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/COMMISSIONMEETINGS

TO SEND PUBLIC COMMENT PRIOR TO THE MEETING
SEND TO CITYCLERKEMAIL@KISSIMMEE.ORG
OR CALL 407-518-2308 FOR ASSISTANCE
TUESDAY, MAY 19, 2020
6:00 PM

1. MEETING CALLED TO ORDER

COMMISSION 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

5.A PUBLIC HEARING - SUBSTANTIAL AMENDMENT TO THE CITY OF KISSIMMEE 2019 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ANNUAL ACTION PLAN

Approve and adopt by Resolution the proposed Substantial Amendment to the 2019 CDBG Annual Action Plan.

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 APPROVAL TO CONTRACT WITH GRANITE INLINER, LLC FOR STORM PIPE SLIP LINING PROJECT

Commission approval to contract with Granite Inliner, LLC of Sanford, Florida for the storm pipe slip lining project at a total cost of $65,298.40. This will be funded by the Stormwater Utility Fund.

7.B AUTHORIZATION TO SUBMIT APPLICATION FOR THE CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING PROGRAM FY 2020

Approval to apply for the Coronavirus Emergency Supplemental Funding (CESF) Program offered by the U.S. Department of Justice (DOJ).

7.C ACCEPTANCE OF ADDITIONAL CDBG-CV FUNDING FOR THE 2019-2020 GRANT YEAR FOR COVID-19 RELATED ACTIVITIES

Acceptance of additional CDBG-CV funding for the 2019-2020 grant allocation in the amount of $426,609 and approval to amend the budget for the proposed use of the funds.

7.D AMENDMENT TO THE CITY OF KISSIMMEE COMMUNITY DEVELOPMENT BLOCK GRANT CITIZEN PARTICIPATION PLAN

Amend the current Community Development Block Grant (CDBG) Citizen Participation Plan.

7.E ACCEPTANCE OF ADDITIONAL FUNDING FOR THE SHIP 2019-2020 GRANT YEAR FOR COVID-19 HOUSING RELATED ACTIVITIES

Acceptance of additional funding for the State Housing Initiatives Partnership (SHIP) fiscal year 2019-2020 in the amount of $20,498.

7.F FIRST AMENDMENT TO THE COUNCIL ON AGING AGREEMENT FOR COVID-19 RELATED HOUSING ACTIVITIES

Approval of the First Amendment to the Council on Aging (COA) agreement in the amount of $20,498 for COVID-19 related housing activities.

7.G SECOND AMENDMENT TO THE SHIP AGREEMENT BETWEEN THE CITY OF KISSIMMEE AND THE OSCEOLA COUNCIL ON AGING FOR FINANCIAL ASSISTANCE PROGRAMS - RENTAL ASSISTANCE AND MORTGAGE PREVENTION (SHIP FISCAL YEAR 2018-2019)

Approval of the second amendment to the SHIP Agreement between the City of Kissimmee and the Osceola Council on Aging, Inc. for Financial Assistance Programs - Rental Assistance and Mortgage Prevention (SHIP Fiscal Year 2018-2019).

7.H RESOLUTION AUTHORIZING THE CITY TO APPLY FOR FINANCIAL ASSISTANCE FOR ENHANCEMENTS TO THE BERLINSKY COMMUNITY HOUSE THROUGH THE FLORIDA DIVISION OF CULTURAL AFFAIRS, CULTURAL FACILITIES PROGRAM GRANT

Approval of a resolution authorizing the City to apply for and receive financial assistance through the Florida Division of Cultural Affairs, Cultural Facilities Program Grant.

7.I APPROVAL TO CONTRACT WITH THOMAS SIGN AND AWNING CO INC. FOR THE INSTALLATION OF GUARD SCREENS, SKATEBOARD STOPS AND ALUMINUM TRIM AT THE TOHO SQUARE PARKING GARAGE LOCATED AT 92 PLEASANT STREET

Approval of a contract in the amount of $72,756 with Thomas Sign and Awning for the installation of guard screens, skateboard stops and aluminum trim at the Toho Square Parking Garage located at 92 Pleasant Street.

7.J INTERLOCAL AGREEMENT BETWEEN OSCEOLA COUNTY AND THE CITY OF KISSIMMEE FOR THE DISPOSITION OF MATERIAL FROM THE SHOAL AT THE MOUTH OF SHINGLE CREEK ON LAKE TOHOPEKALIGA

Approval of the Interlocal Agreement between Osceola County and the City of Kissimmee for the disposition of shoal material.

7.K ACCEPTANCE OF FEDERAL AVIATION ADMINISTRATION (FAA) CARES ACT GRANT

Approval to accept an FAA Cares Act Airport grant in the amount of $157,000 associated with the COVID-19 Public Health Emergency.

7.L RECLASSIFICATION OF THE CURRENT PART-TIME AIRPORT OPERATIONS COORDINATOR TO A FULL-TIME POSITION

Approval to reclassify the current Airport Operations Coordinator from a part-time position to a full-time position.

