



**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/PUBLICMEETINGS**

**TO SEND PUBLIC COMMENT PRIOR TO THE MEETING SENT TO
CITYCLERKEMAIL@KISSIMMEE.ORG
OR CALL 407-518-2308 FOR ASSISTANCE
TUESDAY, AUGUST 4, 2020
6:00 PM**

** Per the Office of the Governor, Executive Order #20-69 allows governments to hold meetings telephonically. Should the Governor's order be amended or expire, the Kissimmee Commission meeting will be held in the City of Kissimmee, Commission Chambers, 101 N. Church Street, Kissimmee, Florida 34741*

1. MEETING CALLED TO ORDER

ROLL CALL:

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

3. PROCLAMATIONS AND SPECIAL PRESENTATIONS

**3.A CERTIFICATE OF APPRECIATION AWARD PRESENTATION TO KISSIMMEE
GATEWAY AIRPORT AIR TRAFFIC CONTROLLER KEVIN OSWALD**

The request is for the City Commission to recognize Kevin Oswald, an air traffic controller with the Kissimmee Gateway Airport, with a Certificate of Appreciation Award for his efforts in averting an aircraft incident.

3.B EMPLOYEE OF THE MONTH FOR APRIL, MAY, JUNE, JULY AND AUGUST

Request the City Commission join the City Manager in recognizing the Employee of the Month recipients for April, May, June, July and August.

3.C SERVICE AWARDS FOR JANUARY, FEBRUARY, MARCH, APRIL, MAY AND JUNE

Request 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

4.A PUBLIC HEARING - SECOND AND FINAL READING - LAND DEVELOPMENT CODE TEXT AMENDMENT: LDC UPDATE AND FORM-BASED CODE (DRC#20-053) - PROPOSED ORDINANCE #20-15

AN ORDINANCE AMENDING THE CITY OF KISSIMMEE, FLORIDA CODE OF ORDINANCES TITLES; UPDATING AND MOVING LANGUAGE FROM THE LAND DEVELOPMENT CODE TO TITLE 2, TITLE 7, TITLE 9, TITLE 10, AND TITLE 12 OF THE CODE OF ORDINANCES; REORGANIZING AND UPDATING LANGUAGE IN TITLE 14 OF THE CODE OF ORDINANCES; ADDING SECTION 14-5 FORM BASED CODE (FBC) AND CREATING AND AMENDING THE ZONING MAP TO REFLECT THE REGULATING PLAN IN 14-5; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE

Commission approval of the second and final reading of an ordinance that reorganizes and makes minor updates to the Land Development Code and adds the Form-Based Code Chapter.

5. PUBLIC HEARINGS

None.

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 COMMISSION MINUTES APPROVAL

Request Commission approval of the July 7, 2020 KUA Board Interviews and July 7, 2020 Commission Meeting Minutes.

7.B ACCEPTANCE OF CORONAVIRUS RELIEF FUNDS FROM THE FLORIDA HOUSING FINANCE CORPORATION FOR COVID-19 HOUSING RELATED ACTIVITIES

Acceptance of the Coronavirus Relief Funds (CFR) from the Florida Housing Finance Corporation (FHFC) for related housing activities and authorization for the City Manager to execute the Subrecipient Agreement in the amount of \$503,634 and any subsequent agreements or necessary documents.

7.C EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM FY 2020

Review and approval to apply for the Edward Byrne Memorial Justice Assistance Grant.

7.D OMG COMMERCIAL PLAZA - FINAL PLAT (DRC#20-00035)

City Commission approval of the final plat known as OMG Commercial Plaza.

7.E LOCAL AGENCY PROGRAM SUPPLEMENTAL AGREEMENT NO. 1 WITH FDOT FOR EMORY CANAL TRAIL NORTH FROM ERNEST STREET TO VINE STREET (US 192)

Approval of resolution authorizing the City Manager to execute and deliver to the Florida Department of Transportation (FDOT) the Local Agency Program (LAP) supplemental agreement for the Emory Canal Trail North from Ernest Street to Vine Street (US 192), (FPN 439069-1-58-01).

7.F RATIFICATION OF EXECUTIVE ORDERS 2020-19 AND 2020-20

City Commission ratification of Executive Order 2020-19 issued July 20, 2020 and Executive Order 2020-20 issued July 27, 2020, for the extension of the Local Declaration of Emergency to August 2, 2020.

7.G ACCEPT REIMBURSEMENT IN THE AMOUNT OF \$29,950 FOR 1125 PALMWAY STREET FOR NONFULFILLMENT OF AFFORDABILITY PERIOD AND ASSOCIATED BUDGET ADJUSTMENT

Accept reimbursement in the amount of \$29,950 for the nonfulfillment of the affordability period for 1125 Palmway Street and associated budget adjustment.

