



**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, JUNE 1, 2021
6:00 PM**

1. MEETING CALLED TO ORDER

“As a courtesy to others, please silence all electronic devices during the meeting.”

“Citizens desiring to speak under Hear Audience shall submit a request form for the City Clerk prior to the meeting. Forms are available at the door or from the City Clerk.”

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

3. PROCLAMATIONS AND SPECIAL PRESENTATIONS

3.A PRESENTATION OF CERTIFICATE OF COMPLETION - INSTITUTE FOR ELECTED MUNICIPAL OFFICIALS II - MAYOR OLGA GONZALEZ, VICE MAYOR FELIX ORTIZ, AND MAYOR PRO TEM JIM FISHER

Presentation of Certificates of Completion to Mayor Olga Gonzalez, Vice Mayor Felix Ortiz, and Mayor Pro Tem Jim Fisher for completion of the Institute for Elected Municipal Officials II training held April 23-24, 2021.

3.B PRESENTATION OF RETIREMENT WATCH TO BILLY MIRANDA

The presentation Billy Miranda's retirement watch. Billy is retiring from the City after 35 years of dedicated service as a Building Inspector 3.

3.C PROCLAMATION - JUNETEENTH DAY

The request is for the City Commission to present a Proclamation in honor of "Juneteenth Day."

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

4.A PUBLIC HEARING - SECOND AND FINAL READING - PROPOSED ORDINANCE #21-06 - ESTABLISHING A CITIZENS' POLICE REVIEW BOARD

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, FLORIDA, TITLE II, ADMINISTRATION, CHAPTER 2-3, BOARDS AND COMMISSIONS, ESTABLISHING A CITIZENS' POLICE REVIEW BOARD; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE

Approval of the Second and Final Reading of Proposed Ordinance 21-06.

4.B PUBLIC HEARING - FIRST READING - PROPOSED ORDINANCE #21-07 - ADOPTING AND ENACTING A NEW CITY CODE OF ORDINANCES

AN ORDINANCE ADOPTING AND ENACTING A NEW CODE FOR THE CITY OF KISSIMMEE, FLORIDA; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE; AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE.

Approval of the First Reading of Proposed Ordinance 21-07 for Recodification of the City's Code of Ordinances.

5. PUBLIC HEARINGS

None

6. HEAR AUDIENCE

"ANYTHING REQUIRING A VOTE WILL BE HEARD AT A LATER TIME"

7. CONSENT AGENDA

THE CONSENT AGENDA IS A TECHNIQUE DESIGNED TO EXPEDITE HANDLING OF ROUTINE MISCELLANEOUS BUSINESS OF THE CITY COMMISSION. THE CITY COMMISSION IN ONE MOTION MAY ADOPT THE ENTIRE AGENDA. THE MOTION FOR ADOPTION IS NON-DEBATABLE AND MUST RECEIVE UNANIMOUS APPROVAL. BY REQUEST OF ANY INDIVIDUAL MEMBER, ANY ITEM MAY BE REMOVED FROM THE CONSENT AGENDA AND PLACED UPON THE REGULAR AGENDA FOR DEBATE.

7.A COMMISSION MINUTES APPROVAL

Request Commission approval of the April 27, 2021 Commission Workshop Minutes.

7.B AWARD CITY SIGNATURE FESTIVAL/EVENTS PERFORMANCE AND PRODUCTION SERVICES AGREEMENT

Approval and execution of the City Signature Festival/Events Performance and Production Services Agreement with aXis Productions & Events for services described in RFP 2021-003.

7.C AWARD LANDSCAPE SERVICES AGREEMENT FOR KISSIMMEE LAKEFRONT PARK

Approval to award landscape services for Lakefront Park to Groundtek of Central Florida, Inc. in an amount up to \$136,500 and authorize the City Manager to sign the agreement and any subsequent renewals.

7.D ACCEPTANCE OF A FEDERAL AVIATION ADMINISTRATION AIRPORT IMPROVEMENT PROGRAM GRANT AGREEMENT TO UPDATE THE AIRPORT MASTER PLAN

Approval to accept a Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant to update the Airport Master Plan for Kissimmee Gateway Airport.

7.E ACCEPTANCE BY RESOLUTION OF A FLORIDA DEPARTMENT OF TRANSPORTATION PUBLIC TRANSPORTATION GRANT AGREEMENT FOR AN AUXILIARY WEATHER STATION TO SUPPORT THE AIR TRAFFIC CONTROL TOWER

Acceptance of a Florida Department of Transportation (FDOT) Public Transportation Grant Agreement for an auxiliary weather station to support the air traffic control tower at Kissimmee Gateway Airport.