7.M INTERLOCAL AGREEMENT BETWEEN THE CITY OF KISSIMMEE AND TOHO WATER AUTHORITY (TWA) FOR THE WATER AND SEWER UTILITY RELOCATION WORK ASSOCIATED WITH THE HUDSON STREET IMPROVEMENT PROJECT

Approval of the Interlocal Agreement between Toho Water Authority (TWA) and the City of
Kissimmee for the utility relocation work associated with the Hudson Street Improvement project.

7.N AUTHORIZATION FOR THE KISSIMMEE POLICE DEPARTMENT TO DONATE CHAIRS TO THE SHILOH MISSIONARY BAPTIST CHURCH

Approval to donate chairs to the Shiloh Missionary Baptist Church located in the city of Kissimmee.

7.O AUTHORIZATION TO SUBMIT AN APPLICATION FOR THE FY 2020 BULLETPROOF VEST PARTNERSHIP GRANT FROM THE UNITED STATES DEPARTMENT OF JUSTICE

Approval to submit an application for the Fiscal Year 2020 Bulletproof Vest Partnership Grant from the United States Department of Justice Office of Justice Programs.

7.P AUTHORIZATION TO TRANSFER FUNDS FOR TOHO WATER AUTHORITY (TWA) INSPECTION FEE AND MAINTENANCE BOND FOR THE PUBLIC SAFETY TRAINING FACILITY

Approval to transfer $24,700 from General Fund to the Public Safety Training Facility project for Toho Water Authority inspection fees and maintenance bond.

7.Q RATIFICATION OF EXECUTIVE ORDERS 2020-08 AND 2020-09 AND SPECIAL NOTICE 2020-11

Request City Commission ratification of Executive Order 2020-08 issued May 4, 2020 and 2020-09 issued May 11, 2020 for the extension of the local declaration of emergency

to May 17, 2020. In addition, requesting ratification of Special Notice 2020-11 which is authorizing the waiver of permitting for outdoor business activities, including outdoor dining and sales, and temporary signs.

8. DISCUSSION ITEMS

8.A DISCUSSION ON THE CITY'S MONUMENTAL JULY 4TH CELEBRATION

Staff requests Commission direction on the City's Monumental July 4th Celebration in light of COVID-19.

8.B REQUEST TO ADVERTISE ORDINANCES AMENDING THE CITY CODE PROHIBITING PARKING OF RVS & TRAILERS OVER A CERTAIN SIZE AND UNTAGGED VEHICLES ON RESIDENTIAL CITY STREETS

Request Commission consideration to advertise two separate ordinances amending the Code of Ordinances prohibiting parking on city streets in residential districts of 1) recreational equipment and trailers thirty feet or longer; and 2) vehicles without a valid license plate affixed to it.

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 STATUTE 286.26, PERSONS NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDING 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 - SUBSTANTIAL AMENDMENT TO THE CITY OF KISSIMMEE 2019 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ANNUAL ACTION PLAN

Request

Approve and adopt by Resolution the proposed Substantial Amendment to the 2019 CDBG Annual Action Plan.

Explanation

The City of Kissimmee 2019 Annual Action Plan is a document required by the U.S. Department of Housing and Urban Development (HUD) as the application for continued funding under the CDBG program. The Plan outlines the programs and activities the City is going to implement with the $576,285 originally received from HUD. Recently, the City was notified that it will receive an additional allocation of $426,609 (CDBG-CV funds) to specifically address the local needs in response to the coronavirus 2019 (COVID19). According to the approved City Citizen Participation Plan, a substantial amendment is required to allocate these funds and address the needs of the low and moderate income households and businesses that suffered a loss of income related to the COVID-19 impacts. The City proposes to carry out the below activities:

1) Rental and Mortgage Emergency Financial Assistance
2) Micro-Enterprise Grant Assistance
3) Small Business Grant Assistance Program

Rental and Mortgage Emergency Financial Assistance
This program will offer housing financial assistance to low and moderate income households residing in the City of Kissimmee.

Micro-Enterprise Grant Assistance Program
This program will offer financial assistance to for profit business located in the City of Kissimmee with 5 or fewer employees including the business owner. The owner's income may not exceed 80% of the area income.

Small Business Grant Assistance Program
This program will offer financial assistance to for profit business located in the City of Kissimmee with 6-75 employees.

The proposed Substantial Amendment to the 2019 Annual Action Plan was advertised in the Osceola News-Gazette. Citizens were encouraged to provide comments concerning the proposed amendment during the public comment period beginning Friday, May 1 through Tuesday, May 5, 2020. A revision to the original amendment was made and the change was posted on the city website. The public comment period for the revised Substantial Amendment was re-opened and took place from Wednesday, May 13 through Monday, May 18, 2020. To date, no comments have been received.

Recommendation

Approval and adoption by Resolution of the proposed Substantial Amendment to the 2019 CDBG Annual Action Plan.

REQUESTED CITY COMMISSION ACTION:

Adopt
Approve

Attachment(s):

1. Resolution adopting Amended 2019-2020 CDBG HOME Action Plan
2. Substantial Amendment_cdbg-cv (2nd Revision) 5-14-2020

ITEM 7.A
APPROVAL TO CONTRACT WITH GRANITE INLINER, LLC FOR STORM PIPE SLIP LINING PROJECT

Request

Commission approval to contract with Granite Inliner, LLC of Sanford, Florida for the storm pipe slip lining project at a total cost of $65,298.40. This will be funded by the Stormwater Utility Fund.