7.H BID AWARD FOR THE CONSTRUCTION OF THE EMORY CANAL TRAIL NORTH FROM ERNEST STREET TO VINE STREET (US 192)

Approval to award the bid for the construction of the Emory Canal Trail North from Ernest Street to Vine Street (US 192), to Central Concrete Products Inc., Bartow, Florida in the amount of \$794,518. This project (FPN 439069-1-58-01) will be funded by the Florida Department of Transportation (FDOT) and Recreation Impact Fee Fund.

7.I FEDERALLY FUNDED PUBLIC ASSISTANCE STATE AGREEMENT - COVID-19

Approval of the Federally Funded Public Assistance State Agreement between the State of Florida, Division of Emergency Management and the City of Kissimmee to respond and address the Public Health Emergency for COVID-19.

7.J RS&H, INC. WORK ORDER NO. 1 - AMENDMENT NO. 2 TO THE CHURCH STREET PARKING IMPROVEMENT PROJECT

Approval to amend Work Order No. 1 with RS&H, Inc. for the Church Street Parking Improvement project in the amount of \$49,964.54.

7.K MERCEDES ESTATES - FINAL PLAT (DRC#20-00017)

City Commission approval of the final plat known as Mercedes Estates.

7.L APPROVAL TO ACCEPT THE 2020/21 FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM GRANTS

Approval to accept the 2020/21 Florida Recreation Development Assistance Program (FRDAP) Grants in the amount of \$50,000 each (total of \$100,000) for Mill Slough Park and Mark E. Durbin Park at Lakeside.

8. DISCUSSION ITEMS

8.A SOCIAL SERVICES FUNDING PROCESS FOR 2020-2021

Consideration of the Social Services and Quality of Life Funding Process for FY 2020-2021.

8.B DOWNTOWN KISSIMMEE TRAFFIC STUDY

Staff requests Commission direction on pursuing the proposed Downtown Kissimmee Traffic Study.

8.C ANNUAL ADVISORY BOARD APPOINTMENTS

Commission reappoint existing board members who wish to continue serving and make appointments to fill any vacancies. All current board members continue to serve until reappointed or replaced.

9. HEAR CITY OFFICIALS

9.A CITY MANAGER

9.B CITY ATTORNEY

9.C CITY COMMISSION

10. ADJOURNMENT

IN ACCORDANCE WITH FLORIDA STATUTES 286.0105: ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING OR HEARING WILL NEED TO ENSURE THAT VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS MADE.

IN ACCORDANCE WITH FLORIDA STATUTE 286.26, PERSONS NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE OFFICE OF THE CITY CLERK AT 407-518-2308 OR VIA EMAIL AT CITYCLERKEMAIL@KISSIMMEE.ORG, PRIOR TO THE MEETING (FS 286.26).

ITEM 3.A

CERTIFICATE OF APPRECIATION AWARD PRESENTATION TO KISSIMMEE GATEWAY AIRPORT AIR TRAFFIC CONTROLLER KEVIN OSWALD

Request

The request is for the City Commission to recognize Kevin Oswald, an air traffic controller with the Kissimmee Gateway Airport, with a Certificate of Appreciation Award for his efforts in averting an aircraft incident.

Explanation

Mr. Kevin Oswald was instrumental in preventing a tragic situation from occurring when he observed an aircraft's right main landing gear not extended, and therefore not ready for safe landing.

He gave appropriate direction to the pilot and the aircraft landed safely. His keen observation and quick action prevented possible damage to property, and loss of life.

The City of Kissimmee is proud to have Mr. Oswald on our team and wish to congratulate and recognize him for his excellence and professionalism.

Department: City Manager

Presenter: MIKE STEIGERWALD

Attachment(s):

None

ITEM 3.B

EMPLOYEE OF THE MONTH FOR APRIL, MAY, JUNE, JULY AND AUGUST

Request

Request the City Commission join the City Manager in recognizing the Employee of the Month recipients for April, May, June, July and August.

Explanation

April: Madison-Lee Clancy

The City is pleased to announce Madison-Lee Clancy as the Employee of the Month for April. Maddie has been a part-time employee for almost two years, starting as a Summer Camp Counselor to now working as a Recreation Leader I for Parks & Recreation.

Maddie enjoys the progression and different opportunities the position brings, and she strives to keep “her kids” entertained with fun and challenging activities like using her creative talents to make fun bulletin boards for the kids. Since her transition to Rec Leader, Maddie has been instrumental with Camp Discovery doing behind-the-scenes work of making camp binders, programming phones, as well as assisting with the supplies and their distribution.

Maddie steps up whenever needed – staffing the front desk, assisting guests, and answering phones. Her knowledge and efforts are valued by staff, participants and the community. For all of this, the City would like to recognize her as April’s Employee of the Month.

May: Christopher Alessandri

It is an honor for the City of Kissimmee to announce May’s Employee of the Month, Christopher Alessandri, Fire Prevention Supervisor for the Development Services Department. Chris is not only an asset to his department, but to the City as he leads by example. Approaching his 20th anniversary with the City, Chris is known for his cheerful and positive attitude throughout personal adversity, tedious building review processes, and the enforcement of fire codes.

