MEETING AGENDA
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, MARCH 7, 2023 AT 6:00 PM

1. MEETING CALLED TO ORDER

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

3. PROCLAMATIONS AND SPECIAL PRESENTATIONS

3.A Recognition by the Florida City and County Management Association and Proclamation for the City of Kissimmee's 100th Anniversary of operating under the Council-Manager Form of Government

3.B Swearing In Three New Police Officers

3.C Employee of the Month for March - Randall 'RJ' Littlefield Jr.

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

5. PUBLIC HEARINGS

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 the handling of routine miscellaneous business of the City Commission. The City Commission in one motion may adopt the entire Consent Agenda. The motion for adoption is non-debatable and must receive unanimous approval. By request of any individual member, an item may be removed from the Consent Agenda for discussion.

7.A Approval of City Commission Minutes from the February 21, 2023 meeting

7.B Marin Plat - Final Plat (DRC# SR-22-0019)

7.C Award contract for basketball court resurfacing to The Nidy Sports Construction Co.

7.D Disposal of City Assets

7.E Business Leases for 1021 West Oak Street, Suite A, Suite B, and Suite E

7.F Cypress Ridge, Phase 2 (DRC# 16-00067) – Major Subdivision, Final Acceptance

7.G HiTIDE Manufacturing Group - Final Plat (DRC# SR-22-0016)

8. DISCUSSION ITEMS

8.A Advisory Board Vacancies: Board of Adjustment and Planning Advisory Board

9. HEAR CITY OFFICIALS

9.A CITY MANAGER

9.B CITY ATTORNEY

9.C CITY COMMISSION

10. ADJOURNMENT

In accordance with Florida Statutes 286.105: 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 State 286.26, persons needing assistance to participate in any of these proceedings should contact the Office of the City Clerk, 101 Church Street, Kissimmee, Florida, (407) 518-2309.

ITEM 3.A

Recognition by the Florida City and County Management Association and Proclamation for the City of Kissimmee's 100th Anniversary of operating under the Council-Manager Form of Government

Request

Request the Commission's acceptance of a Proclamation and a Recognition Award from the Florida City and County Management Association celebrating the 100th anniversary of the City of Kissimmee operating under the council-manager form of government.

Explanation

Mr. John W. Coffey, City Manager of Indian Harbour Beach representing the Florida City and County Management Association (FCCMA) will present the City Commission with the International City Management Association (ICMA) Recognition Award in celebration of the City's of Kissimmee's 100th year as a Commission Manager form of government. A Proclamation in honor of this milestone will also be read into the record.

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):
1. Proclamation- 100th Anniversary of the Council-Manager Form of Government

ITEM 3.B
Swearing In Three New Police Officers

Request

Swearing in and administering oaths to three new police officers.

Explanation

Three new police officers have been hired as employees of the City of Kissimmee Police Department. Having the officers sworn in at the City Commission Meetings serves as a formal introduction to the Mayor, the City Commission, 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.

The new police officers to be sworn in are:

Destiny Gonzalez
Trevoye Smith
Sasha Leach

Recommendation

REQUESTED CITY COMMISSION ACTION:

No Action

Department: Police
Presenter: Jeffrey Odell

Attachment(s):
1. (S) Police Officer Swearing In Oath - Destiny Gonzalez
2. (S) Police Officer Swearing In Oath - Trevoye Smith
3. (S) Police Officer Swearing In Oath - Sasha Leach

ITEM 3.C
Employee of the Month for March - Randall 'RJ' Littlefield Jr.

Request

That the City Commission join the City Manager in recognizing Randall 'RJ' Littlefield Jr, Public Works & Engineering, as March's Employee of the Month.

Explanation

It is a pleasure to announce that the City is recognizing Randall 'RJ' Littlefield Jr. as Employee of the Month for March. RJ is the Construction Project Manager for the Public Works Department and has been with us a little over 2 years.

RJ's work takes him to all areas of the City where he adeptly interacts with staff, contractors, vendors, and insurance adjusters to accomplish the task at hand. His construction knowledge and familiarity with the City's buildings are the keys to his success. Many city facilities were damaged, some heavily, by last year's hurricanes which added to Randall's workload – some to this day. He is a good communicator, keeping everyone in the loop as work progresses.

RJ's quiet demeanor and steady pace is reassuring to those involved with his projects. He doesn't express frustration, but eagerly and proficiently completes the task, however necessary. The Airport Administration building suffered extensive damage, and their staff have been grateful for RJ's steady assistance. For these qualities and more, the City is pleased to honor Randall.

Department: Human Resources & Risk Management
Presenter: Mike Steigerwald

Attachment(s):
None

ITEM 7.A
Approval of City Commission Minutes from the February 21, 2023 meeting

Request

Request Commission approval of the February 21, 2023 Commission Minutes.

Explanation

Minutes of the Commission meeting held on February 21, 2023 are attached for approval.