7.F TRANSFER FROM AIRPORT RESERVES FOR AUXILIARY WEATHER STATION TO SUPPORT THE AIR TRAFFIC CONTROL TOWER

Approval to transfer funds from Airport reserves to complete financial requirements for auxiliary weather station to support the air traffic control tower.

7.G AMENDMENT #10 TO THE PROFESSIONAL SERVICE AGREEMENT WITH AVCON, INC. FOR BIDDING AND ENGINEERING SERVICES TO OVERSEE THE CONSTRUCTION OF A WEATHER STATION

Approval of amendment #10 to the professional service agreement between the City of Kissimmee and AVCON, Inc. dated December 19, 2017, for the design, bidding, and construction engineering services for the construction of a weather station.

7.H AMENDMENT #11 TO THE PROFESSIONAL SERVICE AGREEMENT WITH AVCON, INC. TO UPDATE THE AIRPORT MASTER PLAN

Approval of amendment #11 to the professional service agreement between the City of Kissimmee and AVCON, Inc. dated December 19, 2017, to oversee the completion of an update to the Airport master plan.

7.I CITY OF KISSIMMEE PARTICIPATION IN THE OSCEOLA COUNTY HOME CONSORTIUM

Authorization for the Mayor to sign a letter renewing participation in the Osceola County Consortium for Fiscal Years 2022-2024.

7.J AMENDMENT TO THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION GRANT AGREEMENT FOR DESIGN OF THE WOODSIDE DRAINAGE IMPROVEMENT PROJECT

Approval of an amendment to extend an Florida Department of Environmental Protection (FDEP) grant agreement to allow additional time for design of Phase II of the Woodside Drainage Improvement Project.

7.K POLICE DEPARTMENT EVIDENCE ROOM RENOVATION BY GROVE CONSTRUCTION

Approval to utilize the City's master agreement with Grove Construction to complete renovations to the evidence area at the Police Department in the amount of \$70,153.13.

7.L POLICE DEPARTMENT SERGEANT'S OFFICE RENOVATION BY GROVE CONSTRUCTION

Approval to utilize the City's master agreement with Grove Construction to complete renovations to the sergeant's office at the Police Department in the amount of \$55,360.62.

7.M DEVELOPER AND ESCROW AGREEMENT BETWEEN FIRST INDUSTRIAL, L.P., KELLY PROPERTIES, CHICAGO TITLE INSURANCE COMPANY AND THE CITY OF KISSIMMEE REGARDING FLORA RIDGE PROJECT

Approval of Developer and Escrow Agreement.

8. DISCUSSION ITEMS

8.A ANNUAL ADVISORY BOARD APPOINTMENTS/REAPPOINTMENTS AND A VACANCY ON THE BOARD OF ADJUSTMENT AND HISTORIC PRESERVATION BOARD

Commission requested to appoint two replacements to fill the vacancy on the Board of Adjustment and Historic Preservation Board as well as reappointments or replacements to fill annual Board terms expiring May 31, 2021.

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 PROCEEDINGS SHOULD CONTACT THE OFFICE OF THE CITY CLERK, 101 CHURCH STREET, KISSIMMEE, FL 34741, AND (407) 518-2309.

ITEM 3.A

PRESENTATION OF CERTIFICATE OF COMPLETION - INSTITUTE FOR ELECTED MUNICIPAL OFFICIALS II - MAYOR OLGA GONZALEZ, VICE MAYOR FELIX ORTIZ, AND MAYOR PRO TEM JIM FISHER

Request

Presentation of Certificates of Completion to Mayor Olga Gonzalez, Vice Mayor Felix Ortiz, and Mayor Pro Tem Jim Fisher for completion of the Institute for Elected Municipal Officials II training held April 23-24, 2021.

Explanation

Mayor Gonzalez, Vice Mayor Ortiz, and Mayor Pro Tem Fisher recently participated in a two-day program for elected officials. This program was sponsored by the Florida League of Cities University and was held April 23-24, 2021. The importance of completing this Institute should be known to key officials and our community.

Mayor Gonzalez, Vice Mayor Ortiz, and Mayor Pro Tem Fisher will be presented with their certificates and thanked for their dedication and commitment to improving the quality of municipal government in Florida.