Chris is well respected by his team for the comradery and morale he fosters. Through active engagement with customers – internal and external – Chris often receives positive comments about his good attitude, knowledge and his willingness to assist. He promotes excellence and encourages collaborative ideas while helping his customers to successfully navigate the fire codes.

Chris worked within the Fire Department for many years until his Division was reassigned to the Building Department – through his knowledge and interaction, Chris has been a great liaison between both departments to best serve the City. For these qualities, the City is pleased to recognize Christopher Alessandri as Employee of the Month.

June: Mignel Rivera

The City of Kissimmee is pleased to announce the Employee of the Month for June is Mignel Rivera, Community Service Officer (CSO) with the Police Department. She has been serving the City for over 12 years.

As a CSO, one of Mignel's duties is to assist Police, Fire and EMS personnel, crime victims and injured persons at emergency scenes, as necessary. Mignel is assigned to the day shift patrol squad and is an integral part of the team due to the assistance she provides.

Mignel excels at this as she constantly volunteers to handle calls to keep patrol officers available for priority calls. For example, in August while patrol officers were handling an armed robbery, Mignel assisted by handling three crashes and a criminal mischief call. With many calls comes much report writing, which CSO Rivera is known for completing in a timely manner. In addition to her efficiency, her every day great attitude is appreciated. For her dedication to her career, and to the City of Kissimmee residents, we honor Mignel Rivera as Employee of the Month.

July: Tameara Crespo

The City of Kissimmee is honored to announce the Employee of the Month for July is Tameara Crespo, Legal Assistant in the City Manager's Department. Tameara has been with the City for over 2 ½ years.

Tameara is the key support person in the busy City Attorney division, where she meets the demands of her job professionally and effortlessly. During the pandemic Tameara stepped up, filling in where she was needed, adapting her workload to not only accommodate the needs of the City as a whole, but to selflessly take on the responsibilities of another position for an extended period of time.

You would not know that Tameara has outside obligations. That reality does not interfere with her focus on the work of the City, and accomplishing what needs to be done. She balances her work and personal life seamlessly as she raises her family, volunteers as a guardian ad litem, and recently completed her Bachelors of Arts degree. As if that isn't enough, she has been accepted into the Florida State University Juris Master degree program starting in the fall. The City appreciates everyone's efforts during these trying times, and especially Tameara's. Her optimism, dedication are appreciated – please join us in recognizing her.

August: Eric Gentry

The City of Kissimmee is pleased to announce Eric Gentry as the Employee of the Month for August. Eric is a Fire Lieutenant; achieving his 19-year anniversary with the Fire Department this month.

Eric consistently excels in his performance and exemplifies going 'above and beyond'. When Eric steps up to a challenge, his get-it-done attitude best serves all involved. He brings high morals and ethics to the table with any project for which he is involved. These skills also help him strike a good

balance between work, personal and family life.

Eric readily volunteers for many programs such as the Department's new Records Management System, SAVE (Active Shooter Response), and in crafting the Department's COVID-19 response. Most recently, his passion and attention to detail regarding the new Public Safety Training Center's tower ensured the highest quality product possible was delivered to the City. Eric is an impressive and valuable member of the Department, and the City – for this we would like to recognize him.

Department: Human Resources & Risk Management
Presenter: MIKE STEIGERWALD

Attachment(s):

None

ITEM 3.C

SERVICE AWARDS FOR JANUARY, FEBRUARY, MARCH, APRIL, MAY AND JUNE

Request

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

Explanation

<u>Five</u>	Chris Bright	Public Works & Engineering
	Tino Coll Cardenas	Fire
	Becky Davis	Finance
	Mike Elder	Police
	Luis Moraguez	Information Technology
	Arianna Pletka	Police
	Shannon Proco	Police
	Mike Taylor	Fire
	Nam Vo	Police
	Joe Walk	Finance
<u>Ten</u>	Luiz Zunino	Police
	Corey Anthony	Police
	Charles Popp	Police
<u>Fifteen</u>	Tracy Turnage	Police
	Ricky Allen	Public Works & Engineering
	David Boykin	Fire
	Christina Collier	Police
	Angela Durham	Police
	Pam Koski	Police
	Tyrone Matthews	Public Works & Engineering
	Ainsworth McDermott	Public Works & Engineering
	Mark Morris	Police
	Moises Perez	Police
	Mike Strickland	Police
<u>Twenty</u>	Mark Vazquez	Development Services
	Chris Alessandri	Development Services
	Omar Berrio	Police
	Ryan Birks Kilman	Public Works & Engineering

Raquel Fernandez
Craig Holland
Suzanne Negrón

Police
Development Services
Development Services

Thirty Greg Detwiler Public Works & Engineering

Department: Human Resources & Risk Management
Presenter: MIKE STEIGERWALD

Attachment(s):

None

ITEM 4.A

PUBLIC HEARING - SECOND AND FINAL READING - LAND DEVELOPMENT CODE TEXT AMENDMENT: LDC UPDATE AND FORM-BASED CODE (DRC#20-053) - PROPOSED ORDINANCE #20-15

