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, MARCH 2, 2021
6:00 PM

PUBLIC ACCESS AND PARTICIPATION AVAILABLE IN-PERSON* OR VIA COMMUNICATIONS MEDIA TECHNOLOGY (CMT) INSTRUCTIONS AT WWW.KISSIMMEERESPONDS.COM/PUBLICMEETINGS

IN-PERSON ACCESS LIMITED TO SOCIALLY DISTANCED OCCUPANCY LOAD

TO SEND PUBLIC COMMENT PRIOR TO THE MEETING SEND TO CITYCLERKEMAIL@KISSIMMEE.GOV OR CALL 407-518-2308 FOR ASSISTANCE

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 EMPLOYEE OF THE MONTH FOR MARCH

That the City Commission join the City Manager in recognizing Karla Colon, Parks & Recreation, as March's Employee of the Month.

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

None

5. PUBLIC HEARINGS

5.A PUBLIC HEARING - PRE-APPLICATION REQUESTING ROUND 2 CDBG-CV FUNDS FROM THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY

Accept public comments and grant staff permission to submit the pre-application requesting Round 2 CDBG-CV Funds from the Florida Department of Economic Opportunity.

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 February 2, 2021 Commission Minutes.

7.B PURCHASE HVAC REPLACEMENT EQUIPMENT AND NEW CONTROL SYSTEM FROM TRANE FOR THE KISSIMMEE POLICE COMMUNICATION CENTER

Approval to purchase HVAC replacement equipment and new control system for the Kissimmee Police Department Communication Center totaling $109,150 and to transfer funds from the Local Option Sales Tax Fund to the Central Services Fund.

7.C INTERLOCAL AGREEMENT WITH TOHOPEKALIGA WATER AUTHORITY TO TRANSFER THE OPERATION AND MAINTENANCE OF THE LIFT STATION AT KISSIMMEE FIRE STATION 13

Approval to enter into an Interlocal Agreement (ILA) with Tohopekaliga Water Authority to transfer the operation and maintenance of the lift station at Kissimmee Fire Station 13.

7.D PURCHASE OF NEW VARIABLE AIR VOLUME (VAV) FROM TRANE FOR CITY HALL

Approval to purchase replacement Variable Air Volume (VAV) via the contracted proposal with Trane for City Hall (4th and 5th floor) for a total cost of $141,900.

7.E PURCHASE OF A FORD F-750 HEAVY DUTY CREW TRUCK REPLACEMENT

Approval to purchase a replacement Ford F-750 crew cab with a 5-cubic yard dump body via State Contract from Duval Ford, LLC in the amount of $87,111.50.

7.F COMMISSION APPROVAL OF AIRPORT ACCESS CONTROL CARD POLICY

Staff requests City Commission approval of the Kissimmee Gateway Airport Access Control Policy

7.G SUB-LEASE AGREEMENT BETWEEN QUANTEM FBO GROUP KISSIMMEE, LLC AND TAILWHEEL ADVENTURES, LLC; BUIQUI AEROSPACE CORPORATION; NEAT FLIGHT AVIATION SERVICES, LLC; AND KNOW 2 SOLUTIONS, LLC

Approval for consent to sub-lease between Quantem FBO, Tailwheel Adventures, LLC; BuiQui Aerospace Corporation; Neat Flight Aviation Services, LLC; and Know 2 Solutions, LLC.

7.H COMMISSION CHAMBERS TECHNOLOGY UPGRADES

Approval to authorize Infinity A/V & Security to replace and install a turnkey audio/video solution for the City Commission Chambers.

7.I INTERLOCAL AGREEMENT WITH OSCEOLA COUNTY BOARD OF COUNTY COMMISSIONERS PROVIDING FOR FIRE/EMS SERVICES

Approval of an Interlocal Agreement between the City of Kissimmee and Osceola County for the provision of Fire and EMS services by the Kissimmee Fire Department in certain unincorporated areas of Osceola County.

7.J APPROVAL OF A RESOLUTION ADOPTING THE OSCEOLA COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP) AND THE CITY OF KISSIMMEE CEMP ANNEX

Approval of a Resolution for the City to adopt the Osceola County Comprehensive Emergency Management Plan and the City of Kissimmee Annex to memorialize unified efforts to mitigate, prepare for, respond to, and recover from a variety of disasters.

7.K 2021 RECREATIONAL TRAILS PROGRAM (RTP) GRANT FOR SHINGLE CREEK REGIONAL TRAIL AMENITIES

Approval to submit and accept a 2021 Recreational Trails Program (RTP) grant in the amount of $400,000 to support the construction of amenities along the Shingle Creek Regional Trail.

7.L CONTRACT FOR TENNIS COURT RESURFACING TO THE NIDY SPORTS CONSTRUCTION CO

Approval to award a contract for tennis court resurfacing for Oak Street Community Park (10 courts) and Mark E. Durbin Community Park (4 courts) to The Nidy Sports Construction Co.