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. Mayor Olga Gonzalez - Elected Municipal Officials II (IEMO II) April 23-24 2021
2. Vice Mayor Felix Ortiz - Elected Municipal Officials II (IEMO II) April 23-24 2021
3. Mayor Pro Tem Jim Fisher - Elected Municipal Officials (IEMO II) April 23 -24 2021

ITEM 3.B

PRESENTATION OF RETIREMENT WATCH TO BILLY MIRANDA

Request

The presentation Billy Miranda's retirement watch. Billy is retiring from the City after 35 years of dedicated service as a Building Inspector 3.

Explanation

Billy Miranda has serviced the citizens of Kissimmee for 35 years. Known affectionately as Inspector Billy to contractors and citizens, Billy has inspected most of the construction built in the City in the last 35 years. Billy also reviewed building plans and performed damage assessments after hurricanes and tornados.

Inspector Billy was respected by contractors and home owners for being tough but fair. You could easily spot him at any job site with his trademark cowboy hard hat.

In 35 years, Inspector Billy performed over 100,000 inspections on all types of structures, during all phases of construction.

Inspector Billy was "fully" licensed in all aspects of the building trades, a level very few Building inspectors reach, especially today, making Inspector Billy impossible to replace. He literally knew everyone and could remember details on any building he inspected. He was truly a wealth of knowledge.

Inspector Billy's stories of "contractors gone wild", his time in the Seabees, scoring the latest "buy one, get one free" lunch deal or his role in the recovery of the 1998 Kissimmee Tornado were as legendary as his dedication to his trade, the City and the citizens of Kissimmee.

Billy, the people of the City of Kissimmee thank you for your hard work and dedication making Kissimmee a safe place to live and work.

Your City family and the people of Kissimmee, wish you the best in your retirement and sincerely thanks you for making a difference for 35 years.

Department: Development Services

Presenter: Craig Holland

Attachment(s):

None

ITEM 3.C

PROCLAMATION - JUNETEENTH DAY

Request

The request is for the City Commission to present a Proclamation in honor of "Juneteenth Day."

Explanation

N/A

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation-Juneteenth Day.2021

ITEM 4.A

PUBLIC HEARING - SECOND AND FINAL READING - PROPOSED ORDINANCE #21-06 - ESTABLISHING A CITIZENS' POLICE REVIEW BOARD

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, FLORIDA, TITLE II, ADMINISTRATION, CHAPTER 2-3, BOARDS AND COMMISSIONS, ESTABLISHING A CITIZENS' POLICE REVIEW BOARD; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE

Request

Approval of the Second and Final Reading of Proposed Ordinance 21-06.

Explanation

Although the City has received very little public requests concerning the creation of a Citizens' Review Board, the Kissimmee Police Department would like to remain on the forefront with regard to agency transparency. The creation of this Board will allow another avenue for public inspection of Police Department practices involving police interactions with citizens. The Board will have the ability to review and provide input on Agency protocol with regard to situations that require a Response to Resistance (Use of Force), Citizen Complaints, Internal Affairs, and other high liability areas of law enforcement. This Board also facilitates an opportunity for our community representatives to have direct input with the Chief of Police and Executive Staff on current issues to further foster those relationships and continue to build trust between the community and the police department.

Once the creation of the Board is approved by the Commission, the Chief of Police and City Manager shall implement a City Policy which will govern the board and will include Board membership requirements, administrative procedures, investigative review processes and reporting.

Recommendation

Staff recommends approval of the second reading of the ordinance creating the Citizens' Review Board.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Attorney

Presenter: Jeffrey Odell

Attachment(s):

1. Citizens' Police Review Board Ordinance. Final
2. Proof of Advertising - Proposed Ord 21-06 Establishing Citizens Police Review Board

ITEM 4.B

PUBLIC HEARING - FIRST READING - PROPOSED ORDINANCE #21-07 - ADOPTING AND ENACTING A NEW CITY CODE OF ORDINANCES

AN ORDINANCE ADOPTING AND ENACTING A NEW CODE FOR THE CITY OF KISSIMMEE, FLORIDA; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE; AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE.

Request

Approval of the First Reading of Proposed Ordinance 21-07 for Recodification of the City's Code of Ordinances.

Explanation

Under the tenure of the former City Attorney a decision was made to change vendors for the codification of the City code from American Legal Publishing to Municode. This process was a multi-year project that included review of existing City Code and ordinances for conflicts with state law, case law and constitutional principals.