Explanation

The Stormwater division of the Public Works and Engineering Department is requesting services and materials for two (2) project locations in the Shadow Bay neighborhood. The first project location is to install 100 feet of 30" resin injected cured-in-place pipe (RICIPP) into a failing pipe located on North Thacker Avenue from the entrance to the Shadow Bay neighborhood to the east pond control structure off of Shadow Bay Boulevard. The second project location is to install a RICIPP in a 30" pipe spanning 264 feet from Hidden Lake Street to Peppercorn Street in the Shadow Bay neighborhood. Both drainage systems have metal culverts that are corroded and failing.

Granite Inliner (formerly known as Layne Inliners, LLC) has performed many repairs for the City and has always done so with professional results. Granite has offered to perform the work based on pricing in the current Polk County contract, number 17-326. The pricing reflected in the proposal from Granite Inliner is in accordance with this contract.

Project Locations:

1) Thacker Ave. & Shadow Bay Blvd. Pond $ 23,750.00
2) Hidden Lake St. to Peppercorn St. $ 41,548.40
Total $ 65,298.40

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
4409-45-4550-538-5006393	SW2015	Decrease	$87,260.00	$65,298.40

Financial Summary:

Sufficient funds are available in the Slip Line Program for this project.

Recommendation

Staff recommends approval to contract with Granite Inliner for the storm pipe slip lining project at a total cost of $65,298.40.

REQUESTED CITY COMMISSION ACTION:

Approve

Attachment(s):

1. Signed Co-Op Agreement Granite InLiner w Exhibit B
2. Exhibit "A" Polk County 2017 Contract Pricing
3. Exhibit "A" Polk County Agreement for Temporary Extension (CCF01292020)
4. Exhibit "A" Granite Notice of Award

ITEM 7.B

AUTHORIZATION TO SUBMIT APPLICATION FOR THE CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING PROGRAM FY 2020

Request

Approval to apply for the Coronavirus Emergency Supplemental Funding (CESF) Program offered by the U.S. Department of Justice (DOJ).

Explanation

The U.S. Department of Justice has announced the availability of grant funds to state and local units of government through the Coronavirus Emergency Supplemental Funding Program. This program allows states and local governments to prevent, prepare for, and respond to the coronavirus. Allowable projects and purchases include, but are not limited to, hazard pay, overtime, equipment (including law enforcement and medical personal protective equipment), hiring, supplies (such as gloves, masks, sanitizer), training, and travel expenses (particularly related to the distribution of resources to the most impacted areas). The total eligible funds allocated for the City of Kissimmee by the CESF Program FY 2020 is $101,318. Once the grant is awarded, staff will request Commission approval to accept the grant and amend the City budget accordingly.

Recommendation

Staff recommends approval to apply for the Coronavirus Emergency Supplemental Funding Program offered by the U.S. Department of Justice.

REQUESTED CITY COMMISSION ACTION:

Approve

Attachment(s):

1. 2020 Corona Supplement
2. Allocations

ITEM 7.C
ACCEPTANCE OF ADDITIONAL CDBG-CV FUNDING FOR THE 2019-2020 GRANT YEAR FOR COVID-19 RELATED ACTIVITIES

Request

Acceptance of additional CDBG-CV funding for the 2019-2020 grant allocation in the amount of $426,609 and approval to amend the budget for the proposed use of the funds.

Explanation

In response to the Coronavirus Pandemic (COVID-19) the U.S. Department of Housing and Urban Development (HUD) has notified the City of Kissimmee that it will receive an additional allocation of $426,609 to be used to prevent, prepare for, and respond to COVID-19. This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed on March 27, 2020, to respond to the crisis.

Staff proposes to use these additional monies to respond to COVID-19 and address some of the identified needs of low and moderate income households, micro-enterprises, and small businesses located in the City of Kissimmee as follows:

(1) Residential Rent/Mortgage and/or Utilities Emergency Financial Assistance - This program will offer housing financial assistance to low and moderate income households residing in the City of Kissimmee.

(2) Micro-Enterprise Grant Assistance - This program will offer financial assistance to for profit businesses with 5 or fewer employees including the business owner located in the City of Kissimmee. The owner's income may not exceed 80% of the area median income.

(3) Small Business Grant Assistance - This program will offer financial assistance to for profit businesses with 6 - 75 employees located in the City of Kissimmee.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
1019-00-0000-331-3311000		Increase	0	$426,609
1019-25-2510-515-5003434		Increase	0	$213,305
1019-25-2510-515-5008282		Increase	0	$213,304

Financial Summary:

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

Recommendation

Staff recommends acceptance of CDBG-CV funds in the amount of $426,609.

REQUESTED CITY COMMISSION ACTION:

Accept

Attachment(s):
1. CDBG Award Letter - Kissimmee

ITEM 7.D

AMENDMENT TO THE CITY OF KISSIMMEE COMMUNITY DEVELOPMENT BLOCK GRANT CITIZEN PARTICIPATION PLAN

Request

Amend the current Community Development Block Grant (CDBG) Citizen Participation Plan.