7.M FLORIDA DEPARTMENT OF TRANSPORTATION- LOCAL AGENCY PROGRAM (LAP) SUPPLEMENTAL AGREEMENT NO. 4 FOR SHINGLE CREEK TRAIL PROJECT

Approval of resolution authorizing the Mayor to execute the Local Agency Program (LAP) Supplemental Agreement No. 4 with the Florida Department of Transportation (FDOT) for the Shingle Creek Trail - Sequence II project.

7.N TASK WORK ORDER TO RS&H, INC. FOR THE UPDATE OF CONSTRUCTION PLANS ASSOCIATED WITH THE WEST OAK STREET AT JOHN YOUNG PARKWAY IMPROVEMENT PROJECT

Approval to issue a task work order to RS&H, Inc for the West Oak Street at John Young Parkway improvement project in the amount of $243,979.61 and to transfer funds from the Local Option Sales Tax Fund to the Local Option Gas Tax Fund to cover the additional project costs.

7.O QTI AMENDED RESOLUTION OF SUPPORT - AEROSTAR TRAINING SERVICES

City Commission approval of QTI Resolution of Support for AeroStar Training Services, which extends their performance measures, by one year, due to the impact of COVID-19.

7.P RATIFICATION OF EXECUTIVE ORDERS 2021-04 AND 2021-05

City Commission ratification of Executive Order 2021-04 issued February 15, 2021 and Executive Order 2021-05 issued February 22, 2021 for the extension of the Local Declaration of Emergency to February 28, 2021.

8. DISCUSSION ITEMS

8.A AWARD OF FEDERAL FUNDS FOR THE CONSTRUCTION OF DILLINGHAM APARTMENTS FOR PARK PLACE BEHAVIORIAL CARE

Approval to award HOME funding in an amount not to exceed $200,000 to subsidize the construction of the Dillingham Apartments and execute the necessary HOME agreements.

8.B LETTER REGARDING CHANGES TO THE OSCEOLA COUNTY EXECUTIVE POLICY GROUP

The request is for City Commission authorization for the Mayor to send recommendations to Osceola County regarding improvements to the Executive Policy Group structure for future emergencies within Osceola County.

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.GOV, PRIOR TO THE MEETING (FS 286.26).

ITEM 3.A
EMPLOYEE OF THE MONTH FOR MARCH

Request

That the City Commission join the City Manager in recognizing Karla Colon, Parks & Recreation, as March's Employee of the Month.

Explanation

It is an honor for the City to announce the Employee of the Month for February is **Karla Colon**, Cemetery Sexton with the Parks & Recreation Department. Karla just marked her two-year anniversary with the City.

Karla is responsible for coordinating work at the Rose Hill Cemetery with contractors, ensuring burials have no issues, and assisting grieving families. This can be sensitive and daunting work, but Karla handles it with grace and aplomb. One family described their experience with Karla as engaging, supportive, attentive, patient and prepared. Her helpful comments and valuable feedback – enhanced with sensitivity and kindness – were praised. Karla is professional and personable – she genuinely cares about her work.

The City appreciates Karla's service as a passionate and caring ambassador. The City is pleased to be joining the citizens in recognizing Karla for her efforts to make a positive impact towards the sensitive nature of cemetery work and public interaction.

Department: Human Resources & Risk Management
Presenter: Mike Steigerwald

Attachment(s):
None

ITEM 5.A
PUBLIC HEARING - PRE-APPLICATION REQUESTING ROUND 2 CDBG-CV FUNDS FROM THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY

Request

Accept public comments and grant staff permission to submit the pre-application requesting Round 2 CDBG-CV Funds from the Florida Department of Economic Opportunity.

Explanation

In April 2020, the U.S. Department of Housing and Urban Development (HUD) allocated additional Community Development Block Grant (CDBG) funds to the state of Florida to address issues related to the impacts of COVID-19. The office responsible for Round 2 CDBG-CV funds in Florida is the Department of Economic Opportunity (DEO). The funds are to be used to prepare for, prevent, or respond to the health and economic impacts of COVID-19.

Based on the CDBG-CV allocation formula developed by DEO, the City of Kissimmee's maximum eligible amount is $520,499. In order to obtain the funds, the City must first complete a pre-application and then follow up with the application at a later time. The pre-application deadline is March 15, 2021. A minimum of 80% of all of the funds must be expended by September 29, 2023. All activities must be based on substantiated needs. Funds could be used for housing, public services, public facilities, and special economic development activities.

To meet the minimum requirements for citizen participation during the application phase, the City of Kissimmee is required to hold two public hearings to obtain citizen's comments prior to its final application submission to DEO. This is the first public hearing to allow citizens to be able to provide comments. A second public hearing will take place prior to the submission of the final application.