Municode attorneys provided the conflicts and possible resolutions in a legal manuscript which was discussed with the City Attorney. Following implementation of the agreed upon solutions, proofs of the new code were sent and reviewed by staff. Once the proofs were approved, the new Code was indexed and copies were printed. The new code will be posted on-line, and hard copies distributed to Departments upon the adoption of this ordinance after second reading.

Municode shall continue to maintain the code as new legislation is enacted by the City Commission.

Recommendation

Staff recommends approval of the first reading of Proposed Ordinance 21-07.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Attorney

Presenter: Olga Sanchez De Fuentes

Attachment(s):

1. Proposed Ordinance No. 21-07 - Adoption and Enactment of New City Code
2. Prop Ord 21-07 Adopting Enacting New City Code (Gazette 5-27)

ITEM 7.A

COMMISSION MINUTES APPROVAL

Request

Request Commission approval of the April 27, 2021 Commission Workshop Minutes.

Explanation

Minutes of the Commission Workshop held April 27, 2021 are attached for approval.

Recommendation

Staff recommends Commission approval.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter:

Attachment(s):

1. Commission Workshop Minutes - April 27 2021

ITEM 7.B

AWARD CITY SIGNATURE FESTIVAL/EVENTS PERFORMANCE AND PRODUCTION SERVICES AGREEMENT

Request

Approval and execution of the City Signature Festival/Events Performance and Production Services Agreement with aXis Productions & Events for services described in RFP 2021-003.

Explanation

Starting in 2017, the Parks and Recreation Department packaged all of the City's signature events in the entertainment and production bid together in an effort to streamline festival entertainment logistics as well as consistently provide professional performers.

A formal bid was advertised on April 11, 2021, with the Orlando Sentinel, Demand Star, and Vendor Link via RFP 2021-003. This bid was advertised to contract the Performance and Production Services for the City's events in the 2021 Festival Series (Festival of Lights, Martin Luther King Unity Celebration, Sunshine Festival, KowTown Festival, Night of Music, PrideFest, Monumental 4th of July and Fandom Kissimmee), 2022 Festival Series and 2023 Festival Series. This request was for a proposal of all inclusive airfare, ground transportation, artists' fees and production costs including stage, power, sound, lighting, backline musical equipment and technicians.

Three bids were submitted and staff recommends that aXis Productions & Events be chosen as the vendor. The aXis bid for the entire 2021 festival series is in the amount of \$112,500 which will also be honored for the 2022 and 2023 series. The aXis Productions bid met the budget, included suggested artists and outlined the production details including equipment and staffing per event. Dream Wedding & Events was the lowest bid but did not meet all of the bid requirements as they did not include equipment specifications, potential artists and or any information on their liability insurance. PK Productions submitted a bid as well; however, their costs were the highest of the three bidders.

aXis Productions & Events has significant experience in concert and event production including production of the 2018, 2019 and 2020 Signature Events/Festivals Series for the City of Kissimmee and meets all qualifications. The aXis bid also offers additional marketing and promotion opportunities via other events they manage which will greatly increase awareness.

The term for this agreement is from the date of execution and will be effective for three years (to include 2021, 2022 and 2023) with the option to renew for an additional two years (2024 and 2025), if mutually agreed. Staff recommends allowing the City Manager to sign all contracts and subsequent renewals.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00150663-503434	N/A	Decrease	\$121,200	\$112,500

Financial Summary:

Adequate funds are available in the General Fund budget to cover the cost of these services.

Recommendation

Staff recommends approval and execution of the City Signature Festival/Events 2021 Performance and Production Services Agreement with aXis Productions & Events for services described in RFP 2021-003.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Parks & Recreation

Presenter:

Attachment(s):

1. RFP2021-003 Festival Performance and Production Services full packet
2. RFP2021-003 Festival Performance and Production Services Bid Abstract
3. aXisPro Events Inc
4. aXis Agreement

ITEM 7.C

AWARD LANDSCAPE SERVICES AGREEMENT FOR KISSIMMEE LAKEFRONT PARK

Request

Approval to award landscape services for Lakefront Park to Groundtek of Central Florida, Inc. in an amount up to \$136,500 and authorize the City Manager to sign the agreement and any subsequent renewals.