Explanation

In accordance with the provisions of 24 CFR 91.105, the City of Kissimmee has a CDBG Citizen Participation Plan which outlines the policies and procedures that the City will utilize to solicit citizen participation. The CDBG Citizen Participation Plan provides citizens with 30 days to comment on substantial amendments.

The Coronavirus Aid, Relief and Economic Security Act (CARES Act) provides waivers that require amending the current Citizen Participation Plan to establish new expedited procedures in order to respond quickly to COVID-19 and provide reasonable notice and opportunity for citizens to comment. The waiver reduced the required comment period for substantial amendment from 30 days to no less than 5 days.

The City of Kissimmee is proposing the following changes to its Citizen Participation Plan: (1) posting notices in the local newspaper, city website and/or social media advertising the availability of the plan(s) and/or other documents, allowing reasonable opportunity to comment by reducing the public comment period to no less than 5 days and accepting comments made by e-mail; (2) posting program documents for public review on the City of Kissimmee web site, www.kissimmee.org; and (3) permitting the use of virtual public hearings instead of in-person.

The proposed changes to the City of Kissimmee CDBG Citizen Participation Plan were advertised for public comment. To date, staff has not received any written comments.

Recommendation

Approval of the amended (CDBG) Citizen Participation Plan.

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

Approve

Attachment(s):

1. CDBG Citizen Participation Plan Amendment#1

ITEM 7.E
ACCEPTANCE OF ADDITIONAL FUNDING FOR THE SHIP 2019-2020 GRANT YEAR FOR COVID-19 HOUSING RELATED ACTIVITIES

Request

Acceptance of additional funding for the State Housing Initiatives Partnership (SHIP) fiscal year 2019-2020 in the amount of $20,498.

Explanation

For the SHIP Fiscal Year 2019-2020 the City of Kissimmee was initially allocated $119,185 by the Florida Housing Finance Corporation (FHFC). This amount is reflected in the current year budget. FHFC recently revised the estimate resulting in an increase of $20,498 making the City's final allocation $139,683. These additional monies will be used specifically for COVID-19 housing related activities.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
1273-00-0000-335-3355000 1273-25-2510-554-5003434		Increase Increase	$20,498 $20,498	

Financial Summary:

There is no fiscal impact to the General Revenue since this is considered grant revenue.

Recommendation

Staff recommends Commission acceptance of the additional funding for the SHIP fiscal year 2019-2020 in the amount of $20,498 and to amend the budget accordingly.

REQUESTED CITY COMMISSION ACTION:

Accept

Attachment(s):
1. 2019-2020-disbursement-allocation

ITEM 7.F
FIRST AMENDMENT TO THE COUNCIL ON AGING AGREEMENT FOR COVID-19 RELATED HOUSING ACTIVITIES

Request

Approval of the First Amendment to the Council on Aging (COA) agreement in the amount of $20,498 for COVID-19 related housing activities.

Explanation

The Florida Housing Finance Corporation (FHFC) awarded the City an additional $20,498 in SHIP funds for SHIP fiscal year 2019-2020. This amount is proposed for acceptance into the budget with an another item on the current agenda.

The City has a current agreement with the COA to administer housing financial assistance programs, such as foreclosure prevention and rental assistance, in response to the Coronavirus crisis.

Staff proposes to allocate and enter into an amended agreement with the COA to add $20,498 to the assistance programs and administrative fees. All other terms for the original agreement shall remain in place.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
1273-25-2510-554-5003434		Decrease	$68,238	$20,498

Financial Summary:

There is no fiscal impact to the General Fund since this expense will be fully covered by the increase in SHIP funds.

Recommendation

Staff recommends approval of the first amendment to the agreement with the Council on Aging in the amount of $20,498.

REQUESTED CITY COMMISSION ACTION:

Approve

Execute

Attachment(s):

1. Osceola Council on Aging SHIP 2019-2020 First Amendment

ITEM 7.G

SECOND AMENDMENT TO THE SHIP AGREEMENT BETWEEN THE CITY OF KISSIMMEE AND THE OSCEOLA COUNCIL ON AGING FOR FINANCIAL ASSISTANCE PROGRAMS - RENTAL ASSISTANCE AND MORTGAGE PREVENTION (SHIP FISCAL YEAR 2018-2019)

Request

Approval of the second amendment to the SHIP Agreement between the City of Kissimmee and the Osceola Council on Aging, Inc. for Financial Assistance Programs - Rental Assistance and Mortgage Prevention (SHIP Fiscal Year 2018-2019).

Explanation

On March 28, 2020, the City of Kissimmee and the Osceola Council on Aging, Inc. (COA) amended (first amendment) their SHIP agreement executed on March 5, 2019 to provide fiscal year 2018-2019 funds in the amount of $17,183.54 in response to the economic hardship cause by the coronavirus disease 2019 (COVID19).

The funds were re-allocated from the Owner Occupied Rehabilitation to the Rental Assistance and Foreclosure Prevention strategies. These programs offer housing assistance for one month of rent/mortgage not to exceed $1,200 in order to prevent eviction/foreclosure. COA is the City's partner in this program and is responsible for administering the program.

