



**MEETING AGENDA
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, MARCH 21, 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 Proclamation- Irish American Heritage Month

3.B Proclamation-Women's History Month

3.C Presentation of Certificates of Appreciation for Women's History Month

3.D Presentation from the Sustainable Workplace Alliance (SWA) on the Environmental Protection Agency (EPA) Brownfields Job Training Grant

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 March 7, 2023 meeting

7.B First Amendment for Umpire Services for the Parks Recreational Softball Program

7.C Osceola HOME Consortium Home American Rescue Plan (HOME-ARP)
Disbursement Agreement Between Osceola County and the City of Kissimmee FY
2021-2022

7.D Authorization to submit application for 2023-24 VOCA Grant

7.E Approval to accept a 2022 Florida Recreational Development Assistance Program
Grant for the Oak Street Community Park Restoration

7.F Resolution authorizing the City to submit and accept a 2023 Florida Boating
Improvement Program Grant through the Florida Fish and Wildlife Conservation
Commission

7.G Acceptance of Brinson Park Warranty Deed and Trail Easement

7.H Approval of Community Risk Assessment Standard of Cover

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

Proclamation- Irish American Heritage Month

Request

The request is for the Commission to present a Proclamation to Greg Sean Canning, State Secretary and past State President of Florida AOH (Ancient Order of Hibernians).

Explanation

Recommendation

REQUESTED CITY COMMISSION ACTION:

No Action

Department: City Manager

Presenter: Desiree Matthews

Attachment(s):

1. Irish American Hertiage Month

ITEM 3.B

Proclamation-Women's History Month

Request

The request is for the Commission to present a Proclamation to Ivette Rodriguez, Founder and Director of Operations for Beyond Pregnancy Care.

Explanation

Beyond Pregnancy Care is a non-profit that has been providing services to the community since 2017. Beyond is a crisis pregnancy center that focuses on empowering families that face unexpected family crisis and unplanned pregnancies. They help both the mothers and fathers in our community. All of their services are free and they offer: free pregnancy tests, a maternity and baby clothes boutique, ultrasounds, parenting classes, abortion recovery, etc. It's all work that is very near and dear to the heart of the founder, Ivette Rodriguez, a teen mom herself.

Recommendation

REQUESTED CITY COMMISSION ACTION:

No Action

Department: City Manager

Presenter:

Attachment(s):

1. Women's History Month

ITEM 3.C

Presentation of Certificates of Appreciation for Women's History Month

Request

The request is for the Commission to present certificates to five (5) special women, recognizing their achievements within the City of Kissimmee as part of this year's Women's History Month celebration.

Explanation

The City of Kissimmee wants to highlight five special women for Women's History Month. The Mayor and each City Commissioner are honoring these women by presenting them with certificates, as they have shown to be leaders and change makers in the community.

- Mayor Olga Gonzalez recognizes Sylvette Santos
- City Commissioner Olga Lucia Castaño recognizes Mayra La Paz
- City Commissioner Angela Eady recognizes Reenie McHarg
- City Commissioner Carlos Alvarez III recognizes Andrea Ruiz
- City Commissioner Janette Martinez recognizes Lisandra Roman

We applaud these women for showing a strong commitment to supporting and elevating the City of Kissimmee.

Department: City Manager

Presenter: City Commissioners

Attachment(s):

1. Women's History Month Certificates City Commission

ITEM 3.D

Presentation from the Sustainable Workplace Alliance (SWA) on the Environmental Protection Agency (EPA) Brownfields Job Training Grant

Request

Presentation from the Sustainable Workplace Alliance (SWA) on the Environmental Protection Agency (EPA) Brownfields Job Training Grant

Explanation

The Sustainable Workplace Alliance (SWA) is a not-for-profit 501(c)(3) organization that focuses on the environmental, health, and safety training needs of US industries and its workers. SWA has actively supported underserved communities through training and outreach across the United States. SWA provides expert guidance to employers and employees in such areas as Occupational Safety & Health Administration (OSHA) regulations, hazardous waste operations, Department of Transportation (DOT) HazMat transportation, risk management, and emergency response.

