



**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, JANUARY 7, 2020
6:00 PM**

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. PRESENTATION OF THE KISSIMMEE FESTIVAL OF LIGHTS PARADE WINNERS FOR 2019

Acknowledgement and distribution of awards to the Kissimmee Festival of Lights Parade 2019 winners.

3.B. SWEARING IN CEREMONY FOR TWO NEW POLICE OFFICERS

Swearing in and administering of Oath of Office for two new Police Officers.

3.C. EMPLOYEE OF MONTH FOR JANUARY

Request the City Commission join the City Manager in recognizing Peter Arroyo, the City's Employee of the Month for January.

3.D. SERVICE AWARDS FOR OCTOBER, NOVEMBER AND DECEMBER

Request that the City Commission join the City Manager in recognizing employees who have reached milestones in their years of service.

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

None.

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 December 17, 2019 Commission Minutes.

7.B. NEIGHBORHOOD ELECTRONIC DETECTION K-9 INC./ OPERATION UNDERGROUND RAILROAD GRANT REQUEST

Approval to allow the Kissimmee Police Department to apply for the Neighborhood Electronic Detection K-9 Inc./ Operation Underground Railroad Grant.

7.C. AUTHORIZATION TO PURCHASE AN ICOR TECHNOLOGIES MINI-CALIBER TACTICAL ROBOT

Authorization to purchase an ICOR Technologies Mini-Caliber tactical robot for \$60,800.

7.D. CONTINUING SERVICES AGREEMENT FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME INITIATIVE PARTNERSHIPS (HOME) PROGRAMS WITH HABITAT FOR HUMANITY OF GREATER ORLANDO AND OSCEOLA COUNTY, INC.

Approval and execution of the Continuing Services Agreement for the CDBG and HOME Owner Occupied Rehabilitation and Demolition and Reconstruction programs to Habitat for Humanity of Greater Orlando and Osceola County, Inc.

7.E. APPROVAL OF CONTRACT WITH UNITED COLLECTION SERVICES FOR COLLECTION OF DELINQUENT AMBULANCE ACCOUNTS

Commission approval to utilize the Marion County contract to provide debt collection services from United Collection Services for delinquent ambulance accounts.

7.F. AMENDMENT TO THE AGREEMENT WITH MOSAIC PARTNERS IV, LLC FOR REMEDIATION OF THE HANSEL PLANT SITE

Approval of an amendment to the agreement with Mosaic Partners IV, LLC for a change order for the remediation of the Hansel Plant site and approval to transfer reserve funds from the Downtown Community Redevelopment Agency (CRA) for the cost.

7.G. SCOPE OF WORK FOR THE KISSIMMEE COMMUNITY REDEVELOPMENT PLAN UPDATE AND EXTENSION OF OPERATIONAL TIME FRAME BY S&ME, INC. (DOWNTOWN CRA)

Approval of the scope of work from S&ME, Inc. to update and extend the Kissimmee Community Redevelopment Agency Master Redevelopment Plan.

7.H. DISPOSAL OF CITY ASSETS

Request Commission approval to dispose of the asset items detailed in the attached report.

8. DISCUSSION ITEMS

None.

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

Commission Agenda – January 7, 2020

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, 101 CHURCH STREET, KISSIMMEE, FL 34741, (407) 518-2309.

ITEM 3.A.

PRESENTATION OF THE KISSIMMEE FESTIVAL OF LIGHTS PARADE WINNERS FOR 2019

Request

Acknowledgement and distribution of awards to the Kissimmee Festival of Lights Parade 2019 winners.

Explanation

The City of Kissimmee celebrated its 31st Annual Kissimmee Festival of Lights Parade on Saturday December 14, 2019 with the popular theme of Candyland. This parade kicks off the holiday season and encourages positive economic flow to our valued downtown merchants. It provides festive and affordable entertainment to over seven thousand residents and visitors in beautiful downtown Kissimmee. The 65-entry procession led by the 2019 Grand Marshal, Kelly Trace, Chief Strategist with REACH, traveled through the historic streets of Downtown Kissimmee and concluded at the Monument of States.