AN ORDINANCE AMENDING THE CITY OF KISSIMMEE, FLORIDA CODE OF ORDINANCES TITLES; UPDATING AND MOVING LANGUAGE FROM THE LAND DEVELOPMENT CODE TO TITLE 2, TITLE 7, TITLE 9, TITLE 10, AND TITLE 12 OF THE CODE OF ORDINANCES; REORGANIZING AND UPDATING LANGUAGE IN TITLE 14 OF THE CODE OF ORDINANCES; ADDING SECTION 14-5 FORM BASED CODE (FBC) AND CREATING AND AMENDING THE ZONING MAP TO REFLECT THE REGULATING PLAN IN 14-5; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE

Request

Commission approval of the second and final reading of an ordinance that reorganizes and makes minor updates to the Land Development Code and adds the Form-Based Code Chapter.

Explanation

In late 2017, City staff began working with a consultant to develop a Form-Based Code, a new chapter in the Land Development Code (LDC) that will replace the current Vine Street Overlay and Downtown Community Redevelopment Area (CRA) standards. In general terms, a Form-Based Code is a land development regulation that uses physical form rather than separation of uses as the organizing principle for the code. A Form-Based Code is a regulation adopted into Code and offers a powerful alternative to conventional zoning regulation. It addresses the relationship between building facades and public spaces, the form and mass of buildings in relation to one another, and the scale and types of streets and blocks. The regulations and standards in Form-Based Codes are presented in both text and clearly drawn diagrams and other visuals. They are keyed to a regulating plan that designates the appropriate form and scale (and therefore, character) of development, rather than only distinctions in land-use types.

In addition to the development of the Form-Based Code, staff has also worked with the consultant to re-organize the Land Development Code, resulting in an intuitive Code that is easier to navigate. Minor text updates were also made, as some sections had not been updated since the mid 1990s/early 2000s.

Recommendation

The Development Review Committee recommended approval on June 2, 2020.

The Planning Advisory Board recommended approval by a vote of 4-1 on July 1, 2020.

The City Commission approved the first reading on July 21, 2020.

REQUESTED CITY COMMISSION ACTION:

Adopt

City of Kissimmee

Department: Development Services

Presenter: ASHLEY CORNELISON

Attachment(s):

1. Proposed Ordinance _20-15 Revised
2. LDC_FBC Clean_Exhibit A (20-15) Revised
3. COO Sections to be Moved_Exhibit A (20-15)
4. S&ME Presentaion
5. FBC-LDC Advertisement_AUGUST
6. 07-21-2020 Commission Action AB Approved

ITEM 7.A

COMMISSION MINUTES APPROVAL

Request

Request Commission approval of the July 7, 2020 KUA Board Interviews and July 7, 2020 Commission Meeting Minutes.

Explanation

Minutes of the Commission meetings held on July 7, 2020 for the KUA Board Interviews and Commission Meeting are attached for approval.

Recommendation

Staff recommends Commission approval.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter: LINDA HANSELL

Attachment(s):

1. Commission Minutes - July 7 2020 KUA Board Interviews
2. Commission Minutes - July 7 2020

ITEM 7.B

ACCEPTANCE OF CORONAVIRUS RELIEF FUNDS FROM THE FLORIDA HOUSING FINANCE CORPORATION FOR COVID-19 HOUSING RELATED ACTIVITIES

Request

Acceptance of the Coronavirus Relief Funds (CFR) from the Florida Housing Finance Corporation (FHFC) for related housing activities and authorization for the City Manager to execute the Subrecipient Agreement in the amount of \$503,634 and any subsequent agreements or necessary documents.

Explanation

The Florida Housing Finance Corporation is allocating the City of Kissimmee a portion of the CARES Act Funds it received from the federal government pursuant to Section 601(d) of the Social Security Act, as amended by Section 5001 of the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Pub. L. No. 116-136, div. A, Title V (March 27, 2020) to administer and carry out COVID-19 housing related activities.

CFR funds may be used for the following pre-approved program purposes or activities:

1. rental assistance payments (including back rent, deposits and utility payments);
2. mortgage payments and buydowns;
3. emergency repair of housing;
4. assistance to homeowners to pay insurance deductibles;
5. housing re-entry assistance, such as security deposits, utility deposits, and temporary storage of housing furnishings;
6. foreclosure or eviction prevention, including monthly rent and associated fees; and
7. homeownership counseling.

The period of performance for this grant is March 1, 2020 - December 30, 2020.

The initial allocation from FHFC covered in this grant is \$503,634. Additional allocations may be possible depending on unemployment figures as well as the City's performance in spending the first allocation.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
1280-00-0000-334-3344901		Increase	\$503,634	
1280-25-2510-554-5003131		Increase	\$50,363	
1280-25-2510-554-5003434		Increase	\$453,271	

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Financial Summary:

There is no fiscal impact to the General Fund since the program will be funded with monies from the Coronavirus Relief Fund.