SWA was one of two Florida organizations selected by the Environmental Protection Agency (EPA) to receive a \$500,000 Brownfields Job Training (BJT) grant funded by the Bipartisan Infrastructure Law, boosting workforce training in underserved, overburdened communities.

Based on the EPA Brownfields Coalition Assessment award to Eastern Central Florida Regional Planning Council, of which the City of Kissimmee is a partner city, SWA decided to bring the brownfields job training grant program to the City. The City was instrumental in assisting SWA with a plan to best serve the Kissimmee area.

SWA plans to train 120 students and place at least 76 in environmental jobs. The training program includes up to 157 hours of instruction in 40-Hour HAZWOPER, Introduction to EPA and Environmental Justice, OSHA 10 Hour (Construction), Powered Industrial Truck (Forklift), Water Sampling, First Aid, CPR, and Bloodborne Pathogens, HAZMAT Labeling and Shipping, EPA Renovation, Repair, and Painting, Commercial Driver's License Permit, and Asbestos Abatement Worker.

SWA anticipates commencing the program in the Fall of 2023.

Department: Development Services
Presenter: Samia Singleton

Attachment(s):

1. SWA Brownfields Job Training Presentation

ITEM 7.A**Approval of City Commission Minutes from the March 7, 2023 meeting****Request**

Request Commission approval of the March 7, 2023 Commission Minutes.

Explanation

Minutes of the Commission meeting held on March 7, 2023 are attached for approval.

Recommendation

Staff recommends Commission approval.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Commission

Presenter:

Attachment(s):

1. (S) Commission Minutes - March 7, 2023

ITEM 7.B

First Amendment for Umpire Services for the Parks Recreational Softball Program

Request

Approval of the First Amendment for Umpire Services for City of Kissimmee Recreational Softball Program held at Fortune Road Athletic Complex and Denn John Fields to Osceola Umpires LLC.

Explanation

On March 25, 2022, the City of Kissimmee approved a contract with Osceola Umpire with an option to renew for two additional 12 months terms. This First Amendment will be for the first twelve (12) month renewal to extend the contract through March 31, 2024.

This proposal called for a fixed price of \$38.50 per umpire, with a two umpires per field per game requirement. Contractor also will be responsible for the scheduling, designation, and payment of umpire supplies as well as being called upon for incidents or ejections that occur within their jurisdiction. Contractor will also be responsible for keeping the game scores and time.

Staff recommends approval of the First Amendment to Osceola Umpires due to past positive experience with the City of Kissimmee and their experience with other Florida clients within the state.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00150403-503434		Decrease	\$40,040.00	

Financial Summary:

The funds are available in 00150403-503434. The bid was for \$38.50 per umpire and each game requires two umpires. Staff estimates 520 games at two umpires per game, (\$77.00), totaling \$40,040.00

Recommendation

Staff recommends approval of the First Amendment for Umpire Services for the City of Kissimmee Parks: Recreational Softball Program held at Fortune Road Athletic Complex and Denn John Fields to Osceola Umpires in the amount of \$38.50 per umpire, and authorize the City Manager to sign the amendment and any subsequent renewals between the City of Kissimmee and Osceola Umpires.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Parks & Recreation

Presenter: Steve Lackey

Attachment(s):

1. (S) First Amendment to Agreement for Umpire Services Between the City of Kissimmee and Osceola Umpires, LLC
2. abstract form.RFP2022-003 Umpire Services
3. agenreq.RFP2022-003 Umpire Services
4. Osceola Umpires LLC submittal
5. Osceola Umpires, LLC

ITEM 7.C

Osceola HOME Consortium Home American Rescue Plan (HOME-ARP) Disbursement Agreement Between Osceola County and the City of Kissimmee FY 2021-2022

Request

To accept the HOME-American Rescue Plan (HOME-ARP) funds and execute the Osceola HOME Consortium HOME-ARP Disbursement Agreement Between Osceola County and the City of Kissimmee.