Recommendation

Staff recommends Commission approval.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Commission
Presenter:

Attachment(s):
1. (S) - City Commission Meeting Minutes - February 21, 2023

ITEM 7.B
Marin Plat - Final Plat (DRC# SR-22-0019)

Request

Approval of the final plat known as Marin Plat.

Explanation

The owner of the property, Investments & Properties DP, Inc., is requesting final plat approval without a guarantee since public improvements already serve the property. The property is located on the north side of Emmett Street, west of Thacker Avenue. The proposed plat would combine two lots into a single, .28 acre lot for residential development purposes.

Recommendation

Staff recommends approval of the final plat for the Marin Plat.

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

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):
1. (S) - SR-22-0019 - Marin Plat
2. SR-22-0019 -Marin Plat_VM

ITEM 7.C
Award contract for basketball court resurfacing to The Nidy Sports Construction Co.

Request

Approval to award a contract for basketball court resurfacing for multiple basketball courts throughout the City to The Nidy Construction Co.

Explanation

The Parks and Recreation Department would like to award the contract to resurface basketball courts at the following locations to The Nidy Construction Co.

Locations:

- Quail Hollow Park - Half Court
- Mark E Durbin at Lakeside - Two Courts
- Chambers Park Community Center - One and Half Courts
- Oak Street Community Center - Two Courts
- Mill Run Park - One Court
- Thacker Ave Elementary - Two Courts

The resurfacing of the courts will include all materials and labor for $53,304.72.

The City's procurement division has approved use of the selected vendor for this resurface project through the National Cooperative Purchasing Alliance Contract # 08-20, which is active until August 31, 2023.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00150206-506393	PR2213	Decrease	$53,305.00	$53,305.00

<u>Financial Summary:</u>

Adequate funds are available in project PR2213 account 00150206-506393.

Recommendation

Approval to award a contract for basketball court resurfacing for multiple basketball courts throughout the City to The Nidy Construction Co.

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

Approve

Department: Parks & Recreation
Presenter:

Attachment(s):
1. Basketball Courts Combined (City of Kissimmee)
2. NCPA _ Vendors _ Nidy Sports Construction
3. Vasco Award Letter
4. Vasco 5th Year Renewal Letter

ITEM 7.D
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 the 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.

Recommendation

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

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Finance
Presenter:

Attachment(s):
1. March Asset Disposal

ITEM 7.E
Business Leases for 1021 West Oak Street, Suite A, Suite B, and Suite E

Request

Approval of the three (3) business leases for 1021 West Oak Street, Suite A (Uptown Tax Services, LLC.), Suite B (Sakura Pets Inc.), and Suite E (Gentlemen's Quaters of Kissimmee, Inc.).

Explanation

The City Commission previously passed Resolution 02-14 approving the Local Agency Program (LAP) Agreement with the Florida Department of Transportation (FDOT) to obtain property necessary through eminent domain for the construction of improvements to the intersection of John Young Parkway and W. Oak Street. In 2019, the City purchased the property located at 1021 West Oak Street, using FDOT funding as part of the eminent domain action. As a result, the leases of the tenants in the building were assigned and assumed by the City, and the City became their landlord. In exchange for the tenants being able to remain on the property through 2022 with no increase in rent, the tenants waived any claims for business damages they might have had in the eminent domain action, and the City committed to constructing a parking cure on the property. The tenants have been paying rent to the City since that time. The construction of the parking cure project is ongoing, therefore Staff is recommending renewing the expired leases of the tenants. The leases shall be for a period of five (5) years, unless terminated early. The leases for the following tenants are being renewed:

The commercial tenant at 1021 West Oak Street, Suite A, is Fernando C. Mercado, individually and as owner of Uptown Tax Services, LLC., a Florida limited liability company, d/b/a United Tax Pros, a Florida Corporation.

The commercial tenant at 1021 West Oak Street, Suite B, is Sakura Pets Inc., d/b/a Doggone Beautiful, a Florida Corporation.

The commercial tenant at 1021 West Oak Street, Suite E, is Gentlemen's Quarters of Kissimmee Inc., d/b/a Uniform Outfitters, a Florida Corporation.

Recommendation

Staff recommends approval of the business leases for 1021 West Oak Street, Suites A, B, and E.

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

Approve

Department: City Attorney
Presenter:

Attachment(s):
1. (S) COK Business Lease for 1021 W. Oak St., Ste. E (GQ Uniform Outfitters)
2. (S) COK Business Lease for 1021 W. Oak St., Ste. B (Doggone Beautiful)
3. (S) COK Business Lease for 1021 W. Oak St., Ste. A (Uptown Tax Services)

ITEM 7.F
Cypress Ridge, Phase 2 (DRC# 16-00067) – Major Subdivision, Final Acceptance

Request

Requesting City Commission acceptance of the required subdivision improvements for the subdivision known as Cypress Ridge, Phase 2.

Explanation

The developer, JTD Land Company, LLC, is requesting acceptance of the subdivision improvements constructed with the development known as Cypress Ridge, Phase 2, in accordance with the City's Subdivision Site Improvements and Inspection and Certification procedures (LDC §14-3-43).