Recommendation

Staff recommends the Commission accept public comments and grant staff permission to submit the pre-application requesting Round 2 CDBG-CV Funds from the Florida Department of Economic Opportunity.

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

Approve

Department: Development Services
Presenter: Frances DeJesus

Attachment(s):
1. CDBG-CV Entitlement Program - Eligible Activities

ITEM 7.A
COMMISSION MINUTES APPROVAL

Request

Request Commission approval of the February 2, 2021 Commission Minutes.

Explanation

Minutes of the Commission meeting held on February 2, 2021 are attached for approval.

Recommendation

Staff recommends Commission approval.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager
Presenter:

Attachment(s):
1. Commission Minutes - February 2, 2021

ITEM 7.B
PURCHASE HVAC REPLACEMENT EQUIPMENT AND NEW CONTROL SYSTEM FROM TRANE FOR THE KISSIMMEE POLICE COMMUNICATION CENTER

Request

Approval to purchase HVAC replacement equipment and new control system for the Kissimmee Police Department Communication Center totaling $109,150 and to transfer funds from the Local Option Sales Tax Fund to the Central Services Fund.

Explanation

On October 19, 2020, the City of Kissimmee Police Department had an on-site survey performed by Trane US, Inc (Trane). During the survey, Trane observed that the HVAC equipment is 25-30 years old and has exceeded its life expectancy of 15 years.

The controls system (Tracer System) is a new feature that will monitor the HVAC system and send alerts via email. These alerts will inform Facilities staff of any errors occurring within the system which will then assist Facilities staff or Trane staff in expeditiously resolving the issue. Currently, City Hall, Kissimmee Police Department and the Civic Center utilize this control system equipment and staff has been satisfied with its performance. The total amount of this replacement and new control equipment system is $109,150.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
1105-45-4560-519-5006393 5560-45-4560-519-5006393	ST2002 CS2122	Decrease Increase	24,950 24,950	109,150

Financial Summary:

The current available amount in project CS2122 is $84,200. A budget transfer from the Local Options Sales Tax project (ST2002) for $24,950 is needed to fully fund the project. Project ST2002 was originally designated for the Communications Center air conditioning system; therefore, these funds are simply being combined with monies in the Central Services project to fully fund the HVAC project.

Recommendation

Staff recommends Commission approval to purchase HVAC replacement equipment and new control system totaling $109,150 and approval to amend the budget accordingly.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):
1. Trane Contract
2. Trane Proposal Contract

ITEM 7.C
INTERLOCAL AGREEMENT WITH TOHOPEKALIGA WATER AUTHORITY TO TRANSFER THE OPERATION AND MAINTENANCE OF THE LIFT STATION AT KISSIMMEE FIRE STATION 13

Request

Approval to enter into an Interlocal Agreement (ILA) with Tohopekaliga Water Authority to transfer the operation and maintenance of the lift station at Kissimmee Fire Station 13.

Explanation

In 2003, Toho Water Auhtority (TWA) was created by a special act of the Florida Legislature as codified in Chapter 2003-368, Laws of Florida. Prior to the creation of TWA, a lift station was installed by the City of Kissimmee on the property located at 1801 Hoagland Boulevard. TWA has operated and maintained the lift station and sanitary sewer collection lines serving the lift station since its creation. These lines only serve Kissimmee's Fire Station 13 and it has been determined to be in the best interest of the public for the City to own and operate the lift station at Kissimmee Fire Station 13. TWA now desires to transfer the operation and maintenance responsibilities, as well as any and all ownership interest, from TWA to the City at a specific point-of-connection to TWA's wastewater collection system.

Prior to the transfer of ownership and operation and maintenance responsibilities for the lift station at Kissimmee Fire Station 13, TWA will perform a lift station rehabilitation in accordance with the "Scope of Rehabilitation" set forth in Attachment A of the ILA. TWA will also provide the City with written notice when the rehabilitation is complete which affords the City an opportunity to inspect the lift station prior to the transfer. Rehabilitation work set forth in Attachment A of the ILA shall be at the sole cost and expense of TWA, any other work outside the scope of the agreement shall be the responsibility of the City.

Recommendation

Staff recommends City Commission approval of the ILA with Tohopekaliga Water Authority to transfer the operation and maintenance of the lift station at Kissimmee Fire Station 13.

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

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):
1. ILA.. TohoWater. City of Kissimmee Fire Station 13. Lift Station No. 93. 2021_Finalv2

ITEM 7.D
PURCHASE OF NEW VARIABLE AIR VOLUME (VAV) FROM TRANE FOR CITY HALL

Request

Approval to purchase replacement Variable Air Volume (VAV) via the contracted proposal with Trane for City Hall (4th and 5th floor) for a total cost of $141,900.

Explanation

Initial approval to purchase the replacement of Variable Air Volume (VAV) was included in the FY 20/21 budget (project CS2123) with the estimated cost of $141,900.