Parade winners were selected by a panel of judges including: Roy Oddo, Angela Oddo, Robin Wright, Albert Dorsey, John Glover and Phillip McDavid. The results are as follows:

<u>Award Title</u>	<u>Winner</u>
Most Original	Osceola County Sheriff's Office
Best Lights and Effects	Kissimmee Utility Authority
Best Theme	Terry's Electric
Best Performance	Osceola High School Marching Kowboy Band and Kowboy International Dance Squad
Best Walking Group	Honor Division Victory Charter School
Crowd Pleaser	Kowboy International Dance Squad
Best Overall	Terry's Electric

Attachment(s):

None

ITEM 3.B.

SWEARING IN CEREMONY FOR TWO NEW POLICE OFFICERS

Request

Swearing in and administering of Oath of Office for two new Police Officers.

Explanation

Two new Police Officers have been hired as employees by the City of Kissimmee Police Department. Having the Officers sworn in at City Commission meetings serve 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.

The new Police Officers to be sworn in are:

Jesus Cornier
Clint A. Casselman

Attachment(s):

None

ITEM 3.C.
EMPLOYEE OF MONTH FOR JANUARY

Request

Request the City Commission join the City Manager in recognizing Peter Arroyo, the City's Employee of the Month for January.

Explanation

The City would like to announce that the Employee of the Month for January is Peter Arroyo, Code Enforcement Officer with Development Services. Peter has served the City well in various capacities during his five years of employment.

Peter accepted a position with the Code Enforcement Division within Development Services in 2018. A Code Enforcement Officer's job usually involves some type of violation issue and Peter has been good at facilitating resolutions in a courteous and respectful way. His eagerness to learn and the high standards he sets for himself are evident and have been recognized by residents and business owners. One local business owner who was cited for facade issues submitted a complimentary email to express how professional and responsive Peter was during the process to bring the issue up to code. Because of Peter's actions, this business owner has "a very positive feeling about our City Code Officers."

An easy-going employee, who takes much pride in his work, Peter represents the City well as he interacts with residents, contractors and local businesses. We are pleased to honor him as Employee of the Month.

Attachment(s):

None

ITEM 3.D.**SERVICE AWARDS FOR OCTOBER, NOVEMBER AND DECEMBER****Request**

Request that the City Commission join the City Manager in recognizing employees who have reached milestones in their years of service.

Explanation**Five**

Pete Arroyo	Development Services
Dan Franqui	Parks & Recreation
Juan Gonzalez	Public Works & Engineering
David Ingersoll	Public Works & Engineering
Jazzmen Kingston	City Manager
Heather Litteral	Finance
Michelle Muckerman	Fire
Olga Sanchez de Fuentes	City Attorney
Annette Tillett	Police
Sam Van Olffen	Fire

Ten

Belinda Kirkegard	City Manager
Matthew Pinnell	Police
Emily Salzman	Parks & Recreation

Fifteen

Mario Cardenas	Police
Will Cruz	Development Services
Dan Dodd	Fire

Michael Kane

Fire

Josue Mourino

Public Works & Engineering

Stefanie Natarajan

Finance

Twenty

Angela Bezold

Public Works & Engineering

Twenty-Five

Mike Asquini

Parks & Recreation

Thirty

Jim West

Information Technology

Thirty-Five

Tim Callaghan

Public Works & Engineering

Attachment(s):

None

ITEM 7.A.**COMMISSION MINUTES APPROVAL****Request**

Request Commission approval of the December 17, 2019 Commission Minutes.

Explanation

Minutes of the Commission meeting held on December 17, 2019 are attached for approval.

Recommendation

Staff recommends Commission approval.

REQUESTED CITY COMMISSION ACTION:

Approve

Attachment(s):

1. Commission Minutes - December 17 2019

ITEM 7.B.**NEIGHBORHOOD ELECTRONIC DETECTION K-9 INC./ OPERATION UNDERGROUND RAILROAD GRANT REQUEST****Request**

Approval to allow the Kissimmee Police Department to apply for the Neighborhood Electronic Detection K-9 Inc./ Operation Underground Railroad Grant.

Explanation

The Neighborhood Electronic Detection K-9 Inc. and Operation Underground Railroad was formed as a result of the growing issues of child exploitation in our society. Neighborhood Electronic Detection K-9 Inc./Operation Underground Railroad underwrites a program that will provide partial or complete funding for a K-9 with the capability of detecting electronic storage devices that might be hidden by suspects. The Electronic Storage Detection K-9 would be used by the Kissimmee Police Department Internet Crimes Against Children (ICAC) Task Force Officer. The department plans to use Federal Forfeiture dollars for any costs of this Electronic Storage Detection K-9 that is not covered by the grant.