Recommendation

Staff recommends acceptance of the Coronavirus Relief Funds (CFR) from the Florida Housing Finance Corporation (FHFC).

REQUESTED CITY COMMISSION ACTION:

Accept
Execute

Department: Development Services
Presenter: FRANCES DEJESUS

Attachment(s):

- 1. Funding Agreement - 121-2020

ITEM 7.C

EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM FY 2020

Request

Review and approval to apply for the Edward Byrne Memorial Justice Assistance Grant.

Explanation

The U.S. Department of Justice, Bureau of Justice Assistance (BJA), has announced the availability of grant funds to state and local units of government through the Edward Byrne Memorial Justice Assistance Grant (JAG) Program, FY 2020 Local Solicitation. This program allows states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system. The funding distribution is based on population and crime statistics as well as law enforcement expenditure data. The City of Kissimmee is now eligible for \$26,121.

The Department has been receiving funds from the JAG grant since 1996. The funds will be used to pay a portion of one sergeant and two officer positions. These positions are an integral part of the Intelligence Led Policing program and are currently located within the Patrol Division.

Recommendation

Staff recommends approval for the Police Department to apply for the funds from the Edward Byrne Memorial Justice Assistance Grant Program FY 2020 in the amount of \$26,121.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter: Christopher Succi

Attachment(s):

1. JAG Grant Program Fiscal Year 2020 Local Formula Solicitation

ITEM 7.D

OMG COMMERCIAL PLAZA - FINAL PLAT (DRC#20-00035)

Request

City Commission approval of the final plat known as OMG Commercial Plaza.

Explanation

The owner of the property, Infinity Title Group, LLC, is requesting final plat approval without guarantee as the public roads and utility services necessary to serve the property are in place. The property is located on the west side of John Young Parkway, south of Sumner Street, and is currently vacant. The property owner is combining portions of three underlying platted lots into one for future development purposes.

Recommendation

Approval of the OMG Commercial Plaza final plat.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter: RYAN KILMAN

Attachment(s):

1. 20-035 OMG Commercial Plaza-FP_VM
2. 20-035.Mylar_7.20.20

ITEM 7.E

LOCAL AGENCY PROGRAM SUPPLEMENTAL AGREEMENT NO. 1 WITH FDOT FOR EMORY CANAL TRAIL NORTH FROM ERNEST STREET TO VINE STREET (US 192)

Request

Approval of resolution authorizing the City Manager to execute and deliver to the Florida Department of Transportation (FDOT) the Local Agency Program (LAP) supplemental agreement for the Emory Canal Trail North from Ernest Street to Vine Street (US 192), (FPN 439069-1-58-01).

Explanation

The initial funding (\$912,691) for this project has already been granted by FDOT and accepted by the Commission. This supplemental agreement will reduce the state funding by \$181,013, which will result in total grant funding of \$731,678. While there is no City match required for this grant, the City will be required to cover ineligible items associated with the project in the amount of \$62,840, which will result in a reduction of local funds by \$46,625. Funds are available in the Recreation Impact Fee Fund to cover the ineligible costs.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
1116-50-5070-572-5006191	RI2000	Decrease	\$62,840	
1201-45-4565-541-5006393	PW2022	Increase	\$62,840	
1201-45-4565-541-5006393	PW2022	Decrease	\$181,013	
1201-00-0000-33	N/A	Decrease	\$181,013	

Financial Summary:

As mentioned above, monies for the ineligible items totaling \$62,840 will be funded from the Recreation Impact Fee Fund. In addition, the amount previously recorded as grant funding will be reduced by \$181,013 resulting in total grant funding of \$731,678. After the transfer from the Recreation Impact Fee Fund is processed, project PW2022 will have a total available budget balance of \$794,518.

Recommendation

Staff recommends approved of a Resolution authorizing the City Manager to execute and deliver documents related to this request.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter: ASHLEY WILLIS

Attachment(s):

1. LAP Resolution-Emory Canal Trail North 07212020
2. LAP Agreement 439069-1-58-01
3. SA #1 439069-1-58-01

ITEM 7.F

RATIFICATION OF EXECUTIVE ORDERS 2020-19 AND 2020-20

Request

City Commission ratification of Executive Order 2020-19 issued July 20, 2020 and Executive Order 2020-20 issued July 27, 2020, for the extension of the Local Declaration of Emergency to August 2, 2020.

Explanation

City Manager Steigerwald, as authorized by City Code Section 15-1-5, issued the original Local State of Emergency on March 16, 2020. Several extensions of the original Executive Order have been necessary due to the ongoing threat to the health and safety of our citizens. Executive Order 2020-19 and 2020-20 extend the original order through August 2, 2020.

Recommendation

Ratification of Executive Orders extending the State of Emergency.