This project provides the City Hall building with an HVAC solution that will consist of replacement of forty-three (43) Trane Variable Air Volume (VAV) controllers, air damper and space temperature sensors. Trane systems have proven to be a reliable building management system and control product that improves system performance. This project is also an upgrade from legacy controls to the latest Trane wireless controls. Serviceable parts are readily available which will aid in reduced downtime and ease of access. This is an efficient system control with Trane programming and software tools.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
5560-45-4560-519-5006393	CS2123	Decrease	141,900	141,900

Financial Summary:

Adequate funds are available in the Central Services Fund for this project.

Recommendation

Staff recommends Commission approval to purchase replacement Variable Air Volume (VAV) from Trane via the contracted proposal for $141,900.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. 2020 Trane Contract
2. Trane Controls Proposal

ITEM 7.E
PURCHASE OF A FORD F-750 HEAVY DUTY CREW TRUCK REPLACEMENT

Request

Approval to purchase a replacement Ford F-750 crew cab with a 5-cubic yard dump body via State Contract from Duval Ford, LLC in the amount of $87,111.50.

Explanation

The Public Works Streets division requests to purchase a 2021 Ford F-750, 5-cubic yard dump truck, to be used by crews performing maintenance and repairs on various street projects. The truck is equipped with a dump body and lift gate to make loading and offloading of materials possible. It has a cross-body toolbox that carries hand tools and parts used during repairs. It is equipped to pull a trailer that hauls the skid steer loader along with other small equipment or supplies.

This will replace a truck with matching specifications, a 2008 Chevrolet C7500, with a dump body, toolboxes and lift gate. Duval Ford is offering $10,100 for the 2008 Chevrolet C7500 as a trade-in price. This truck has served the division for many years during all manner of street repairs and other activities.

The Fleet Maintenance division has reviewed the purchase to ensure compatibility and conformance to City standards. The Procurement division has also reviewed the specifications to allow for purchase through Florida State Contract # 25101600-16-1 for Medium and Heavy Trucks.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
1105-45-4530-541-5006495	ST2105	Decrease	$ 94,000.00	$ 87,111.50

<u>Financial Summary:</u>

Adequate funding is available to cover the replacement purchase.

Recommendation

Staff recommends approval to purchase a Ford F-750 crew cab from Duval Ford LLC in the amount of $87,111.50.

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

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):
1. F750-Specifications
2. Vehicle Quote

ITEM 7.F
COMMISSION APPROVAL OF AIRPORT ACCESS CONTROL CARD POLICY

Request

Staff requests City Commission approval of the Kissimmee Gateway Airport Access Control Policy

Explanation

The Airport is enhancing its security program and is replacing access controls at airfield vehicle gates with proximity card readers. The Access Control Card Policy is written to ensure only those individuals with the operational need to access the airfield utilizing the vehicle gates will be authorized cards. The policy explains the requirements to apply and obtain a card and the card holder's responsibilities. The policy also states the associated fees for obtaining the card and penalties associated for misuse, loss and failure to return.

Recommendation

Staff recommends Commission approval of the Airport's Access Control Card Policy

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport
Presenter:

Attachment(s):
1. CP 1504 - Vehicle Access Control

ITEM 7.G
SUB-LEASE AGREEMENT BETWEEN QUANTEM FBO GROUP KISSIMMEE, LLC AND TAILWHEEL ADVENTURES, LLC; BUIQUI AEROSPACE CORPORATION; NEAT FLIGHT AVIATION SERVICES, LLC; AND KNOW 2 SOLUTIONS, LLC

Request

Approval for consent to sub-lease between Quantem FBO, Tailwheel Adventures, LLC; BuiQui Aerospace Corporation; Neat Flight Aviation Services, LLC; and Know 2 Solutions, LLC.

Explanation

Quantem FBO Group Kissimmee, LLC, a/k/a Odyssey Aviation, is a full-service fixed base operator (FBO) operating at the Kissimmee Gateway Airport by lease with the City. With City approval, Quantem has the ability to sublease space to other aeronautical service providers enhancing aviation services for the public.

During a recent audit, Airport staff recognized the need to obtain the current sublease agreements to include insurances and licenses to conduct commercial activities. Quantem staff has provided updated/current sublease documents to fulfill the subleasing requirements.

Recommendation

Staff recommends Commission approval to accept the updated Quantum sublease agreements.

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

Approve

Department: Airport
Presenter:

Attachment(s):
1. Quantem and City Lease-Signed 9-24-2015
2. Quantem & Tailwheel Lease
3. Tailwheel Consent to Sub-Lease
4. Quantem and Buiqui Lease
5. Buiqui Consent to Sub-Lease
6. Quantem and Neat Flight Lease
7. Neat Flight Consent to Sub-Lease
8. Quantem and Know2Solutions Lease
9. Know2Solutions Consent to Sub-Lease

ITEM 7.H
COMMISSION CHAMBERS TECHNOLOGY UPGRADES

Request

Approval to authorize Infinity A/V & Security to replace and install a turnkey audio/video solution for the City Commission Chambers.

