and effective on July 8, 2020. This does not represent a material impact in the overall budget, and it will be covered by vacant positions within the respective divisions.

Recommendation

Staff requests that the Public Hearing be conducted as outlined above. In addition, staff recommends the Commission adopt the two Resolutions.

REQUESTED CITY COMMISSION ACTION:

Adopt

Department: Finance
Presenter: MIKE STEIGERWALD

Attachment(s):
1. Resolution Operating Millage FINAL.21
2. Resolution Operating Budget FINAL.21
3. 2020-2021 Budget Reports for Hearings

ITEM 7.A
COMMISSION MINUTES APPROVAL

Request

Request Commission approval of Minutes for the August 18, 2020 Toho Interviews, August 18, 2020 Commission Meeting, and August 25, 2020 Special Session for Election Ballot.

Explanation

Minutes of the Commission meetings held on August 18, 2020 (two meetings) and August 25, 2020 are attached for approval.

Recommendation

Staff recommends Commission approval.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager
Presenter:

Attachment(s):
1. Commission Meeting - Toho Board Interviews - August 18 2020
2. Commission Meeting - August 18 2020
3. Commission Special Session - Election Ballot - August 25 2020

ITEM 7.B
RATIFICATION OF EXECUTIVE ORDERS 2020-26 AND 2020-27

Request

City Commission ratification of Executive Order 2020-26 issued September 7, 2020 and Executive Order 2020-27 issued September 14, 2020 for the extension of the Local Declaration of Emergency to September 20, 2020.

Explanation

City Manager Steigerwald, as authorized by City Code Section 15-1-5, issued the original Local State of Emergency on March 16, 2020. Several extensions of the original Executive Order have been necessary due to the ongoing threat to the health and safety of our citizens. Executive Order 2020-26 and 2020-27 extend the original order through September 20, 2020.

Recommendation

Ratification of Executive Orders extending the State of Emergency.

<u>REQUESTED CITY COMMISSION ACTION:</u>

Adopt
Approve

Department: City Manager
Presenter: MIKE STEIGERWALD

Attachment(s):
1. Ratification of Emergency Proclamation 2020-26 (Expires September 13 2020)
2. 2020-26 Executive Order 2020-26 Extension of Local State of Emergency Declaration (Expires September 13, 2020)
3. Ratification of Emergency Proclamation 2020-27 (Expires September 20 2020)
4. 2020-27 Executive Order 2020-27 Extension of Local State of Emergency Declaration (Expires September 20, 2020)

ITEM 7.C
APPROVAL TO ENTER INTO A ONE-YEAR LEASE WITH KISSIMMEE MAIN STREET FOR 421 BROADWAY

Request

Approval of the City Commission/CRA Board to enter into a one-year lease agreement with Kissimmee Main Street for the Main Street office and Kissimmee Welcome Center located at 421 Broadway Avenue.

Explanation

In October of 2012, the City of Kissimmee Community Redevelopment Agency (CRA) entered into a one-year lease with Kissimmee Main Street (KMS) for the Keys Welcome Station located at 421 Broadway, Kissimmee, FL, 34741. The CRA extended the one-year lease with KMS consecutively in 2013, 2014 and 2015.

Although KMS has remained in the space since 2015, the CRA and KMS have not entered into a formal lease agreement since that time. In 2015, the KMS staff became City employees and it was determined a lease was no longer needed. Last year, KMS staff were no longer City employees with changes to the funding agreement. Therefore, staff proposes the City Commission/CRA re-enter into a lease with KMS. Staff recommends the City Commission/CRA allow KMS to remain in the space for an additional year which will automatically renew for two (2) additional one-year terms.

The lease will commence on October 1, 2020 and expire on September 30, 2021 and will require payment of $1.00 a year with a security deposit of $300.

Recommendation

City Commission/CRA Board approval of a one-year lease with Kissimmee Main Street for 421 Broadway Avenue.

<u>REQUESTED CITY COMMISSION ACTION:</u>

Approve

Department: Development Services
Presenter:

Attachment(s):
1. Lease - Kissimmee Main St. (421 Broadway) Final

ITEM 7.D
DISCLAIMER OF INTEREST AND RELEASE FOR PG'S WINGS AND MORE KISSIMMEE, LLC. REGARDING WEST OAK STREET PROJECT

Request

Approval of Disclaimer of Interest and Release for PG's Wings and More Kissimmee LLC.

Explanation

The Commission previously passed Resolution 31-2019 approving the City's power of eminent domain for the purpose of acquiring the necessary property interest for the West Oak Street widening and improvement project. This property is located at 1209 West Oak Street, Kissimmee FL 34741 and owned by MNA Oak Street, with whom the Commission has previously approved a Purchase Agreement for the portion of the parking lot needed for the road project.

Attached is the Disclaimer of Interest and Release for the tenant, PG's Wings and More Kissimmee LLC, to settle any claims they may have for business damages and hardship due to a portion of the parking lot being purchased for the road widening. The City shall pay the tenant $70,000 and $15,000 for attorneys fees. The cost for this project is reimbursed by the Florida Department of Transportation Local Agency Program Agreement, and corresponding Supplement Agreements, and does not require the City to match funds or cost-share.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
1010-45-4565-541-5006191	PW1729	Decrease	$3,179,250	$85,000

Financial Summary:

Adequate funding is available in the grant project for these expenditures.

Recommendation

Staff recommends approval of the Disclaimer of Interest and Release Agreement with PG's Wings and More Kissimmee LLC.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Attorney
Presenter:

Attachment(s):

1. PGs disclaimer

ITEM 7.E
EXTEND CONTRACT WITH ALL AMERICAN AUTO BODY SHOP INC. FOR FLEET REPAIR SERVICES

Request

Approval to extend contract with All American Auto Body Shop Inc. as the City's primary fleet repair services vendor.

