



**COMMISSION AGENDA
SESSION OF THE CITY COMMISSION TO BE HELD AT THE
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, MAY 4, 2021
6:00 PM**

**PUBLIC ACCESS AND PARTICIPATION AVAILABLE IN-PERSON* OR VIA
COMMUNICATIONS MEDIA TECHNOLOGY (CMT) INSTRUCTIONS AT
WWW.KISSIMMEERESPONDS.COM/PUBLICMEETINGS**

IN-PERSON ACCESS LIMITED TO SOCIALLY DISTANCED OCCUPANCY LOAD

**TO SEND PUBLIC COMMENT PRIOR TO THE MEETING SEND TO
CITYCLERKEMAIL@KISSIMMEE.GOV
OR CALL 407-518-2308 FOR ASSISTANCE**

1. MEETING CALLED TO ORDER

"As a courtesy to others, please silence all electronic devices during the meeting."

"Citizens desiring to speak under Hear Audience shall submit a request form for the City Clerk prior to the meeting. Forms are available at the door or from the City Clerk."

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

3. PROCLAMATIONS AND SPECIAL PRESENTATIONS

3.A PROCLAMATION - NATIONAL DAY OF PRAYER

The request is for the City Commission to present a Proclamation in honor of "National Day of Prayer."

3.B PROCLAMATION - FOSTER YOUTH CONNECTION MONTH

The request is for the City Commission to present a Proclamation in honor of "Foster Youth Connection Month."

3.C PROCLAMATION - LUPUS AWARENESS MONTH

The request is for the City Commission to present a Proclamation in honor of "Lupus Awareness Month."

3.D PRESENTATION OF THE FLORIDA DEPARTMENT OF TRANSPORTATION'S SOUTH JOHN YOUNG PARKWAY WIDENING PROJECT

Presentation of the Florida Department of Transportation's South John Young Parkway widening project.

3.E PRESENTATION OF RETIREMENT WATCH TO HEALTH & SAFETY CHIEF KAREN HUNTER

Chief Walls to present retirement watch to Health & Safety Chief Karen Hunter

3.F SWEARING IN CEREMONY FOR NEWLY PROMOTED BATTALION CHIEF, LIEUTENANT AND ENGINEER

Staff requests that Eric Gentry, Geoff Miller and Luis Pena be sworn in to their newly appointed positions.

3.G SWEARING IN CEREMONY FOR NEW FIREFIGHTER

Staff requests that our newest employee be sworn in as a City of Kissimmee firefighter.

3.H SWEARING IN FOR NEW POLICE OFFICERS (PRE-RECORDED)

Swearing in and administering of oath for new hires not previously sworn in during the COVID-19 Pandemic.

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

4.A PUBLIC HEARING - SECOND AND FINAL READING - PROPOSED ORDINANCE #21-03 AMENDING CHARTER SCHOOL ADVISORY BOARD

AN ORDINANCE AMENDING CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, TITLE II ADMINISTRATION, CHAPTER 2-3, BOARDS AND COMMISSIONS, SECTION 23, CHARTER SCHOOL ADVISORY BOARD AMENDING

MEMBERSHIP AND QUORUM REQUIREMENTS; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE

Approval of the Second and Final Reading of Proposed Ordinance 21-03.

4.B PUBLIC HEARING - SECOND AND FINAL READING - PROPOSED ORDINANCE #21-04 RELATING TO PEDESTRIAN SAFETY

AN ORDINANCE OF THE CITY OF KISSIMMEE, FLORIDA, RELATING TO PEDESTRIAN SAFETY; CREATING CHAPTER 9-8; PEDESTRIAN SAFETY AND SECTIONS 9-8-1 THROUGH 9-8-5; PROHIBITING PEDESTRIAN ACTIVITY IN CERTAIN MEDIANS; ADOPTING OSCEOLA COUNTY SECTION 18-4 ON CERTAIN PUBLIC ROADS; AND PROVIDING AN EFFECTIVE DATE

Approval of the Second and Final Reading of Proposed Ordinance 21-04.