Recommendation

Staff recommends approval for the Police Department to apply for up to \$15,000 from the Neighborhood Electronic Detection K-9 Inc./ Operation Underground Railroad Grant.

REQUESTED CITY COMMISSION ACTION:

Approve

Attachment(s):

1. Electronic Detection K-9 Award Application

ITEM 7.C.**AUTHORIZATION TO PURCHASE AN ICOR TECHNOLOGIES MINI-CALIBER TACTICAL ROBOT****Request**

Authorization to purchase an ICOR Technologies Mini-Caliber tactical robot for \$60,800.

Explanation

The Police Department is continually looking for opportunities to provide equipment to officers that will assist them in doing their job in the safest manner possible. The purchase of a tactical robot would allow for the safe completion of several missions during the most critical incidents. Currently, officers would have to utilize multiple personnel to address barricaded suspects, deliver packages, inspect vehicles and conduct surveillance. The tactical robot would allow all of these tasks and more to be completed with minimal risk to personnel.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
0001-30-3010-521-5006494	TBD	Decrease	\$60,800	\$60,800

Financial Summary:

Adequate funds are available in the Police Department's budget to cover the cost of this new equipment.

Recommendation

Staff recommends Commission approval.

REQUESTED CITY COMMISSION ACTION:

Approve

Attachment(s):

1. ICOR Technology Quote
2. Sole Source Justification

ITEM 7.D.**CONTINUING SERVICES AGREEMENT FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME INITIATIVE PARTNERSHIPS (HOME) PROGRAMS WITH HABITAT FOR HUMANITY OF GREATER ORLANDO AND OSCEOLA COUNTY, INC.****Request**

Approval and execution of the Continuing Services Agreement for the CDBG and HOME Owner Occupied Rehabilitation and Demolition and Reconstruction programs to Habitat for Humanity of Greater Orlando and Osceola County, Inc.

Explanation

The City of Kissimmee implements an Owner Occupied Rehabilitation Program and a Demolition and Reconstruction Program using funds from the Community Development Block Grant (CDBG) and the HOME Initiative Partnerships (HOME) Programs. On October 27, 2019, the City advertised RFQ2020-001 seeking the services of a not-for-profit agency to provide continuing services for construction management to CDBG and HOME rehabilitation projects. Of the two applications received, staff recommends Habitat for Humanity of Greater Orlando and Osceola County, Inc. In addition to being a not-for-profit agency, Habitat for Humanity has the experience and the capacity to complete these projects.

The 3-year agreement between the City and Habitat for Humanity of Greater Orlando outlines the requirements necessary to implement the programs. Staff will allocate funds depending on funding availability and will ensure that all of the HUD regulations for the program are met.

Recommendation

Staff recommends approval and execution of the Continuing Services Agreement for the CDBG and HOME Owner Occupied Rehabilitation and Demolition and Reconstruction programs to Habitat for Humanity of Greater Orlando and Osceola County.

REQUESTED CITY COMMISSION ACTION:

Approve
Execute

Attachment(s):

1. Continuing Services Contract - CDBG HOME_final

ITEM 7.E.

APPROVAL OF CONTRACT WITH UNITED COLLECTION SERVICES FOR COLLECTION OF DELINQUENT AMBULANCE ACCOUNTS

Request

Commission approval to utilize the Marion County contract to provide debt collection services from United Collection Services for delinquent ambulance accounts.

Explanation

The City of Kissimmee Fire Department requests Commission approval to utilize the Marion County Master Agreement (18P-035) to contract with United Collection Services to provide department collection services for delinquent ambulance accounts. The current collection company, Penn Credit, has received an average of \$1.73 million in delinquent accounts per year over the last 3 years which represents approximately 3% per year. United Collection Services receives a 7% to 10% collection rate for its current clients. United's fee for processing the accounts for the City is 17.5% of the monies collected, which is comparable to the 17% charged by the current provider. In addition to increasing collections, utilizing this contract should also reduce administrative time and costs involved in the procurement process.

Recommendation

Staff recommends Commission approval to piggyback off the Marion County contract with United Collection Services for the collection of delinquent ambulance accounts.