Explanation

All American Auto Body Shop Inc. is currently under contract with the City and we are requesting an extension. The original 1 year contract (attached is previous agreement), was approved by the City Commission with an effective date of August 6, 2019 and the option of extending contract for additional 1-year terms. All American is one of the vendors providing the automotive body repairs for the City, and was granted the contract through the City's bidding process.

The Fleet Division would like to continue the services with All American Body Shop due to their competitive pricing in comparison to other body shops in the area and quality work they have performed.

Recommendation

City Commission approval to extend All American Auto Body Shop Inc. as the City's primary fleet repair services vendor.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):
1. All American Autobody Contract Extention
2. All American Auto Body Inc. 2019 - PREVIOUS Agreement

ITEM 7.F
CONTRACT FOR AUCTIONEER SERVICES WITH GEORGE GIDEON AUCTIONEER INC.

Request

Approval of a contract to reinstate auctioneer services with George Gideon Auctioneers, Inc.

Explanation

Manheim Remarketing, Inc., D/B/A Manheim Central Florida (Manheim), provided the City with auctioneering services for the sale of surplus vehicles and equipment. The Public Works Fleet division has provided notice to Manheim of the City's intent to terminate the agreement with Manheim for its failure to pick up auction items as required by the contract thus placing Manheim in default of the contract.

As a result, staff is requesting to reinstate services with our previous vendor, George Gideon Auctioneers, Inc., to provide the City’s auction services. Gideon's prices are competitive and the City received great service from the company in the past.

Additionally, staff is requesting the Commission authorize George Gideon Auctioneers Inc, be permitted to dispose of assets previously assigned to Manheim for final disposition since Manheim failed to perform.

Recommendation

Staff recommends approval to reinstate auctioneer services with George Gideon Auctioneers, Inc.

<u>REQUESTED CITY COMMISSION ACTION:</u>

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):
1. George Gideon Auctioneers - Contract

ITEM 7.G
FIRST AMENDMENT OF JANITORIAL SERVICES CONTRACT WITH HIGH SOURCES, INC.

Request

Approval to amend the existing janitorial services contract with High Sources, Inc. to include providing services for an additional seven (7) City facilities.

Explanation

The City's contract for janitorial services includes a specific list of facilities for daily/weekly cleaning; however, staff is recommending that additional facilities be added to the contract. After conducting in-house cleaning services at these facilities over the past several years, staff analysis has found that contracting these services out would be the most cost effective solution moving forward.

The additional facilities that will be added to the existing contract are as follows:

1) 401 Dyer Boulevard
2) 101 North Dyer Boulevard
3) 4009 4th Street
4) 101 Church Street
5) 8 North Stewart
6) 400 Mabbette
7) 1701 Jack Calhoun Drive

These added locations will add a total area of 177,333 square feet to the contract.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
5560-45-4560-519-5003435			$218,000	$218,000

Financial Summary:

Adequate funding will be available in the Facilities budget for fiscal year 2021 upon Commission approval. Providing services for the facilities listed above required an additional $118,000 to be included in the FY 2021 budget request. The budget number above properly reflects this increase.

Recommendation

Approval to amend the existing janitorial services contract with High Sources, Inc.to include providing services for an additional seven (7) City facilities.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):

1. First admendment to agreement between City of Kissimmee and High Sources, Inc.

ITEM 7.H
DISPOSAL OF CITY ASSETS

Request

Approval to dispose of the asset items detailed in the attached report.

Explanation

The Charter states that the City Manager “shall not dispose of property belonging to the City, except on authority of the City Commission.” Therefore, staff is requesting approval to dispose of the items included on the attached list.

The items included on the attached list are slated to be auctioned or junked and have not previously been approved for disposition by the City Commission. These items will be placed up for auction via George Gideon Auctioneers, Inc. live auction or George Gideon Auctioneers, Inc. online auction.

The items included on the last page were previously approved to be disposed of by Manheim Central Florida. Staff is now requesting permission for George Gideon Auctioneers to dispose of these assets as Manheim Central Florida did not follow through on retrieving those items.

Recommendation

Staff requests Commission approval to remove these items from the City’s equipment inventory listing and to send those items to the auction for disposition.

<u>REQUESTED CITY COMMISSION ACTION:</u>

Approve

Department: Finance
Presenter:

Attachment(s):
1. Auction COK09'20

ITEM 8.A
ANNUAL ADVISORY BOARD APPOINTMENTS

Request

Commission reappointment of existing board members who wish to continue serving and/or make appointments to fill any vacancies. All current board members continue to serve until reappointed or replaced.

Explanation

The list of annual appointments by Commission Seat is attached. Appointments are assigned to the individual City Commissioner in order of rotation. Two appointments have been added for the Fire and Police Pension Boards; these board terms expire September 30, 2020. Currently, we have appointments for the following boards:

Board of Adjustment
Fire Pension Board
Police Pension Board

Each of the boards have individual requirements for residency as well as additional qualifications such as architects, engineers, business owner, etc. You will find the qualifications for the current board member on the attached list which also includes their desire to be reappointed or replaced. Active Applications for boards with vacancies have been supplied to the Commission. At the September 9, 2020 Commission meeting, the Commission voted to approve a 30-day extension for the Board of Adjustment vacancy in order to gather additional applications from qualified candidates. The new Commission extension expires October 6, 2020.

Recommendation

Staff requests the Commission reappoint active board members who wish to continue to serve and/or make appointments to fill any vacancies.

<u>REQUESTED CITY COMMISSION ACTION:</u>

Appoint/Reappoint

Department: City Manager
Presenter: MIKE STEIGERWALD

Attachment(s):

1. Appointments by Seat 09-22-2020