4.C PUBLIC HEARING - SECOND AND FINAL READING - PROPOSED ORDINANCE #21-05 AMENDING TITLE VII, POLICE AND TRAFFIC - PARKING ENFORCEMENT

AN ORDINANCE AMENDING CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, TITLE VII, POLICE AND TRAFFIC, CHAPTER 7-3, PARKING ENFORCEMENT, SECTION 7-3-1, VEHICLE REGULATIONS AFFECTING PARKING IN CITY; REORDERING, ADDING AND MODIFYING PROVISIONS TO CORRESPOND WITH VIOLATIONS LISTED IN SECTION 1-1-99, GENERAL PENALTIES; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE

Approval of the Second and Final Reading of Proposed Ordinance 21-05.

5. PUBLIC HEARINGS

None.

6. HEAR AUDIENCE

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

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 the April 20, 2021 Commission Minutes.

7.B AWARD OF CDBG FUNDS TO HABITAT FOR HUMANITY OF GREATER ORLANDO AND OSCEOLA COUNTY, INC FOR ROOF REPLACEMENT PROGRAM

Approval to award Habitat for Humanity of Greater Orlando and Osceola County, Inc. CDBG funding in an amount not to exceed \$72,000 to administer the construction activities of the City's Roof Replacement Program.

7.C CONTRACT AGREEMENT WITH GLOBAL PUBLIC SAFETY, LLC. FOR POLICE DEPARTMENT VEHICLE UPFITTING SERVICES

Approval to enter into a contract agreement with Global Public Safety, LLC. for vehicle upfitting services.

7.D GROUND LEASE FOR LAND AT THE AIRPORT'S BUSINESS AIRPARK WITH MACH1 AVIATION, LLC

Approval of a ground lease to construct an aircraft hangar on a land parcel located at the Airport's Business Airpark.

7.E RATIFICATION OF EXECUTIVE ORDERS 2021-13 AND 2021-14

City Commission ratification of Executive Order 2021-13 issued April 19, 2021, and Executive Order 2021-14 issued April 26, 2021 for the extension of the Local Declaration of Emergency to May 2, 2021.

7.F INTEGRATED SUPPLY AGREEMENT WITH GENUINE PARTS COMPANY (NAPA)

Approval to extend the NAPA agreement for an additional year for Fleet parts and services.

8. DISCUSSION ITEMS

8.A APPROVAL OF THE CITY OF KISSIMMEE STRATEGIC PLAN, ACTION AGENDA, AND DEPARTMENT STRATEGIES FOR FISCAL YEAR 2021-22

Request approval of the updated Strategic Plan, Action Agenda, and Department strategies for fiscal year 2021-22.

8.B ADVISORY BOARD VACANCIES - PARKS AND RECREATION AND BOARD OF ADJUSTMENT

Commission requested to appoint two replacements to fill the vacancy on the Parks and Recreation Advisory Board due to the death of current member Richard H. Jennings and the second vacancy on the Board of Adjustment due the resignation of Luis A. Martinez, Sr.

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.GOV, PRIOR TO THE MEETING (FS 286.26).

ITEM 3.A

PROCLAMATION - NATIONAL DAY OF PRAYER

Request

The request is for the City Commission to present a Proclamation in honor of "National Day of Prayer."

Explanation

N/A

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation-National Day of Prayer.2021

ITEM 3.B

PROCLAMATION - FOSTER YOUTH CONNECTION MONTH

Request

The request is for the City Commission to present a Proclamation in honor of "Foster Youth Connection Month."

Explanation

N/A

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation-Foster Youth Connection Month.2021

ITEM 3.C

PROCLAMATION - LUPUS AWARENESS MONTH

Request

The request is for the City Commission to present a Proclamation in honor of "Lupus Awareness Month."

Explanation

N/A

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation-Lupus Awareness Month.2021

ITEM 3.D

PRESENTATION OF THE FLORIDA DEPARTMENT OF TRANSPORTATION'S SOUTH JOHN YOUNG PARKWAY WIDENING PROJECT

Request

Presentation of the Florida Department of Transportation's South John Young Parkway widening project.

Explanation

The FDOT Director of Transportation Development, Loreen Bobo, would like to present the City Commission with an overview of the future widening project on South John Young Parkway as requested.