REQUESTED CITY COMMISSION ACTION:

Approve

Attachment(s):

1. Debt Collection. Fire. Co-op Agreement.12.30.19
2. United Collection Service - Marion County Contract

ITEM 7.F.

AMENDMENT TO THE AGREEMENT WITH MOSAIC PARTNERS IV, LLC FOR REMEDIATION OF THE HANSEL PLANT SITE

Request

Approval of an amendment to the agreement with Mosaic Partners IV, LLC for a change order for the remediation of the Hansel Plant site and approval to transfer reserve funds from the Downtown Community Redevelopment Agency (CRA) for the cost.

Explanation

The City Commission approved an agreement with Mosaic Partners IV, LLC and a budget amendment on November 5, 2019 for the environmental remediation of the Hansel Plant site.

As the project has progressed, several additions to the project are needed to move forward with the remediation. This includes the removal and addition of fencing, the removal of a newly discovered concrete foundation for a water tank and the addition of a rock rubble strip to ensure no contaminated soil leaves the site.

The total cost of the change order is \$115,706.64 which includes administrative fees for project management. Of this amount, \$36,250.00 will be paid out of the contingency from the original agreement leaving a balance of \$79,456.64 to be transferred from CRA reserves to cover the costs.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
1107-10-1050-559-5009276		Decrease	\$79,456.64	
1107-10-1050-559-5003434		Increase	\$79,456.64	

Financial Summary:

This project will not impact the General Fund. The Downtown CRA reserves will be used for this work and those funds will be restored using the proceeds from the sale of the Hansel Plant site once it is purchased by Mosaic Partners IV and the proceeds from the sale of any Voluntary Cleanup Tax Credits received.

Recommendation

Staff recommends approval of the amendment to the agreement with Mosaic Partners IV, LLC for a
City of Kissimmee

change order for the remediation of the Hansel Plant site, approval to transfer reserve funds from the Downtown Community Redevelopment Agency (CRA) for the cost, and approval to amend the budget accordingly.

REQUESTED CITY COMMISSION ACTION:

Approve
Execute

Attachment(s):

1. Hansel Plant Remediation Amended and Restated Budget
2. Original approved remediation agreement with Mosaic
3. Demo Exhibit

ITEM 7.G.

SCOPE OF WORK FOR THE KISSIMMEE COMMUNITY REDEVELOPMENT PLAN UPDATE AND EXTENSION OF OPERATIONAL TIME FRAME BY S&ME, INC. (DOWNTOWN CRA)

Request

Approval of the scope of work from S&ME, Inc. to update and extend the Kissimmee Community Redevelopment Agency Master Redevelopment Plan.

Explanation

S&ME, Inc. is currently on the City's list for continuing services for Planning services. The firm is currently working on the City's new Form Based Code (FBC).

The current Kissimmee Community Redevelopment Agency's (Downtown CRA) Master Redevelopment Plan is over 10 years old and in need of an update. Also, as part of the update, the current end date for the Downtown CRA can be extended out as part of recent changes in State Statute.

The Master Redevelopment Plan is an extension of the City's FBC which will be presented for adoption in the near future. Staff believes that using S&ME, Inc. for the Downtown CRA Master Redevelopment Plan would provide continuity between the FBC and the Plan. S&ME, Inc. is equipped to have the update completed in July or August, 2020.

The proposed cost of the update is \$149,325. The Development Services Department budget includes \$150,000 for the update.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
1107-10-1050-559-5003131		Decrease	\$150,000	\$149,325

Financial Summary:

Adequate funds are available in the Downtown CRA Fund for this request.

Recommendation

Staff recommends approval of the scope of work from S&ME, Inc. to update and extend the Kissimmee Community Redevelopment Agency Master Redevelopment Plan and authorize the Mayor to sign.

City of Kissimmee

REQUESTED CITY COMMISSION ACTION:

Approve

Attachment(s):

1. S&ME Scope of Work for the Community Redevelopment Plan Update and Extension of Operational Time frame

ITEM 7.H.
DISPOSAL OF CITY ASSETS

Request

Request Commission 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, junked, or lost and have not previously been approved for disposition by the City Commission. These items will be placed up for auction via Manheim live auction or Manheim online auction.

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.

REQUESTED CITY COMMISSION ACTION:

Approve

Attachment(s):

1. Auction COK01'20