REQUESTED CITY COMMISSION ACTION:

Adopt

Approve

Department: City Manager

Presenter: MIKE STEIGERWALD

Attachment(s):

1. Ratification of Emergency Proclamation 2020-19 (Expires July 26 2020)
2. 2020-19 Executive Order 2020-19 Extension of Local State Emergency Declaration (Expires July 26 2020)
3. Ratification of Emergency Proclamation 2020-20 (Expires August 2 2020)
4. 2020-20 Executive Order 2020-20 Extension of Local State of Emergency Declaration (Expires August 2 2020)

ITEM 7.G

ACCEPT REIMBURSEMENT IN THE AMOUNT OF \$29,950 FOR 1125 PALMWAY STREET FOR NONFULFILLMENT OF AFFORDABILITY PERIOD AND ASSOCIATED BUDGET ADJUSTMENT

Request

Accept reimbursement in the amount of \$29,950 for the nonfulfillment of the affordability period for 1125 Palmway Street and associated budget adjustment.

Explanation

On May 6, 2008, the owner of 1125 Palmway Street received \$57,891 in down payment assistance to purchase the home. The City provided this assistance using funds from the Hurricane Housing Recovery Program (HHRP) provided by the State after the 2004 hurricane season.

The down payment assistance was provided to a low/moderate income household for a home that was purchased and rehabilitated with specific attention being given to improvements that made the home more resistant to hurricane damage.

The assistance was provided to the household with a 25 year affordability period which means the home had to be sold and occupied by a low/moderate income family for 25 years. The home is now being sold to a non-low/moderate income family; therefore, the prorated amount of the original remaining down payment assistance is \$29,950 and is being reimbursed to the City.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
1274-00-0000-369-3699000		Increase	\$29,950	
1274-25-2510-554-5003434		Increase	\$29,950	

Financial Summary:

The money will be placed in the current program year SHIP fund and will be used for SHIP approved uses.

Recommendation

Staff recommends acceptance of a reimbursement in the amount of \$29,950 for the nonfulfillment of the affordability period for 1125 Palmway Street and to amend the budget accordingly.

REQUESTED CITY COMMISSION ACTION:

Accept
Approve

Department: Development Services
Presenter: CRAIG HOLLAND

Attachment(s):
None

ITEM 7.H

BID AWARD FOR THE CONSTRUCTION OF THE EMORY CANAL TRAIL NORTH FROM ERNEST STREET TO VINE STREET (US 192)

Request

Approval to award the bid for the construction of the Emory Canal Trail North from Ernest Street to Vine Street (US 192), to Central Concrete Products Inc., Bartow, Florida in the amount of \$794,518. This project (FPN 439069-1-58-01) will be funded by the Florida Department of Transportation (FDOT) and Recreation Impact Fee Fund.

Explanation

The project is a concrete trail in a north-south direction along Emory Canal and through the residential areas west of downtown Kissimmee. The trail is 10' wide, except for a section with a 7' wide sidewalk and short section of 4' wide sidewalk. The proposed trail will be constructed with 4" thick, 2500 psi concrete, except for driveway locations receiving 6" thick, 2500 psi concrete. The total gross length of the project is approximately 6,827 feet or 1.29 miles. All pedestrian features are to adhere to current Americans with Disabilities Act (ADA) standards.

The project was advertised on Sunday April 26, 2020. Ten (10) contractors submitted bids for the construction of the Emory Canal Trail North from Ernest Street to Vine Street (US 192). Bids were opened on June 9, 2020 at 2:00 pm EST with the following results:

Contractor	Base Bid	Grand Total
Central Concrete Products	\$731,678.00	\$794,518.00
Atlantic Civil Constructors	\$815,297.06	\$874,534.89
Loren Jock Trucking	\$829,441.16	\$913,431.76
West to West Construction	\$887,597.30	\$1,004,597.30
Gomez Construction Company	\$918,728.00	\$996,861.43
C&D Construction	\$943,254.00	\$1,020,564.00
LAS Contracting Corp	\$956,372.00	\$1,020,380.00
Cathcart Construction Company	\$1,057,478.00	\$1,142,236.00
Southern Development & Construction	\$1,103,490.00	\$1,222,000.00
Design Build Engineers & Contractors	\$1,367,797.00	\$1,678,545.00

Based upon the bids received, staff is recommending an award to the low bidder, Central Concrete Products Inc., in the amount of \$794,518 along with a construction schedule of 210 days.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
1201-45-4565-541-5006393	PW2022	Decrease	\$794,518	\$794,518

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Financial Summary:

This project is being funded by a \$731,678 FDOT grant as well as \$62,840 from the Recreation Impact Fee Fund.

Recommendation

Staff recommends awarding the bid to the low bidder, Central Concrete Products Inc., in the amount of \$794,518.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter: ASHLEY WILLIS

Attachment(s):

1. 4.1 Bid Tabulation 6.9.2020- N Emory Canal Trail
2. Contract- Emory Canal Trail North - Insurance

ITEM 7.I

FEDERALLY FUNDED PUBLIC ASSISTANCE STATE AGREEMENT - COVID-19

Request

Approval of the Federally Funded Public Assistance State Agreement between the State of Florida, Division of Emergency Management and the City of Kissimmee to respond and address the Public Health Emergency for COVID-19.