Department: Public Works & Engineering

Presenter: Loreen Bobo

Attachment(s):

1. S. JYP Widening Project - FDOT Presentation

ITEM 3.E

PRESENTATION OF RETIREMENT WATCH TO HEALTH & SAFETY CHIEF KAREN HUNTER

Request

Chief Walls to present retirement watch to Health & Safety Chief Karen Hunter

Explanation

Health & Safety Chief Karen Hunter retired from the City on April 30, 2021 after 34 1/2 years of dedicated service. She started with the Department in 1986 as a firefighter/paramedic. In 1994 she transferred to Fire Administration as the Administrative Lieutenant and was then promoted to the EMS Chief in 1999, becoming the first female chief in the Department's history.

Karen's efforts have helped make the Department a leader in the fire service. Her personal commitment to excellence and outstanding service can be seen in the many things she does. Over her years with the Department she has served on many committees, including heading the Share Your Christmas Food Drive for many years. In addition to running the EMS Division, she also oversaw the fleet of apparatus, including the ordering & stocking of new apparatus as well as the maintenance of our current fleet.

Karen and her husband, Duane, who also recently retired, met while working for the KFD and are looking forward to enjoying their retirement together.

Karen has been a huge asset to the GIFT and she will be greatly missed. We wish Karen all the best, and a long and happy retirement.

Department: Fire
Presenter: James Walls

Attachment(s):

None

ITEM 3.F

SWEARING IN CEREMONY FOR NEWLY PROMOTED BATTALION CHIEF, LIEUTENANT AND ENGINEER

Request

Staff requests that Eric Gentry, Geoff Miller and Luis Pena be sworn in to their newly appointed positions.

Explanation

On May 1, 2021 Eric Gentry was promoted to the position of Battalion Chief of EMS & Safety. This vacancy was created by the retirement of Karen Hunter.

On May 1, 2021 Geoff Miller was promoted to the position of Lieutenant. He will be working in Administration as the EMS Lieutenant.

On May 1, 2021 Luis Pena was promoted to the position of Engineer. This vacancy was created by the promotion of Geoff Miller.

Department: Fire

Presenter: James Walls

Attachment(s):

None

ITEM 3.G

SWEARING IN CEREMONY FOR NEW FIREFIGHTER

Request

Staff requests that our newest employee be sworn in as a City of Kissimmee firefighter.

Explanation

Tommy Hill was hired on April 12, 2021 by the Fire Department.

The Fire Department requests that he be sworn-in in front of the City Commission to reflect the professionalism and respect that the job reflects. This will also allow the Commissioners an opportunity to meet the new firefighters that will be serving this city.

Department: Fire

Presenter: James Walls

Attachment(s):

None

ITEM 3.H

SWEARING IN FOR NEW POLICE OFFICERS (PRE-RECORDED)

Request

Swearing in and administering of oath for new hires not previously sworn in during the COVID-19 Pandemic.

Explanation

New Police Officers have been hired as employees by the City of Kissimmee Police Department. Having the Officers sworn in at City Commission meetings serves as a formal introduction to the Mayor, City Commissioners, the citizens and the community. The procedure of swearing in new Officers instills formality and professionalism at the start of their careers with the City of Kissimmee. Due to the COVID-19 Pandemic, there has been an inability to conduct this ceremony in the presence of the Commission. With the permission of the City Manager's office, the Police Department recorded a swearing in ceremony at the Civic Center that we request be played during the next Commission meeting.

The new Officers sworn in:

Joshua Acevedo
Brienna Brown
Andrew Cason
Djeny Charles
Luis Fernandez
Jonathan Fernandez
Michael Marion
Jaylynn Nieves
Manuel Pepin
Ivan Ramos
Brandon Salgado
Cole Tuttle
Dariel Quiles-Davila

Department: Police
Presenter: Jeffrey Odell

Attachment(s):

None

ITEM 4.A

PUBLIC HEARING - SECOND AND FINAL READING - PROPOSED ORDINANCE #21-03 AMENDING CHARTER SCHOOL ADVISORY BOARD

AN ORDINANCE AMENDING CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, TITLE II ADMINISTRATION, CHAPTER 2-3, BOARDS AND COMMISSIONS, SECTION 23, CHARTER SCHOOL ADVISORY BOARD AMENDING MEMBERSHIP AND QUORUM REQUIREMENTS; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE

Request

Approval of the Second and Final Reading of Proposed Ordinance 21-03.