Explanation

The existing audio/video solution in the Commission Chambers failed in late 2020. An authorized repair center was contacted and determined the system had malfunctioned and could not be repaired or further diagnosed on site. Given the system's age and the fact it was scheduled for replacement during fiscal year 2022, staff elected to proceed with a complete system replacement instead of repairs.

Infinity A/V & Security was selected based on its experience and proven workmanship on other projects in the City and surrounding governmental agencies. Infinity A/V & Security has designed a fully digital turnkey audio and video solution for the Commission Chambers. The new system includes:

- Professional grade, board room wireless microphones that will decrease the amount of staff time it will take to reconfigure the Commission Chambers for various boards or workshops.
- Fully digital video switcher, featuring high-definition video feeds and new monitors for each seat on the dais.
- A new enhanced request to speak system that allows for dynamic name assignments to serve the Commission and all advisory boards.
- Replacement video panels for audience members.
- A new public timer system with vivid displays and warning lights to indicate a speaker's time is almost up.

Pricing and procurement for this project are based on the "piggyback" of an RFP completed by the City of Winter Park, FL.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
0001-01-0110-511-5006393	CM21XX	Decrease	$79,751	$76,978

Financial Summary:

Upon approval, a new project will be created to complete the installation of the new technology.

Recommendation

Staff recommends Commission approval to use Infinity A/V & Security to purchase and install a turnkey audio/video solution for the Commission Chambers.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager
Presenter:

Attachment(s):
1. City of Winter Park RFP Packet
2. Quote # 2570R2 Kissimmee Chambers AV Update

ITEM 7.I
INTERLOCAL AGREEMENT WITH OSCEOLA COUNTY BOARD OF COUNTY COMMISSIONERS PROVIDING FOR FIRE/EMS SERVICES

Request

Approval of an Interlocal Agreement between the City of Kissimmee and Osceola County for the provision of Fire and EMS services by the Kissimmee Fire Department in certain unincorporated areas of Osceola County.

Explanation

The City of Kissimmee Fire Department has been providing Fire and EMS response services to unincorporated areas of Osceola County since the initial version of this agreement was signed in 2004. There were, and continues to be, areas of the County that are in closer proximity to City fire stations than County fire stations; therefore this agreement was executed. The original agreement required the County to pay the City $500,000 annually (billed quarterly) minus a portion of the EMS transport fees the City collected for the incidents in the agreement areas. In 2016, the fee per the agreement was increased to $600,000 annually and did not include an EMS transport fee offset. This new agreement maintains the 2016 fee structure and now includes an automatic annual increase in the same proportion as the Consumer Price Index. The County areas covered under this agreement actually encompass all four (4) of the City's fire station response areas; however the majority of them fall within Station 14's district. The service area boundary is illustrated on the map at the end of the agreement.

The Interlocal Agreement has been negotiated with County and City officials and has been reviewed by attorneys for each government.

Recommendation

Staff recommends Commission approval of the Interlocal Agreement with Osceola County for the provision of Fire and EMS services in portions of unincorporated Osceola County.

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

Approve

Department: Fire
Presenter:

Attachment(s):
1. Interlocal Agreement with Osceola County - 2021 Agreement

ITEM 7.J
APPROVAL OF A RESOLUTION ADOPTING THE OSCEOLA COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP) AND THE CITY OF KISSIMMEE CEMP ANNEX

Request

Approval of a Resolution for the City to adopt the Osceola County Comprehensive Emergency Management Plan and the City of Kissimmee Annex to memorialize unified efforts to mitigate, prepare for, respond to, and recover from a variety of disasters.

Explanation

Florida Statute 252 mandates the development of a Comprehensive Emergency Management Plan (The Plan). The Statute further encourages the municipalities of the State to develop an effective emergency management system and supporting plan. The Plan establishes a common framework through which a unified City of Kissimmee and Osceola County mitigates, prepares for, responds to, and recovers from the impacts of a wide variety of disasters that could adversely affect the health, safety and general welfare of the residents and visitors.

The Osceola County Comprehensive Emergency Management Plan (CEMP) outlines the general responsibilities, strategies, assumptions, operational goals, and objectives. It also includes mechanisms through which the City and County, as a community, mobilize resources and conduct activities, guiding and supporting the unified emergency management efforts.

The City of Kissimmee Annex provides an extension of the CEMP, ensuring operational recognition and continuity for the City and the County.

The approval of this Resolution would memorialize the joint efforts and partnership between the City of Kissimmee and Osceola County as it relates to emergency management activities.

Recommendation

Staff recommends approval of a resolution adopting the Osceola County Comprehensive Emergency Management Plan and the City of Kissimmee Annex.