Explanation

The State of Florida, Division of Emergency Management (DEM) serves as the Grantee for funds to be received from both the Federal Emergency Management Agency (FEMA) and the State Division of Emergency Management. In order to begin receiving reimbursements from both governmental agencies, the FEMA - State Agreement must be approved by the City Commission. The attached agreement outlines the documentation required, the process for payment of claims, audit requirements, etc. This is a standard agreement that all governmental entities are required to sign in order to receive federally funded public assistance.

Exhibit 1 of the attached agreement has no referenced project as it is still being processed by both FEMA and the State. As additional projects are reviewed and processed by both entities, amendments to this agreement will be provided to the City to include the reimbursement amounts associated with each project. Each of these amendments must be executed by the City. Since there are a large number of outstanding projects, staff is requesting the Commission delegate the authority to sign these amendments to the City's Finance Director.

Recommendation

Approval of this agreement for COVID-19 and the associated delegation of authority to the City's Finance Director.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter: AMY ADY

Attachment(s):

1. Agreement Z1845
2. FDEM Delegation Letter COVID-19

ITEM 7.J

RS&H, INC. WORK ORDER NO. 1 - AMENDMENT NO. 2 TO THE CHURCH STREET PARKING IMPROVEMENT PROJECT

Request

Approval to amend Work Order No. 1 with RS&H, Inc. for the Church Street Parking Improvement project in the amount of \$49,964.54.

Explanation

On August 14, 2018, the City entered into an Architectural/Engineering Continuing Services Agreement with RS&H, Inc. to provide engineering services. On February 19, 2019, the City authorized Work Order No. 1, in the amount of \$81,629.78 to RS&H, Inc. to provide surveying, civil engineering, and plans production necessary to develop construction documents for pavement resurfacing, sidewalk and Americans with Disabilities Act (ADA) enhancements, intersection improvements, drainage improvements, and parking improvements to change the rear-in angled parking to front-in angled parking on Church Street from Main Street to W. Mabbette Street.

On December 3, 2019, the City authorized Work Order No. 1 – Amendment No. 1, in the amount of \$33,808.71 bringing the contract total to \$115,438.49.

This Amendment No. 2 for \$49,964.54 will provide additional design for added sidewalk, driveways, and curb replacements where impacted by proposed lighting conduit installation. Additional survey and mapping to identify and locate existing utilities and features impacted by the proposed lighting conduit for CRA lighting described in the attached Proposal for Surveying Services from Johnston's Surveying, Inc. will also be required.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
3357-10-1050-559-5006393	CR1901	Decrease	\$560,000	\$49,965

Financial Summary:

Funds are budgeted and available in the capital project funded by the line of credit to cover the costs associated with this amendment to Work Order No. 1.

Recommendation

Commission approval to amend Work Order No. 1 with RS&H, Inc. for the Church Street Parking
City of Kissimmee

Improvement project in the amount of \$49,964.54.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter: ASHLEY WILLIS

Attachment(s):

1. WO #1 - Amendment #1 Church Street - Approved
2. WO#1-Amendment #2
3. ChurchStreetFee_WorkOrder1Amendment2
4. ChurchStreetScope_WorkOrder1Amendment2
5. Johnstons Surveying-Church Str Addnl Rte Pro

ITEM 7.K**MERCEDES ESTATES - FINAL PLAT (DRC#20-00017)****Request**

City Commission approval of the final plat known as Mercedes Estates.

Explanation

The owner of the property, Ethel M. Urbina, is requesting final plat approval without guarantee. The property is located at the southwest corner of Clyde Avenue and Palmetto Avenue. The proposed subdivision would establish three lots from two underlying platted lots for future development purposes.

Recommendation

Approval of the Mercedes Estates final plat.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter: RYAN KILMAN

Attachment(s):

1. DRC-20-00017 - Vicinity Map
2. C_Emily Turner - Mercedes Estates Plat 7.22.20

ITEM 7.L

APPROVAL TO ACCEPT THE 2020/21 FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM GRANTS

Request

Approval to accept the 2020/21 Florida Recreation Development Assistance Program (FRDAP) Grants in the amount of \$50,000 each (total of \$100,000) for Mill Slough Park and Mark E. Durbin Park at Lakeside.

Explanation

In November 2019, the Commission approved Parks and Recreation's request to apply for two Florida Recreation Development Assistance Program (FRDAP) Grants to assist with building an outdoor fitness area within Mill Slough Park and to refurbish the multi-use sports rink at Mark E. Durbin Park at Lakeside.

On July 8, 2020, the City was awarded funding for both applications. Each project was funded in the amount of \$50,000 with no match required by the City. Therefore, staff requests Commission approval to accept both grants and authorize the City Manager to sign documents pertaining to the grants so the City can move forward with the projects as identified in the 5 year capital improvement plan.

Recommendation

Staff recommends acceptance of the 2020/21 Florida Recreation Development Assistance Program (FRDAP) Grants and to amend the budget accordingly.