Explanation

Employees and spouses of employees of a charter school management company are prohibited under Florida law to serve on the school's governing board. To ensure compliance, the City must change its code and remove the teacher from the board as a voting member.

By removing the teacher representative's vote, it leaves six members on the board. To prevent tied votes, staff is recommending a reduction of the total number of board members to five voting members and one non-voting teacher representative.

The Charter School Advisory Board currently has one vacancy. The change in total board members will only impact the one vacant seat and no recent Board appointee's service will be impacted.

Additional changes include clarifying language that allows the Advisory Board to approve the school's budget and provides for additional oversight by City staff for any goods and services expenditures over \$50,000.

Recommendation

Staff recommends approval of the Second Reading.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Attorney

Presenter: Mike Steigerwald

Attachment(s):

1. Proof of Advertising - Proposed Ordinance 21-03 Charter School Advisory Board (5-04-2021)
2. Proposed Ordinance Amending Charter School Advisory Board. Final (1)

ITEM 4.B

PUBLIC HEARING - SECOND AND FINAL READING - PROPOSED ORDINANCE #21-04 RELATING TO PEDESTRIAN SAFETY

AN ORDINANCE OF THE CITY OF KISSIMMEE, FLORIDA, RELATING TO PEDESTRIAN SAFETY; CREATING CHAPTER 9-8; PEDESTRIAN SAFETY AND SECTIONS 9-8-1 THROUGH 9-8-5; PROHIBITING PEDESTRIAN ACTIVITY IN CERTAIN MEDIANS; ADOPTING OSCEOLA COUNTY SECTION 18-4 ON CERTAIN PUBLIC ROADS; AND PROVIDING AN EFFECTIVE DATE

Request

Approval of the Second and Final Reading of Proposed Ordinance 21-04.

Explanation

At the City Commission Retreat on January 15, 2021, the Commission determined that developing a panhandling strategy was a top priority Item in the strategic plan. As a result of that direction, Staff has drafted this new ordinance to discourage pedestrian use of narrow medians at specifically identified busy intersections with a proven record of higher accident incidents, for any purpose other than crossing the street. This will allow for greater enforcement and deterrence of activities in the roadways and will promote the safety of pedestrians and motorists alike.

Department: City Attorney

Presenter:

Attachment(s):

1. Proof of Advertisement - Proposed Ordinance 21-04 Pedestrian Safety (05-04-2021)
2. Pedestrian Safety Ordinance Final

ITEM 4.C

PUBLIC HEARING - SECOND AND FINAL READING - PROPOSED ORDINANCE #21-05 AMENDING TITLE VII, POLICE AND TRAFFIC - PARKING ENFORCEMENT

AN ORDINANCE AMENDING CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, TITLE VII, POLICE AND TRAFFIC, CHAPTER 7-3, PARKING ENFORCEMENT, SECTION 7-3-1, VEHICLE REGULATIONS AFFECTING PARKING IN CITY; REORDERING, ADDING AND MODIFYING PROVISIONS TO CORRESPOND WITH VIOLATIONS LISTED IN SECTION 1-1-99, GENERAL PENALTIES; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE

Request

Approval of the Second and Final Reading of Proposed Ordinance 21-05.

Explanation

This proposed ordinance would amend Section 7-3-1 to include all parking violations listed in Section 1-1-99, General Penalty. Section 1-1-99 lists five parking violations that are not currently included in Section 7-3-1, which outlines the rules for parking within the city limits. This change would ensure more effective enforcement of the City's parking regulations.

Department: City Attorney

Presenter: Olga Sanchez De Fuentes

Attachment(s):

1. Ordinance. Vehicle Regulations affecting Parking in City
2. Proof of Advertisement - Proposed Ordinance 21-05 Parking Enforcement (5-04-2021)

ITEM 7.A

COMMISSION MINUTES APPROVAL

Request

Request Commission approval of the April 20, 2021 Commission Minutes.

Explanation

Minutes of the Commission meeting held on April 20, 2021 are attached for approval.

Recommendation

Staff recommends Commission approval.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. Commission Minutes - April 20 2021 (updated)

ITEM 7.B

AWARD OF CDBG FUNDS TO HABITAT FOR HUMANITY OF GREATER ORLANDO AND OSCEOLA COUNTY, INC FOR ROOF REPLACEMENT PROGRAM

Request

Approval to award Habitat for Humanity of Greater Orlando and Osceola County, Inc. CDBG funding in an amount not to exceed \$72,000 to administer the construction activities of the City's Roof Replacement Program.