Explanation

The HOME-ARP funds were awarded to Osceola County during FY2021-2022. As a member of the Osceola HOME Consortium, the City of Kissimmee is receiving HOME-American Rescue Plan funds in the amount of \$1,217,478.50 from Osceola County. These funds are a one-time grant and are to be used to reduce homelessness and increase housing stability by providing housing in the form of noncongregate shelter and services to specific qualifying populations. On May 4, 2022, the City Commission approved the HOME-ARP Allocation Plan which designated funding for the following activities:

- 1) Tenant Based Rental Assistance (TBRA) (\$360,000)
- 2) Supportive Services (\$718,338.10)
- 3) Administration (\$139,140.40)

According to the Disbursement Agreement, these funds must be encumbered no later than September 30, 2024 and the projects completed by September 30, 2028. The final draw must be submitted to Osceola County no later than October 10, 2028. All of the HOME regulations apply to the use of these funds.

Changes to the proposed use of the funds during the term of this agreement will require a Substantial Amendment.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
11300331 331510	11321	Increase		1,217,478.50
1132510 3503434	11321	Increase		1,217,478.50

Financial Summary:

This is a grant funded project with no impact on the General Fund.

Recommendation

Accept the HOME-ARP funds and execute the Osceola HOME Consortium HOME-ARP Disbursement Agreement Between Osceola County and the City of Kissimmee
City of Kissimmee

REQUESTED CITY COMMISSION ACTION:

Execute

Department: Development Services

Presenter: Frances DeJesus

Attachment(s):

1. (S)HOME-ARP Disbursement Agreement (FY2021-2022)

ITEM 7.D

Authorization to submit application for 2023-24 VOCA Grant

Request

The Police Department requests authorization to submit an application to the Office of the Attorney General for the Victim of Crimes Act (VOCA) grant for fiscal year 2023-2024.

Explanation

The Office of the Attorney General has announced the anticipated availability of Victims of Crime Act (VOCA) grant funds from the U.S. Department of Justice. The purpose of VOCA grant funds is to provide support services to victims of crime. Services are defined as those efforts that respond to the emotional and physical needs of crime victims, assist victims of crime to stabilize their lives after victimization, assist victims to understand and participate in the criminal justice system, and provide victims of crime with a measure of safety and security. The Police Department has received this grant for several years.

The funding cycle for the VOCA grant funds under this notice is October 1, 2023, through September 30, 2024.

Recommendation

Staff recommends approval for the Police Department to submit the required application for the 2023-24 VOCA grant to the Office of the Attorney General.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter: Jeffrey Odell

Attachment(s):

1. 23-24 Notice of Availability

ITEM 7.E

Approval to accept a 2022 Florida Recreational Development Assistance Program Grant for the Oak Street Community Park Restoration

Request

Approval to accept a 2022 Florida Recreational Development Assistance Program (FRDAP) grant in the amount of \$50,000 to fund the development of outdoor recreational facilities at the Oak Street Community Park and amend the budget accordingly.

Explanation

The Florida Department of Environmental Protection provides funds through the Florida Recreational Development Assistance Program (FRDAP) for competitive grants to assist with the acquisition or development of outdoor recreational facilities. The grant has a maximum amount of \$50,000 and does not require a match.

The City has been awarded the grant as Project A22006 and will use the grant to construct a new picnic pavilion with amenities and refurbish the playground including safety surface and fencing.

With the acceptance of this grant, we also ask the Commission to give the City Manager the ability to sign future documents related to the grant and amend the budget accordingly.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
15150106-506393	ST2216	Increase		\$50,000
15100334-334700		Increase		\$50,000

Financial Summary:

With the acceptance of this grant we will need to add funds (\$50,000) to the project string ST2216 account 15150106-506393 and amend the budget accordingly.

Recommendation

Approval to accept a 2022 Florida Recreational Development Assistance Program (FRDAP) grant in the amount of \$50,000 to fund the development of outdoor recreational facilities at the Oak Street Community Park and amend the budget accordingly.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Parks & Recreation

Presenter: Steve Lackey

Attachment(s):

1. A22006 - CommDocsApprvl_LTR_2.24.22
2. A2006 - AGREEMENT EXECUTION LTR & COMM DOCS REQUEST_11.1.21.
3. A2006_EXECUTED Agreement_10.29.21

ITEM 7.F

Resolution authorizing the City to submit and accept a 2023 Florida Boating Improvement Program Grant through the Florida Fish and Wildlife Conservation Commission

Request

Approval of a Resolution to submit and accept, if awarded, a 2023 Florida Boating Improvement Program Grant through the Florida Fish and Wildlife Conservation Commission in the amount of \$150,000 and allow the City Manager to sign any required documents pertaining to this grant.