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

Approve

Department: City Manager
Presenter:

Attachment(s):
1. Resolution No. ____ CEMP COK Annex
2. City of Kissimmee CEMP Annex

ITEM 7.K
2021 RECREATIONAL TRAILS PROGRAM (RTP) GRANT FOR SHINGLE CREEK REGIONAL TRAIL AMENITIES

Request

Approval to submit and accept a 2021 Recreational Trails Program (RTP) grant in the amount of $400,000 to support the construction of amenities along the Shingle Creek Regional Trail.

Explanation

The U.S. Department of Transportation, through Florida's Department of Environmental Protection, provides funds through the Recreational Trails Program (RTP) for competitive grants to assist with the construction, renovation or maintenance of recreational trails.

If awarded, the Parks and Recreation Department will utilize these grant funds to add park amenities such as trash receptacles, shade pavilions, solar lighting and picnic tables along the Shingle Creek Regional Trail. Some portions of the trail currently have these amenities; therefore, staff prefers to make the amenity package consistent throughout the trail system.

There is no financial obligation at this time. However, if the grant is awarded, the funds for this grant match are budgeted in FY2021/22 and FY2022/23 of the 5 year capital budget.

Recommendation

Staff recommends approval to submit and accept a 2021 Recreational Trails Program (RTP) grant for amenities along Shingle Creek Regional Trail and allow the City Manager to sign documents related to the proper administration of this grant.

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

Approve

Department: Parks & Recreation
Presenter:

Attachment(s):
None

ITEM 7.L
CONTRACT FOR TENNIS COURT RESURFACING TO THE NIDY SPORTS CONSTRUCTION CO

Request

Approval to award a contract for tennis court resurfacing for Oak Street Community Park (10 courts) and Mark E. Durbin Community Park (4 courts) to The Nidy Sports Construction Co.

Explanation

The Parks and Recreation Department would like to award the contract to resurface the ten (10) tennis courts at Oak Street Community Park and the four (4) tennis courts at the Mark E. Durbin Community Park for a total of fourteen (14) courts to The Nidy Sports Construction Co. The resurfacing of the 14 courts will cost a total of $64,145.

The City's procurement division has approved use of the selected vendor for this resurface project through the National Cooperative Purchasing Alliance Contract # 08-20, which is active until August 30, 2021.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
0001-50-5020-572-5006393	PR1919	Decrease	$64,146	$64,145

Financial Summary:

Adequate funds are available in the budget to cover the resurfacing costs.

Recommendation

Staff recommends approval to award a contract for tennis court resurfacing for Oak Street Community Park and Mark E. Durbin Community Park to The Nidy Sports Construction Co.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Parks & Recreation
Presenter:

Attachment(s):

1. City of Kissimmee with PB Lines (Oak St)
2. Mark Durbin Park (City of Kissimmee)
3. Nidy Contract Verification

ITEM 7.M
FLORIDA DEPARTMENT OF TRANSPORTATION- LOCAL AGENCY PROGRAM (LAP) SUPPLEMENTAL AGREEMENT NO. 4 FOR SHINGLE CREEK TRAIL PROJECT

Request

Approval of resolution authorizing the Mayor to execute the Local Agency Program (LAP) Supplemental Agreement No. 4 with the Florida Department of Transportation (FDOT) for the Shingle Creek Trail - Sequence II project.

Explanation

On June 19, 2018, the City Commission approved Supplemental Agreement No. 2 to update the trail alignment and more accurately identify the limits and project length of the Shingle Creek Trail project (FPN 430225-1-38-90).

On May 7, 2019, the City Commission approved Supplemental Agreement No. 3 which provided the funding to perform the work covered under the Supplemental Agreement No. 2.

The Public Works Engineering division is seeking approval for Supplemental Agreement No. 4 for the following reasons:

1. Approval to add reimbursable funding in the amount of $205,813 for additional design services needed for foundation sonar testing in the vicinity of the North Phase 2D/Osceola Parkway Bridge. Said revisions are reflected in Exhibit B and Exhibit E of the attached Supplemental Agreement No. 4.

2. Approval of a time extension to April 30, 2022 from the Florida Department of Transportation for the Shingle Creek Trail project which will allow for sonar testing to be completed on North Phase 2D and incorporated into the final plans.

The attached Recipient Resolution (Exhibit D) authorizing entry into this Supplemental Agreement is to be signed by the City Mayor. The Supplemental Agreement No. 4 will increase the total grant amount for the Shingle Creek Trail project from $2,293,806 to $2,499,619.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
1145-00-0000-334-3344900 1145-45-4565-541-5006393	N/A PW1421	Increase Increase	$205,813 $205,813	

Financial Summary:

Additional funding for this Supplemental Agreement No. 4 will be provided via a reimbursement from Metroplan in the amount of $205,813. Once these budget adjustments are processed, there will be adequate funding in project PW1421 to fund this supplemental agreement.