Explanation

In Program Year (PY) 20, the City of Kissimmee allocated \$72,000 in CDBG funds to the Owner Occupied Rehabilitation Program to rehabilitate owner occupied homes. In order to maximize the use of the funds, a Roof Replacement program has been launched. The program offers participants up to a maximum of \$12,000 in the form of a five (5) year deferred forgivable loan at zero percent interest to fix damaged roofs. The \$72,000 is broken out as follows; \$2,000 to pay for roof inspections and \$70,000 to pay for roof replacements including the cost of contingency and administrative fees. As more CDBG monies become available, more funds may be reallocated to the program.

The City has selected Habitat for Humanity of Greater Orlando and Osceola County, Inc. as a subrecipient to administer the construction portion of the program since the City already has a relationship with Habitat as they are a partner in other housing rehabilitation programs.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
11125108-508282	11118	Decrease	\$123,642	\$70,000
11125103-503131	11120	Decrease	\$15,000	\$2,000

Financial Summary:

There is no fiscal impact to the General Fund since this is a grant funded project.

Recommendation

Staff recommends approval to award CDBG funding in an amount not to exceed \$72,000 to Habitat for Humanity of Greater Orlando and Osceola County, Inc. to administer the construction activities of the City's Roof Replacement Program.

City of Kissimmee

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter:

Attachment(s):

1. CDBG Subrecipient_Habitat-Roof Replacement - executed by H4H

ITEM 7.C

CONTRACT AGREEMENT WITH GLOBAL PUBLIC SAFETY, LLC. FOR POLICE DEPARTMENT VEHICLE UPFITTING SERVICES

Request

Approval to enter into a contract agreement with Global Public Safety, LLC. for vehicle upfitting services.

Explanation

Vehicle upfitting can be described as the installation process an agency vehicle requires to become operational, such as emergency lighting. The Police Department's current contract with Global Public Safety, LLC is set to expire on April 30, 2021. Global Public Safety, LLC. is a local vendor with positive reviews, competitive pricing, great customer service practices and Police Department operational efficiency has benefited from this partnership with Global Public Safety, LLC. If executed, the contract period would be from the date of signing to June 1, 2024.

The City's procurement guidelines were satisfied via Global Public Safety's GSA Contract (GS-30F-030BA) and Global Public Safety, LLC. has provided written permission for procurement under this contract.

Recommendation

Staff recommends Commission approval of the contract with Global Public Safety, LLC.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter:

Attachment(s):

1. Global. Vehicle Upfitting. Co-op Agreement. COK.2021. V2-Signed
2. Global Public Safety Authorized Federal Supply List I-FSS-600

ITEM 7.D

GROUND LEASE FOR LAND AT THE AIRPORT'S BUSINESS AIRPARK WITH MACH1 AVIATION, LLC

Request

Approval of a ground lease to construct an aircraft hangar on a land parcel located at the Airport's Business Airpark.

Explanation

MACH 1 Aviation, LLC (Lessee) desires to enter into a ground lease agreement for a parcel of land located at the Airport's Business Airpark (Parcel# 19-25-29-1553-0001-FD10) to construct one (1) aircraft hangar for aircraft storage. The aircraft hangar will consist of 39,600 square feet which includes interior office space. This lease will also include 30 parking spaces and 34,560 square feet of paved aircraft operations area (AOA).

The term of this Lease will be for a thirty (30) year period, with the period commencing on the first day of May 2021 and ending on the last day of April 2051.

The cost to construct the facility, including design, airspace study, vehicle parking and street access, will be at the sole cost and expense of the Lessee. The value of the improvements and investment by the Lessee on the site will be approximately \$1,200,000.

Recommendation

Staff recommends Commission approval of a ground lease to construct an aircraft hangar on land located at the Airport's Business Airpark.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. MACH1 Ground Lease Agreement + Exhibits A-B-C-D

ITEM 7.E

RATIFICATION OF EXECUTIVE ORDERS 2021-13 AND 2021-14

Request

City Commission ratification of Executive Order 2021-13 issued April 19, 2021, and Executive Order 2021-14 issued April 26, 2021 for the extension of the Local Declaration of Emergency to May 2, 2021.