The First Amendment did not include an administrative fee to cover for staff time dedicated to sorting applications, obtaining missing documents from applicants, prequalifying and determining eligibility of applicants, and processing and making payments to landlords/mortgage companies. The City proposes to pay an administrative fee of 25% per approved application to the COA out of the $17,183.54 that has already been allocated to the program. For example, at 25%, if a household is approved for assistance in the amount of the $1,200 for rent for the month of April, the administrative fee earned by the COA is $300. Thus, the $17,183.54 shall be broken down as follows: $12,887.65 is set aside for financial assistance and the remaining $4,295.89 is set aside for COA to cover the cost of administering the program.

All of the other terms from the March 5, 2019 agreement and the March 28, 2020 amendment for SHIP Program Facilitation shall remain in place.

Recommendation

Staff recommends approval of the second amendment.

REQUESTED CITY COMMISSION ACTION:

Approve

Attachment(s):

1. COA Agreement First Amendment (COPY)
2. COA Agreement Second Amendment

ITEM 7.H

RESOLUTION AUTHORIZING THE CITY TO APPLY FOR FINANCIAL ASSISTANCE FOR ENHANCEMENTS TO THE BERLINSKY COMMUNITY HOUSE THROUGH THE FLORIDA DIVISION OF CULTURAL AFFAIRS, CULTURAL FACILITIES PROGRAM GRANT

Request

Approval of a resolution authorizing the City to apply for and receive financial assistance through the Florida Division of Cultural Affairs, Cultural Facilities Program Grant.

Explanation

The Florida Department of State, through the Division of Cultural Affairs, provides financial support for the renovations and construction of cultural and community facilities. Staff is recommending that the City apply for the Cultural Facilities Program Grant, requesting $500,000 to facilitate renovations to or tear down and rebuild the Berlinsky Community House.

This is a 2 to 1 matching grant; therefore, if the Commission approves the attached resolution, the Commission will be authorizing $1,000,000 to be earmarked for this project from future budget appropriations as of July 1, 2021.

Staff is requesting approval of the resolution, as required by the Florida Department of State, to authorize the City to apply for and receive financial assistance through the Cultural Facilities Program Grant.

Recommendation

Staff recommends the City Commission authorize the resolution allowing the City to apply for and receive financial assistance through the Cultural Facilities Program Grant.

REQUESTED CITY COMMISSION ACTION:

Approve

Attachment(s):

1. 2020 Resolution -Cultural Facilities Program FINAL
2. Cultural Facilities Grant description

ITEM 7.I

APPROVAL TO CONTRACT WITH THOMAS SIGN AND AWNING CO INC. FOR THE INSTALLATION OF GUARD SCREENS, SKATEBOARD STOPS AND ALUMINUM TRIM AT THE TOHO SQUARE PARKING GARAGE LOCATED AT 92 PLEASANT STREET

Request

Approval of a contract in the amount of $72,756 with Thomas Sign and Awning for the installation of guard screens, skateboard stops and aluminum trim at the Toho Square Parking Garage located at 92 Pleasant Street.

Explanation

Since its completion is 2018, the Toho Square Parking Garage, located at 92 Pleasant Street, has sustained damage to its facade, specifically to the decorative trim on the first story windows. The damage is a result of parking garage customers using the windows to enter and exit the parking garage on foot and skateboarders performing tricks on the windows.

Staff has determined that a reliable solution to prevent further damage to and deter the misuse of the windows is to install guard screens and skateboard stops on each first story window; therefore, Thomas Sign and Awning will install the guard screens and skateboard stops on the first floor windows. In addition, Thomas Sign and Awning will replace the damaged trim with aluminum trim.

Thomas Sign and Awning was the original contractor that installed the second story screens when the parking garage was built; therefore, this is considered a single source project to ensure consistency in the physical appearance of the first and second story windows. The amount of the contract is $72,756.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
1107-10-1050-559-5004646		Decrease	$72,756	$72,756

Financial Summary:

Adequate funds are available in the fiscal year 2020 Downtown Community Redevelopment Agency budget to cover this request.

Recommendation

Staff recommends approval.

REQUESTED CITY COMMISSION ACTION:

Approve
Execute

Attachment(s):

1. TOHO screens Agreement - City of Kissimmee and Thomas Sign - TSA signed
2. 105-20-01 TOHO Square Parking Garage Shop Dwgs

ITEM 7.J

INTERLOCAL AGREEMENT BETWEEN OSCEOLA COUNTY AND THE CITY OF KISSIMMEE FOR THE DISPOSITION OF MATERIAL FROM THE SHOAL AT THE MOUTH OF SHINGLE CREEK ON LAKE TOHOPEKALIGA

Request

Approval of the Interlocal Agreement between Osceola County and the City of Kissimmee for the disposition of shoal material.

Explanation

The purpose of this Interlocal Agreement is to establish an agreement between the County and the City that will provide for mutually beneficial support in an effort to cost effectively remove the shoal from the mouth of Shingle Creek in Lake Tohopekaliga.