Recommendation

Staff recommends Commission approval of the attached resolution authorizing the Mayor to execute the Local Agency Program (LAP) Supplemental Agreement No. 4 with the Florida Department of Transportation (FDOT) for the Shingle Creek Trail - Sequence II project.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):

1. Supplemental Agreement No. 4_430225-1-38-90 (002)
2. Exhibit D- FDOT LAP Recipient Resolution

ITEM 7.N
TASK WORK ORDER TO RS&H, INC. FOR THE UPDATE OF CONSTRUCTION PLANS ASSOCIATED WITH THE WEST OAK STREET AT JOHN YOUNG PARKWAY IMPROVEMENT PROJECT

Request

Approval to issue a task work order to RS&H, Inc for the West Oak Street at John Young Parkway improvement project in the amount of $243,979.61 and to transfer funds from the Local Option Sales Tax Fund to the Local Option Gas Tax Fund to cover the additional project costs.

Explanation

On March 20, 2018, the City entered into an Architectural/Engineering Continuing Services Agreement with RS&H, Inc. to provide engineering design services for surveying, civil engineering, and plans production necessary for the development of construction documents.

The West Oak Street at John Young Parkway project was completely designed and then shelved until such time that the right of way acquisition phase was completed. Now that the right of way phase is nearing completion, a plans update is required in accordance with Florida Department of Transportation (FDOT) 2022 Standards.

Under this Task Work Order, RS&H will update the plans standards and specifications, as well as provide additional design which includes enhancing safety features as recommended by FDOT's modal review. These features include, but are not limited to, modifying the intersection to include a midblock crossing to reduce pedestrian walk time, reducing the turn radii, restriping the intersection and providing enhanced Americans with Disabilities Act (ADA) pedestrian crossing features. The total amount of this task work order is $243,979.61.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
1105-45-4560-519-5006393 1104-45-4565-541-5006393	ST2013 GT2106	Decrease Increase	$93,980.00 $93,980.00	 $243,979.61

<u>Financial Summary:</u>

The current available amount in the Local Option Gas Tax Fund project (GT2106) is $150,000. A budget transfer from the Local Option Sales Tax Fund (ST2013) for $93,980 is needed to fully fund the project.

Recommendation

Staff recommends City Commission approval to issue a task work order to RS&H, Inc. for the West Oak Street at John Young Parkway improvement project in the amount of $243,979.61 and to transfer funds from the Local Option Sales Tax Fund into the Local Option Gas Tax Fund to cover the additional project costs.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):
1. COK and RS&H, INC. Continuing Service Contract
2. West Oak Street Work Order No. 3_Rev2 Signed02182021

ITEM 7.O
QTI AMENDED RESOLUTION OF SUPPORT - AEROSTAR TRAINING SERVICES

Request

City Commission approval of QTI Resolution of Support for AeroStar Training Services, which extends their performance measures, by one year, due to the impact of COVID-19.

Explanation

The State of Florida's QTI incentives program requires a local jurisdiction 20% match for the incentives offered. The City of Kissimmee, via a Resolution of Support, provided the local match for the incentives offered to AeroStar Training Services.

The company was on track to fulfilling their job creation goals, until last year, when the United States imposed travel bans into the country, as a measure of safety during the pandemic. The majority of AeroStar's client base are international pilots, and the travel restrictions halted their operations.

To that end, AeroStar has requested an extension of time for their QTI incentives job creation obligations, which the Florida Department of Economic Opportunity will allow, as long as the local jurisdiction agrees.

The requested extension of time, will not result in any additional financial costs to the City of Kissimmee. The original committed funds remain the same, and the amendment provides the company a one year grace period. Once they have fulfilled their job creation obligation, they will get the balance of their incentives. City committed funds for this project remain incumbered in Purchase Order 21-000491.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
	PO21-000491	no change	$2850	$2850

Financial Summary:

No Change to Financial Obligations by the City of Kissimmee to this QTI project.

Recommendation

City staff recommends the approval of the amended resolution.

REQUESTED CITY COMMISSION ACTION:

Accept

Department: City Manager
Presenter:

Attachment(s):

1. Aerostar Request Letter - Oct 2020
2. QTI Amended Resolution of Support - Kissimmee 2021. CAO

ITEM 7.P
RATIFICATION OF EXECUTIVE ORDERS 2021-04 AND 2021-05

Request

City Commission ratification of Executive Order 2021-04 issued February 15, 2021 and Executive Order 2021-05 issued February 22, 2021 for the extension of the Local Declaration of Emergency to February 28, 2021.

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 2021-04 and 2021-05, extend the original order through February 28, 2021.

Recommendation

Ratification of Executive Orders extending the State of Emergency.