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 2021-13 and 2021-14 extend the original order through May 2, 2021.

Recommendation

Ratification of Executive Orders extending the State of Emergency.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter:

Attachment(s):

1. Ratification of Emergency Proclamation 2021-13 (Expires April 25 2021)
2. 2021-13 Executive Order 2021-13 Extension of Local State of Emergency Declaration (Expires April 25 2021)
3. Ratification of Emergency Proclamation 2021-14 (Expires May 2 2021)
4. 2021-14 Executive Order 2021-14 Extension of Local State of Emergency Declaration (Expires May 2 2021)

ITEM 7.F**INTEGRATED SUPPLY AGREEMENT WITH GENUINE PARTS COMPANY (NAPA)****Request**

Approval to extend the NAPA agreement for an additional year for Fleet parts and services.

Explanation

The Fleet Maintenance division contracts with NAPA to provide parts services and operations. The contract is set to expire on July 20, 2021 and the division is looking to extend the contract for another year in order to adequately allow the implementation and integration of the MUNIS system, the City's new enterprise software.

All terms, including rates, remain the same with this extension.

Recommendation

City Commission approval to extend the NAPA agreement for an additional year for Fleet parts and services.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. Napa Contract

ITEM 8.A

APPROVAL OF THE CITY OF KISSIMMEE STRATEGIC PLAN, ACTION AGENDA, AND DEPARTMENT STRATEGIES FOR FISCAL YEAR 2021-22

Request

Request approval of the updated Strategic Plan, Action Agenda, and Department strategies for fiscal year 2021-22.

Explanation

Each year the City Commission holds an annual planning retreat to develop priorities and a vision that ultimately forms the City of Kissimmee's Strategic Plan.

The draft Strategic Plan was developed from this year's annual planning retreat held in January. The retreat identified and ranked both Policy & Management Targets for Action for fiscal year 2020-21 as well as five- and fifteen-year long-term goals and visions for the City.

As part of the overall planning process, each City department also identifies a series of Strategies to be carried out during the 2020-21 fiscal year; all Strategies & Initiatives directly support the Commission's short- and long-term vision.

The approved Strategic Plan, Targets for Action, and department Strategies & Initiatives will be utilized in preparing the budget for the upcoming fiscal year.

Recommendation

Staff recommends the adoption of updated City of Kissimmee strategic plan, action agenda, and each department's strategies for the upcoming fiscal year.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. Strategic Plan 2021
2. Action Agenda 2021
3. Department Strategies & Initiatives FY 2021-22

ITEM 8.B

ADVISORY BOARD VACANCIES - PARKS AND RECREATION AND BOARD OF ADJUSTMENT

Request

Commission requested to appoint two replacements to fill the vacancy on the Parks and Recreation Advisory Board due to the death of current member Richard H. Jennings and the second vacancy on the Board of Adjustment due the resignation of Luis A. Martinez, Sr.

Explanation

Parks and Recreation staff received notification on April 6th that Board Member Richard H. Jennings had passed away unexpectedly. On April 16th Development Services staff received a resignation letter from Board of Adjustment member Luis A. Martinez, Sr. who was hired by the City and is therefore no longer eligible to serve on the Board. Both of these vacancies occurred outside of the annual appointment process; as such staff is requesting that Mr. Jennings' term, due to expire May 31, 2021, be extended to May 31, 2024. This will eliminate the need for it to come back to the Commission for reappointment in less than 30-days.

Appointments are assigned to individual Commissioners in order of rotation. Next in the rotation is Seat # 5 which has been assigned the Parks and Recreation vacancy followed by Seat # 1 with the Board of Adjustment vacancy. All qualified applications will be provided to each of the Commissioners making these appointments.

These boards each have individual requirements for residency as well as additional items such as architects, engineers, business owners, etc. You will find the qualifications for the board member on the attached list.

The Commission will have 30-days to make these appointments or an extension will be necessary. If no extension is requested, the appointment will automatically rollover to the next Commissioner in the rotation.

Recommendation

Staff recommends the Commission make appointments to fill both vacancies.

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. Appointments by Seat 5-04-2021