The County has identified the need, the funding and has secured the appropriate state and federal permits to remove the shoal. The City will provide the necessary property and space at the Lancaster Ranch Park site to collect the spoil material, dry the material and subsequently use it for public benefit. The dried material can be used as clean fill for future park construction.

The County will arrange for the removal of the material through a licensed contractor using the County's procurement procedures. There will be no cost to the City.

In addition, this Interlocal Agreement provides the City with acceptable assurances that the soil material is not contaminated. Therefore, the County has conducted testing of the shoal spoils and the spoil deposit areas through Geotechnical and Environmental Consultants, Inc. This report has been reviewed and the results of the soil sampling and testing confirms that no contamination impacts were identified within the shoal or the disposal area. A copy of this report is attached.

The Interlocal Agreement requires the County restore the City property to a like condition prior to the commencement of work. The City will take ownership of the material, at no cost to the City, and utilize the spoil material for public use.

Recommendation

Staff recommends approval of the Interlocal Agreement between Osceola County and the City of Kissimmee for the disposition of material from the mouth of Shingle Creek on Lake Tohopekaliga.

REQUESTED CITY COMMISSION ACTION:

Approve

Attachment(s):

1. Shingle Creek Interlocal Agreement-4.16.2020
2. J4570G Shingle Creek Shoal Testing Results

ITEM 7.K
ACCEPTANCE OF FEDERAL AVIATION ADMINISTRATION (FAA) CARES ACT GRANT

Request

Approval to accept an FAA Cares Act Airport grant in the amount of $157,000 associated with the COVID-19 Public Health Emergency.

Explanation

This grant (FAA-CARES Act Grant No. 3-12-0038-038-2020) is provided in accordance with the CARES Act to provide eligible sponsors with funding to help offset a decline in revenues arising from diminished airport operations and activities as a result of the COVID-19 Public Health Emergency. The CARES Act Airport grant amounts to specific airports are derived by legislative formula.

The purpose of this grant is to maintain safe and efficient airport operations. Funds provided under this grant agreement must only be used for purposes directly related to the airport. Such purposes can include the reimbursement of an airport's operational and maintenance expenses or debt service payments. Kissimmee Gateway Airport will receive $157,000 from the CARES Act grant.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
4461-00-0000-331-3314100 4461-70-7010-542-5009276		Increase Increase	$157,000 $157,000	

Financial Summary:

Funds received from this grant will be used to cover operating expenses at the Kissimmee Gateway Airport.

Recommendation

Staff requests City Commission approval to accept an FAA Cares Act Airport grant in the amount of $157,000 for the COVID-19 Public Health Emergency and the amend the budget accordingly.

REQUESTED CITY COMMISSION ACTION:

Accept

Attachment(s):

1. ISM-SOG-3-12-0038-038-2020-Grant Agreement - unsigned

ITEM 7.L
RECLASSIFICATION OF THE CURRENT PART-TIME AIRPORT OPERATIONS COORDINATOR TO A FULL-TIME POSITION

Request

Approval to reclassify the current Airport Operations Coordinator from a part-time position to a full-time position.

Explanation

The Airport Operations Coordinator position inspects and monitors daily airfield conditions to ensure a safe and secure environment for aircraft operations. Duties include responding to airfield emergencies/incidents, dispersement of wildlife, airfield escorts, and construction/maintenance coordination. Kissimmee Gateway Airport recognized a 24% increase in aircraft operations from 2018 to 2019. These increased numbers are expected to return and sustain in the future.

In addition to the increase in aircraft traffic, scheduled construction projects, economic development, increased security enhancement procedures and preventive maintenance projects, this will task the operation staff's hours. The weekly schedule requires two (2) full-time individuals to maintain this coverage. Converting this position to full-time status will complete the scheduling requirement. At this time, the Airport's staff includes one (1) full-time Airport Operations Coordinator and one (1) part-time Airport Operations Coordinator. If approved by the Commission, the reclassification will result in two (2) full-time positions only. The cost to reclassify this position to full-time is $19,660 and will be funded from the Airport Fund reserves.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
4461-70-7010-542-5009276 4461-70-7010-542-5001212 4461-70-7010-542-5002323 4461-70-7010-542-5002121		Decrease Increase Increase Increase	$19,660 $14,329 $4,235 $1,096	

Financial Summary:

Ample funds are available in the Airport Fund reserves to cover the increased costs associated with reclassifying this position to full-time status.

Recommendation

Staff recommends Commission approval to reclassify the current Airport Operations Coordinator from a part-time position to a full-time position and to amend the budget accordingly.

REQUESTED CITY COMMISSION ACTION:

Approve

Attachment(s):
None

ITEM 7.M

INTERLOCAL AGREEMENT BETWEEN THE CITY OF KISSIMMEE AND TOHO WATER AUTHORITY (TWA) FOR THE WATER AND SEWER UTILITY RELOCATION WORK ASSOCIATED WITH THE HUDSON STREET IMPROVEMENT PROJECT

Request

Approval of the Interlocal Agreement between Toho Water Authority (TWA) and the City of Kissimmee for the utility relocation work associated with the Hudson Street Improvement project.