The subdivision is located north of W. Carroll Street and east of N. Thacker Avenue. The required subdivision improvements include paving, grading, drainage, water, sewer, landscaping, irrigation, site lighting, walls, and other amenities. With verification from other City departments and Toho Water Authority, the City Engineer certifies these improvements to be substantially complete.

All roads and common areas will be owned and maintained by the Cypress Ridge Community HOA, Inc.

The owner has posted a maintenance bond in the amount of $53,624.34 to assure the satisfactory condition of the required subdivision improvements for a period of one-year from formal acceptance by the City Commission.

The City Commission previously approved the final plat for this subdivision, Cypress Ridge Phase 2, on 3/23/2020.

Recommendation

Staff recommends acceptance of the subdivision improvements for Cypress Ridge, Phase 2.

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

Accept

Department: Public Works & Engineering
Presenter:

Attachment(s):
1. DRC-16-00067 Cypress Ridge Phase 2_FA - Maint Bond
2. DRC-16-00067 Cypress Ridge Phase 2_FA - Vicinity Map

ITEM 7.G
HiTIDE Manufacturing Group - Final Plat (DRC# SR-22-0016)

Request

Approval of the final plat known as HiTIDE Manufacturing Group.

Explanation

The owner of the property, Richard W. Hord, is requesting final plat approval without a guarantee since public improvements already serve the property. The property is located west of North John Young Parkway, north of Caroll Street. The proposed plat is combining multiple lots into a single, 4.17 acre lot to enable future expansion of an existing industrial development.

Recommendation

Staff recommends approval of the final plat for the HiTIDE Manufacturing Group.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):
1. (S) - SR-22-0016 - HiTide Manufacturing Group Plat
2. SR-22-0016 - HiTIDE Manufacturing Group _VM

ITEM 8.A
Advisory Board Vacancies: Board of Adjustment and Planning Advisory Board

Request

The Commission is requested to make appointments to fill vacancies on the Board of Adjustment and Planning Advisory Board.

Explanation

Commissioner Castano appointed Jeniffer Salas to the Board of Adjustment on October 18, 2022, pending review of an application that was to be filed. Ms. Salas' application was received, but upon review she did not qualify for the position. She was notified and submitted a second application with changes but she still did not qualify for the position on the grounds she is not a City resident and does not own or operate a business in the City. Since the term expiration date for this vacancy is set for May 31, 2023, City staff requests that the appointment be made for the remainder of the term, plus an additional three (3) full year term, expiring on May 31, 2026. Seat # 1 was originally assigned the Board of Adjustment vacancy and it has been reassigned to Seat # 1 due to the applicant not qualifying for appointment.

Commissioner Eady appointed Yohanna Cruz to the Planning Advisory Board on February 21, 2023, pending review of an application that was to be filed. Ms. Cruz's application was received, but upon review she did not qualify for the position as she is not a City resident and does not maintain a business office in the City limits. Seat # 2 was originally assigned the Planning Advisory Board vacancy and staff recommends reassignment to Seat # 2 on March 7, 2023, if no additional qualifying information is received prior to the meeting.

Planning Advisory Board Member, Jeffrey Wolff missed more than half of the scheduled meetings for the calendar year of 2022. City Code Section 2-146, states that "in the event that an appointee misses three consecutive meetings or at least one-half of the meetings of the calendar year, he shall be considered to have resigned and a new replacement may be appointed." Mr. Wolff's term is set to expire on May 31, 2023. When an appointment is made, City staff requests that the appointment be made for the remainder of the term, plus an additional three (3) full year term, expiring on May 31, 2026. Seat # 3 has been assigned this Planning Advisory Board vacancy.

The Commissioners will have 30 days to make an appointment. If no extension is requested, the appointment will automatically roll over to the next Commissioner in the rotation.

Commissioner Rotation:	Appointment Expires:	Advisory Board:	Board Term Expires:	Requirements:
Seat #1 - Castano **No applications currently on file**	~~1/17/2023~~ ~~2/21/2023~~ 3/21/2023	Board of Adjustment	05/31/2023 (requesting filling of partial term, plus new three (3) year term, ending 05/31/2026	City Resident and must have a Florida License as an Engineer, Architect, Surveyor or Contractor. Members may be a resident or non-City resident; non-residents must either own real property or maintain a business office within the City.

Seat #2 - Eady **No applications currently on file**	~~2/21/2023~~ 4/04/2023	Planning Advisory Board	05/31/2024	Member must be a City resident or maintain a business office within the City.
Seat #3 - Alvarez **No applications currently on file**	~~2/21/2023~~ 3/21/2023	Planning Advisory Board	05/31/2023 (requesting filling of partial term, plus new three (3) year term, ending 05/31/2026	Member may be a resident or non-City resident; non-residents must either own real property or maintain a business office within the City.

Recommendation

Staff recommends the Commission make appointments to fill vacancies on the Board of Adjustment and Planning Advisory Board.

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

Appoint/Reappoint

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):
None