REQUESTED CITY COMMISSION ACTION:

Accept

Department: Parks & Recreation

Presenter: ELIZABETH HARRIS

Attachment(s):

None

ITEM 8.A

SOCIAL SERVICES FUNDING PROCESS FOR 2020-2021

Request

Consideration of the Social Services and Quality of Life Funding Process for FY 2020-2021.

Explanation

Every year the Commission authorizes funding for non-profit organizations who have missions to deliver programs that meet the needs of our most vulnerable population through emergency services, case management, therapeutic resources and homelessness assistance programs. Due to the recent impacts of Covid-19 and the tremendous amount of financial resources available to residents within our county, staff requests Commission direction on the timing of the 2020-2021 process and/or delaying the process until gaps in services are identified based on unmet needs not covered through the CARES ACT funds.

To date, millions of dollars have been allocated to our county for rental assistance, food assistance, utility assistance, and rapid rehousing assistance. The opportunity is also available for funds to be made available for training and homelessness prevention. In addition, some of our agencies/programs are either operating at a reduced capacity, altered capacity through virtual options and/or are closed to the public.

Due to these changes and rapidly available resources, the City, Osceola County, and our regional partners have developed plans that are continuing to evolve in order to ensure the timely spending of the funds. In addition, there are a number of unknown implications and factors that will not present themselves until the funding starts being spent and the impacts of evictions, foreclosures and high unemployment are fully realized as we approach the December deadline.

In response, staff is requesting Commission discussion and direction on the \$350,000 budgeted for Social Services and Quality of Life programs to better coordinate the application and Commission funding allocation process.

Recommendation

Commission direction requested on how to proceed with the upcoming Social Services and Quality of Life Competitive Funding Process.

REQUESTED CITY COMMISSION ACTION:

Commission Direction

Department: City Manager

Presenter: DESIREE MATTHEWS

Attachment(s):

None

ITEM 8.B

DOWNTOWN KISSIMMEE TRAFFIC STUDY

Request

Staff requests Commission direction on pursuing the proposed Downtown Kissimmee Traffic Study.

Explanation

Prior to COVID19, several Downtown Kissimmee merchants approached the City Commission regarding the ability to have golf carts in Downtown Kissimmee. Florida State Statute requires a City adopt an ordinance allowing the operation of street legal golf carts. The ordinance must list specific streets and sections of said streets upon which golf carts would be allowed to be operated. Golf carts are currently not allowed on any street in Kissimmee.

A street legal golf cart must meet many of the same standards a motor vehicle meets to operate on a City street, including but not limited to: seat belts, turn signals, head lights, windshield wipes and mirrors.

Various reasons have been stated for the desire to have golf carts, including: food delivery, rental by downtown visitors, additional advertising for businesses and to increase pedestrian safety in Downtown. Please note: The City's Code of Ordinance does not allow parked vehicle signs.

The study will look at existing conditions and a feasibility assessment for golf carts in Downtown Kissimmee. The study will also look at the feasibility of adding stop signs and reducing the speed limit on Broadway and other streets where golf carts would be permitted.

Renaissance Planning is on the Development Services Department's continuing services list for planning consultants. No additional procurement would be required.

The cost of the study is \$34,500. If further speed study work is necessary to justify reduction of the speed limit, this price may increase slightly. The cost would be paid from Development Services, Public Works or a combination of the two budgets. The scope of work is below \$50,000 and only requires the City Manager's approval, however the Commission direction at the December 3, 2019 meeting was to bring this back for discussion prior to commencing the study.

Recommendation

The City Commission provide staff with direction on a proposed Downtown Kissimmee Golf Cart Study.

REQUESTED CITY COMMISSION ACTION:

Commission Direction

Department: Development Services

Presenter: CRAIG HOLLAND, ASHLEY WILLIS

Attachment(s):

1. Kissimmee Golf Cart Scope of Work
2. Renaissance Kissimmee Golf Cart Cost Memo May 6 2020

ITEM 8.C

ANNUAL ADVISORY BOARD APPOINTMENTS

Request

Commission reappoint existing board members who wish to continue serving and make appointments to fill any vacancies. All current board members continue to serve until reappointed or replaced.

Explanation

The list of annual appointments by Commission Seat is attached. Appointments are assigned to the individual City Commissioner in order of rotation. Currently, we have appointments remaining for the following boards:

Board of Adjustment
Parks and Recreation Advisory Board

Each of these boards have individual requirements for residency as well as additional items such as architects, engineers, business owner, etc. You will find the qualifications for the current board member on the attached list which also includes their desire to be reappointed or replaced. Active Applications for boards with vacancies have been supplied to the Commission. At the July 7, 2020 Commission meeting, the Commission voted to approve a 60-day extension on the appointments in order to gather applications from qualified candidates.

Recommendation

Staff requests the Commission reappoint active board members who wish to continue to serve and make appointments to fill any vacancies.

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: City Manager

Presenter: MIKE STEIGERWALD

Attachment(s):

1. Appointments by Seat 08-04-2020