Explanation

The attached Resolution authorizes the submittal and acceptance of a 2023 Florida Boating Improvement Program Grant through the Florida Fish and Wildlife Conservation Commission. If awarded, this grant will provide \$150,000 in funding for boating access projects and other related activities on the coastal and/or inland waters of Florida, referred to as the "Toho Marina" project.

The Parks and Recreation Department currently has a Capital Improvement Project with \$300,000 allocated for these repairs. However, the cost of lumber and general construction costs have escalated to the point that additional funds are necessary. This grant would bring the total project budget to \$450,000 and will allow the Parks and Recreation Department to complete all necessary repairs to the wooden breakwater structures to ensure long-term day and day boat slips.

This grant requires a 100% match, which is currently available in a 2023 Sales Tax Project.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10450406-506393	ST2311		\$300,000	

Financial Summary:

Adequate funds are in the Parks and Recreation Department Capital Improvement Project ST2311 in the amount \$150,000 to cover the 100 % match for this grant.

Recommendation

Approval of a Resolution to submit and accept, if awarded, a 2023 Florida Boating Improvement Program Grant through the Florida Fish and Wildlife Conservation Commission in the amount of \$150,000 and allow the City Manager to sign any required documents pertaining to this grant.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Parks & Recreation
Presenter: Steve Lackey

Attachment(s):

1. (S) - Resolution for Florida Boating Improvement Program Grant Application 2023

ITEM 7.G

Acceptance of Brinson Park Warranty Deed and Trail Easement

Request

City Commission acceptance of warranty deed for Brinson Park and approval of trail easement in favor of the County for the construction of a trail.

Explanation

The City of Kissimmee improved and maintains Brinson Park as part of the Neptune Road Improvement Project. In 2019, it was discovered that this property was mistakenly deeded to the County by the owners. The County has agreed to correct the error and deed the park to the City, retaining an easement to construct a trail from Brinson Park to Neo-City.

Recommendation

Staff recommends City Commission approval of the warranty deed and trail easement.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) Warranty deed and trail easement
2. supporting documents

ITEM 7.H

Approval of Community Risk Assessment Standard of Cover

Request

Department requests approval of our Community Risk Assessment Standard of Cover (CRA SOC), as well as permission to publish the document.

Explanation

As a part of the Fire Department's accreditation process, we are required to develop and publish a Community Risk Assessment Standard of Cover (CRA SOC).

The CRA SOC is an essential part of the accreditation process through the Center for International Accreditation and the Center for Public Safety Excellence. It includes a detailed risk assessment which clearly defines the risk in our community and how the department is positioned to respond to this risk. Many goals and objectives were developed, aimed at improving the department's emergent (fire, EMS, technical rescue, etc.) and non-emergent (public education, fire prevention, etc.) programs. The department established response time benchmarks or totals and compared them to industry standards and our current response times (baselines). The response time goal is to continually improve these times and services through a variety of mechanisms. The CRA SOC is based on facts and numbers that support data-informed decisions rather than emotion. This document will be a "guidance system" for the fire chief that will provide the data to drive the decisions necessary to be a more effective agency.

We are requesting Commission approval of the CRA SOC, as well as permission to publish the document.

Recommendation

Staff recommends approval of our Fire Department's CRA SOC, as well as permission to publish the document.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Fire

Presenter:

Attachment(s):

1. COMMUNITY DRIVEN STRATEGIC PLAN 2022-2027

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 it has been reassigned to Seat # 2 due to the applicant not qualifying for appointment.

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 <i>*No applications currently on file*</i>	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 <i>*No applications currently on file*</i>	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 <i>*No applications currently on file*</i>	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.

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: City Manager

Presenter: Desiree Matthews

Attachment(s):

None