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

Approve

Department: City Manager
Presenter:

Attachment(s):

1. Ratification of Emergency Proclamation 2021-04 (Expires February 21 2021)
2. 2021-04 Executive Order 2021-04 Extension of Local State of Emergency Declaration 2021-04 (Expires February 21 2021)
3. Ratification of Emergency Proclamation 2021-05 (Expires February 28 2021)
4. 2021-05 Executive Order 2021-05 Extension of Local State of Emergency Declaration 2021-05 (Expires February 28 2021)

ITEM 8.A
AWARD OF FEDERAL FUNDS FOR THE CONSTRUCTION OF DILLINGHAM APARTMENTS FOR PARK PLACE BEHAVIORIAL CARE

Request

Approval to award HOME funding in an amount not to exceed $200,000 to subsidize the construction of the Dillingham Apartments and execute the necessary HOME agreements.

Explanation

On July 13, 2020, the City of Kissimmee advertised the availability of HOME funds. The Park Place Behavioral Care, Inc (Park Place) submitted an application to receive funding for the construction of Dillingham Apartments, a 30 unit multifamily complex to be located at 511 N. Dillingham Avenue, Kissimmee, FL 34741. The property is owned by Park Place, who will be acting as the developer for the project. The project is intended to serve as permanent supportive housing for patients being treated by Park Place for mental health and substance abuse issues.

The City's Program Year 2020-2021 Action Plan for HOME has set aside $213,857 for construction of rental housing. After reviewing the application, staff is recommending funding in an amount not to exceed $200,000. These funds will be used to provide $146,250 as a Local Government Grant match for Park Place's application for a $4.9 million SAIL Loan through the Florida Housing Finance Corporation (FHFC) for construction of the project. The application for the SAIL Loan program is due to FHFC by March 11, 2021. The remaining $53,750 would serve as a set aside for demolition.

At their February 22, 2021 workshop, the Osceola Board of County Commissioners directed their staff to present an agenda item at their March 1, 2021 Board meeting to allocate up to $900,000 in funding to support this project.

A HOME project agreement will be executed at a later date once the project has been approved by the FHFC. At that time, subsidy layering review will also be conducted as required by HUD. Due to the nature of Park Place's services, it is anticipated that all of the units will meet the HOME occupancy requirements. An environmental review will also be completed prior to signing the HOME project agreement.

This project is consistent with the Commission's goal from the January retreat to support the development of a Mental Health Facility that will also benefit the community's chronic homeless issue.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
1255-25-2510-515-5008282		Decrease	$213,857	$200,000

Financial Summary:

The commitment of these funds is conditioned on the satisfactory completion of the environmental review and receipt of the Release of Funds from the U.S. Department of Housing and Urban Development (HUD).

Recommendation

Staff recommends the Commission award HOME funding in an amount not to exceed $200,000 to subsidize the construction of the Dillingham Apartments and execute the necessary HOME agreements.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services
Presenter: Frances DeJesus

Attachment(s):
1. 20-21 Action Plan Notice of Availability
2. 2021-102 Local Government Loan Form
3. List of past HOME projects

ITEM 8.B
LETTER REGARDING CHANGES TO THE OSCEOLA COUNTY EXECUTIVE POLICY GROUP

Request

The request is for City Commission authorization for the Mayor to send recommendations to Osceola County regarding improvements to the Executive Policy Group structure for future emergencies within Osceola County.

Explanation

Attached is a draft letter from the Mayor to address the Board of County Commissioners on the structure of the current Executive Policy Group (EPG). The EPG is part of the County's emergency management structure and its role is to make make executive level policy decisions related to the preparation for and response to a disaster. The current makeup of the EPG is as follows:

County Commission Chair
County Manager
County Emergency Management Director
County Public Works Director
County Fire Chief
County Sheriff
County Health Director
Schools Superintendent
Kissimmee Mayor
St. Cloud Mayor

With the unique circumstances and prolonged nature of the emergency posed by the pandemic, the EPG exercised a significant amount of policy-making authority. However because only four of the ten voting members of the EPG are elected officials, major policy decisions affecting citizens countywide over a long period of time were placed in the hands of a group comprising of a majority of non-elected individuals.

In response to these challenges and consistent with the St. Cloud City Council's recent request to consider similar changes, the attached letter from the Mayor has been drafted on behalf of the City Commission. The recommendations would call for the EPG to be made up of five elected officials, with the board chair/mayors from the county, two cities and school board, as well as the Sheriff. The EPG would also contain non-voting members consisting of the executives from each of the above entities to support the board. In addition, it is recommended that the EPG would only have the authority to fine or impose penalties on individuals subject to an Ordinance approved by the Board of County Commissioners.

The recommendations also call for creation of an Executive Technical Group (ETG) that would make technical recommendations to the EPG. The ETG members would include the Fire Chiefs and Public Works Directors of the county and two cities, the Police Chiefs of the two cities, and the County's Emergency Management Director.

Recommendation

Staff recommends approval for the Mayor to send a list of recommendations on behalf of the City Commission.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. Executive Policy Group Item