Explanation

The Parks and Recreation Department, pursuant to 4.3.1.1 of the City of Kissimmee's Purchasing Code, and in accordance with Florida Statute Chapter 287, desires to use cooperative purchasing to procure landscape services utilizing the competitive bidding and selection process of Orange County as the lead public agency.

Groundtek of Central Florida, LLC has continually provided landscape services at the Kissimmee Lakefront Park since February 2016 and has agreed to continue to provide services under this contract at the current rate of \$3,500 per cycle with a maximum of 39 cycles annually or \$136,500 per year.

The master agreement Y19-1131 has a term through December 1, 2022 with two (2) one (1) year renewals and allows the City to terminate the agreement for cause or convenience. All necessary insurance and surety bonds are in place.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00150203-504646	N/A	Decrease	\$61,902*	\$136,500

Financial Summary:

A portion of the funds for this contract is available in the current year Park Operations building and grounds maintenance account. Since the balance of this contract will be paid in the next fiscal year, the FY 2022 budget will contain the monies necessary to cover the balance of the contract.*

Recommendation

Staff recommends City Commission award landscape services for Lakefront Park to Groundtek of Central Florida, Inc. in an amount up to \$136,500 and authorize the City Manager to sign the agreement and any subsequent renewals between the City of Kissimmee and Groundtek of Central City of Kissimmee

Florida, Inc. of Ocoee, Florida.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Parks & Recreation

Presenter:

Attachment(s):

1. Groundtek 2021 Contract
2. Y19-1131 Orange County Contract
3. CITY OF KISSIMMEE LAKEFRONT PARK PROPOSAL 4-2021
4. Lakefront Mowing Map (Attachment A)
5. BA2016-004 Plant manual Lakefront (Attachment B)

ITEM 7.D

ACCEPTANCE OF A FEDERAL AVIATION ADMINISTRATION AIRPORT IMPROVEMENT PROGRAM GRANT AGREEMENT TO UPDATE THE AIRPORT MASTER PLAN

Request

Approval to accept a Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant to update the Airport Master Plan for Kissimmee Gateway Airport.

Explanation

To be eligible to accept FAA funding, the Kissimmee Gateway Airport is required to maintain a current Airport Master Plan (AMP). This project will update the AMP that was developed in 2004. The AMP is a comprehensive study focusing on the short-, medium- and long-term development plans to meet future aviation development. The study will include important areas such as land-use development, forecasting, future aircraft mix, sustainability and energy use, and best practices for Kissimmee Gateway Airport (ISM) to support the regional aviation industry. The work will be performed by AVCON, Inc. and is funded 100% by the FAA.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
47070106-506393	TBD	Increase	\$466,204	
47000331-331410	N/A	Increase	\$466,204	

Financial Summary:

This project is funded by the Federal Aviation Administration at 100% as part of the American Rescue Plan Act funding.

FAA Grant: 3-12-0038-040-2021 - \$466,204
Kissimmee Gateway Airport - \$0

Recommendation

Staff recommends City Commission approval to accept an FAA AIP grant to update the Airport Master Plan for Kissimmee Gateway Airport and to amend the budget accordingly.

REQUESTED CITY COMMISSION ACTION:

City of Kissimmee

Approve

Department: Airport

Presenter:

Attachment(s):

1. FAA AIP Grant 3-12-0038-040-2021

ITEM 7.E

ACCEPTANCE BY RESOLUTION OF A FLORIDA DEPARTMENT OF TRANSPORTATION PUBLIC TRANSPORTATION GRANT AGREEMENT FOR AN AUXILIARY WEATHER STATION TO SUPPORT THE AIR TRAFFIC CONTROL TOWER

Request

Acceptance of a Florida Department of Transportation (FDOT) Public Transportation Grant Agreement for an auxiliary weather station to support the air traffic control tower at Kissimmee Gateway Airport.

Explanation

The Federal Aviation Authority (FAA) requires the federal contract tower at the Kissimmee Gateway Airport to provide air traffic services that include up to date weather information for the pilots. As part of the requirements, a secondary weather system is to be installed on the Airport to provide backup data in the event of a failure of the primary system.