Explanation

The Hudson Street Improvement project is a local street improvement project for an unpaved street that was recently annexed into the City of Kissimmee. These improvements will include paving the street, adding sidewalks to both sides of the street, putting in new driveway connections, adding curb and gutter with a closed drainage system, and utility relocation work. All improvements for this project will be funded through the Community Development Block Grant (CDBG) with the exception of the utility relocation work. This work will be funded by TWA as specified by this Interlocal Agreement. This work will consist of the relocation of approximately 670 feet of 6” water main and 620 feet of 8” sanitary sewer. The Interlocal Agreement was scheduled to be on TWA’s board agenda for approval on May 13, 2020, but that meeting was cancelled and rescheduled for May 27th.

Recommendation

Staff recommends approval of the Interlocal Agreement with TWA for the utility relocation work associated with the Hudson Street Improvement project.

REQUESTED CITY COMMISSION ACTION:

Approve

Attachment(s):

1. ATTACH 7R-City of Kissimmee_Hudson Street Relocation ILA draft v4_846050120
2. Hudson St Vicinity Map

ITEM 7.N

AUTHORIZATION FOR THE KISSIMMEE POLICE DEPARTMENT TO DONATE CHAIRS TO THE SHILOH MISSIONARY BAPTIST CHURCH

Request

Approval to donate chairs to the Shiloh Missionary Baptist Church located in the city of Kissimmee.

Explanation

In preparation for the transition to the new training facility, the Police Department recently began clearing out used items from the former Police Range that are no longer being used. Among these items are (45) class room style, fabric upholstered chairs and (4) folding chairs. Since these chairs will not be used in the new training facility, staff is requesting Commission approval to donate the chairs to the Shiloh Missionary Baptist Church located at 602 John Young Parkway in Kissimmee. The church will utilize these chairs for seating in the church annex as well as in the Precious Jewels Academy that is held at the church. No City departments indicated a need for these chairs; therefore, staff is requesting to donate the chairs.

Recommendation

Staff recommends approval to donate chairs to the Shiloh Missionary Baptist Church.

REQUESTED CITY COMMISSION ACTION:

Approve

Attachment(s):
None

ITEM 7.O

AUTHORIZATION TO SUBMIT AN APPLICATION FOR THE FY 2020 BULLETPROOF VEST PARTNERSHIP GRANT FROM THE UNITED STATES DEPARTMENT OF JUSTICE

Request

Approval to submit an application for the Fiscal Year 2020 Bulletproof Vest Partnership Grant from the United States Department of Justice Office of Justice Programs.

Explanation

The City is eligible to receive $7,860 from the Fiscal Year 2020 Bulletproof Vest Partnership Grant from the United States Department of Justice Office of Justice Programs. These monies will be allocated for the partial funding of bulletproof vests as outlined in the grant application. The balance of the monies needed for the remainder of the bulletproof vests will continue to come from the General Fund budget.

Recommendation

Staff recommends the Police Department submit the required application for the FY 2020 Bulletproof Vest Partnership Grant from the United States Department of Justice Office of Justice Programs.

REQUESTED CITY COMMISSION ACTION:

Approve

Attachment(s):

1. BVP 2020 Application

ITEM 7.P

AUTHORIZATION TO TRANSFER FUNDS FOR TOHO WATER AUTHORITY (TWA) INSPECTION FEE AND MAINTENANCE BOND FOR THE PUBLIC SAFETY TRAINING FACILITY

Request

Approval to transfer $24,700 from General Fund to the Public Safety Training Facility project for Toho Water Authority inspection fees and maintenance bond.

Explanation

During the construction of the Public Safety Training Facility, there have been various fees associated with its development. As the construction comes to completion, the final fees are due for payment. The TWA inspection fee is 1% of the total cost of the private system improvements and 2% of the TWA maintained system for a cost of $7,042.97 while the TWA maintenance bond is 10% of the total cost of the TWA maintained system for a cost of $17,655.23. Based upon these two items, the final total to be paid to TWA is $24,698.20 which will be paid equally by the Police and Fire Departments.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
0001-30-3020-521-5004647		Decrease	$12,350	
0001-35-3520-522-5005259		Decrease	$12,350	
1105-30-3010-521-5006393	ST1717	Increase	$24,700	

Financial Summary:

Adequate funds are available in the accounts referenced above to cover the final TWA costs associated with the Public Safety Training Facility.

Recommendation

Staff recommends approval to transfer $12,350 from the Police Department vehicle maintenance account and $12,350 from the Fire Operations fuel account for a total of $24,700 to the Public Safety Training Facility project.

REQUESTED CITY COMMISSION ACTION:

Approve

Attachment(s):

1. TWA Affidavit

ITEM 7.Q
RATIFICATION OF EXECUTIVE ORDERS 2020-08 AND 2020-09 AND SPECIAL NOTICE 2020-11

Request

Request City Commission ratification of Executive Order 2020-08 issued May 4, 2020 and 2020-09 issued May 11, 2020 for the extension of the local declaration of emergency to May 17, 2020. In addition, requesting ratification of Special Notice 2020-11 which is authorizing the waiver of permitting for outdoor business activities, including outdoor dining and sales, and temporary signs.

Explanation

City Manager Steigerwald, as authorized by City Code Section 15-1-5, issued the original Local State of Emergency on March 16, 2020. An extension of the original Executive Order is necessary due to the ongoing threat to the health and safety of our citizens. Executive Order 2020-08 and then 2020-09 extend the original order through May 17, 2020.

In addition, the City Manager issued Special Notice 2020-11 for the temporary Waiver of Permitting for Outdoor Business Activities, Including Outdoor Dining and Sales, and Temporary Signs. When Governor DeSantis issued Executive EO-112 (Phase 1: Safe. Smart. Step by Step Plan for Florida's Recovery) it allowed retail businesses and restaurants to open with limited occupancy. As a way for the City to assist with recovery and eliminate additional financial burden on the businesses, we are waiving permitting requirements for the next 90-days.

Recommendation

Staff recommends ratification of Executive Order 2020-08 and 2020-09 along with Special Notice 2020-11.

REQUESTED CITY COMMISSION ACTION:

Adopt
Approve

Attachment(s):

1. Ratification of Emergency Proclamation 2020-08 (May 19 2020)
2. 2020-08 Executive Order 2020-08 Extension of Local State of Emergency Declaration (Expires May 10 2020)
3. Ratification of Emergency Proclamation 2020-09 (May 19 2020)
4. 2020-09 Executive Order 2020-09 Extension of Local State of Emergency Declaration (Expires May 17 2020)
5. Ratification of Special Notice 2020-11 (May 19 2020)
6. CM Special Notice 2020-11 Outdoor Dining Sales Signage - 05.08.2020

ITEM 8.A
DISCUSSION ON THE CITY'S MONUMENTAL JULY 4TH CELEBRATION

Request

Staff requests Commission direction on the City's Monumental July 4th Celebration in light of COVID-19.

Explanation

This year the City of Kissimmee's Monumental July 4th celebration was expected to be one of the largest ever following the completion of the Lakefront Phase IV Project and the reopening of Lakeshore Boulevard. This event has most recently attracted attendance ranging from 12-15,000 attendees and the 2020 festival is anticipated to attract thousands more as the holiday will fall on Saturday this year.

In years past, the largest threat to a successful Monumental July 4th celebration was lightning and precipitation. This year, the City, as well as the nation, faces a much larger threat from the global COVID-19 pandemic. The state of Florida's Plan for Recovery allows for event venues, theme parks and large spectator events to operate at various points during its Phases but at significantly reduced capacity and with strict requirements for social distancing measures. The current federal CDC guidelines also require social distancing, including 6-foot distancing between individuals and a current prohibition of gatherings larger than 10 people. The popularity of the City's Monumental July 4th celebration and the layout of Lakefront Park would make compliance with these regulations and guidelines highly unlikely. The inability to 'gate' the park to limit attendance and the density of the crowds we typically encounter at this event make it virtually impossible to enforce social distancing as required by the state and federal governments.

Therefore, after weeks of monitoring COVID-19 and weighing the viability of social distancing modifications, it is staff's recommendation that the City consider cancelling this year's celebration. This would align with multiple other municipalities that share the same challenges and concerns and have cancelled their festivals, including the City of Orlando. An April 28th poll by the Florida Festivals and Events Association reinforces this recommendation as 44% of 81 municipal respondents have opted to cancel or modify their celebration to ensure social distancing, a figure that is likely higher as of this date.

Recommendation

Staff recommends Commission's approval to cancel the City's Monumental July 4th Celebration due to COVID-19 CDC guidelines.

REQUESTED CITY COMMISSION ACTION:

Approve

Attachment(s):
None

ITEM 8.B

REQUEST TO ADVERTISE ORDINANCES AMENDING THE CITY CODE PROHIBITING PARKING OF RVS & TRAILERS OVER A CERTAIN SIZE AND UNTAGGED VEHICLES ON RESIDENTIAL CITY STREETS

Request

Request Commission consideration to advertise two separate ordinances amending the Code of Ordinances prohibiting parking on city streets in residential districts of 1) recreational equipment and trailers thirty feet or longer; and 2) vehicles without a valid license plate affixed to it.

Explanation

City Commissioners have expressed their desire to amend the City Code of Ordinances to reverse a prior decision made last year to not allow RVs and Trailers to park on City streets. Commissioners received complaints from citizens that the ordinance was too restrictive and now desire to allow Recreational Equipment and Trailer parking, but to limit the size of the apparatus to less than thirty feet.

City Commissioners have received complaints with regard to unlicensed / unregistered vehicles being parked on residential city streets, causing an eye sore and posing a public safety issues by impeding the flow of traffic. Florida Statute does not prohibit the parking of unlicensed vehicles on streets, only their operation. This ordinance will allow the City to prohibit these vehicles without a valid license plate from parking on City streets, and will allow for the enforcement of same through issuance of a citation when complaints are received, or violations are observed.

Recommendation

Staff requests Commission direction on the advertising of these proposed ordinances.

REQUESTED CITY COMMISSION ACTION:

Commission Direction

Attachment(s):

1. Proposed Ordinance 20-11. Recreational Vehicle & Trailers. Final 5.13.2020
2. Proposed Ordinance 20-12 Parking Ordinance Revision License Plates. 5.13.2020