FDOT is offering an 80% Public Transportation Grant Agreement (PTGA) for this project. The Airport's responsibility is 20%. AVCON Inc, has obtained an FAA approved site selection and will design, bid and oversee the construction of the system.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
47000334-334410	N/A	Increase	\$300,000	
47070106-506393	AP2102	Increase	\$300,000	

Financial Summary:

Portions of this project are funded by the Florida Department of Transportation (80%) and the Kissimmee Gateway Airport (20%). The total project amount is \$375,000 with each agency funding the following amounts:

FDOT-PTGA : (FM No.449265-1-94-01) - \$300,000
Kissimmee Gateway Airport - \$75,000

The City/Airport share for this project is \$75,000; \$32,000 is available in project AP2102. The balance needed for the City match as well as an additional amount will be provided by Airport reserves in the amount of \$60,000 based upon a subsequent agenda item requesting a transfer from

City of Kissimmee

reserves.

Recommendation

Staff recommends City Commission approval to accept, BY Resolution, a PTGA from FDOT for an auxiliary weather station to support the air traffic control tower at Kissimmee Gateway Airport and to amend the budget accordingly.

REQUESTED CITY COMMISSION ACTION:

Accept

Department: Airport

Presenter:

Attachment(s):

1. Resolution PTGA for Auxiliary Weather Station Project-
2. PTGA Agreement - FM 449265-1 - Secondary Weather Station

ITEM 7.F

TRANSFER FROM AIRPORT RESERVES FOR AUXILIARY WEATHER STATION TO SUPPORT THE AIR TRAFFIC CONTROL TOWER

Request

Approval to transfer funds from Airport reserves to complete financial requirements for auxiliary weather station to support the air traffic control tower.

Explanation

The Federal Aviation Authority (FAA) requires the Federal Contract Tower at the Kissimmee Gateway Airport to provide air traffic services, to include up to date weather information for the pilots. As part of the requirements, a secondary weather system is to be installed on the Airport to provide backup data in the event of a failure of the primary system. The Florida Department of Transportation (FDOT) is offering an 80% Public Transportation Grant Agreement (PTGA) for this project. The Airport's responsibility is 20% which is \$75,000. \$32,000 is budgeted in the project account; therefore, \$43,000 from reserves is needed to complete the financial requirements for this project.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
46170100-509276	AP2102	Decrease	\$43,000	
47070106-506393		Increase	\$43,000	

Financial Summary:

Adequate funds are available in the Airport reserves to fund the increased City match.

Recommendation

Staff recommends Commission approval to transfer funds from Airport reserves to the weather station project for a total of \$43,000 and to amend the budget accordingly.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

City of Kissimmee

Presenter:

Attachment(s):

1. Avcon Agreement Amendment No 10 for Secondary Weather Station (R)
2. PTGA Agreement - FM 449265-1 - Secondary Weather Station

ITEM 7.G

AMENDMENT #10 TO THE PROFESSIONAL SERVICE AGREEMENT WITH AVCON, INC. FOR BIDDING AND ENGINEERING SERVICES TO OVERSEE THE CONSTRUCTION OF A WEATHER STATION

Request

Approval of amendment #10 to the professional service agreement between the City of Kissimmee and AVCON, Inc. dated December 19, 2017, for the design, bidding, and construction engineering services for the construction of a weather station.

Explanation

Due to the experience of AVCON Inc. in the aviation and planning field, the Kissimmee Gateway Airport has selected AVCON, Inc. to provide professional services to design, bid and oversee the construction of the Airport's weather station. Construction services will also include on-site inspections, control and testing of materials, and record drawings of final construction. AVCON, Inc. has an existing continuing services contract with the City.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
47070106-506393	AP2102	Decrease	\$375,000.00	\$116,492.50

Financial Summary:

Portions of this project are funded by the Florida Department of Transportation (80%) and the Kissimmee Gateway Airport (20%). The total project amount is \$375,000.00 with each agency funding the following amounts

FDOT-PTGA (FM No.: 449265-1-94-01) - \$300,000
Kissimmee Gateway Airport - \$75,000

Recommendation

Staff recommends Commission approval of amendment #10 to the professional service agreement between the City of Kissimmee and AVCON, Inc. dated December 19, 2017, for the design, bidding, and construction engineering services for the construction of a weather station.

REQUESTED CITY COMMISSION ACTION:

City of Kissimmee

Approve

Department: Airport

Presenter:

Attachment(s):

1. AVCONScope-Amendment 10

ITEM 7.H

AMENDMENT #11 TO THE PROFESSIONAL SERVICE AGREEMENT WITH AVCON, INC. TO UPDATE THE AIRPORT MASTER PLAN

Request

Approval of amendment #11 to the professional service agreement between the City of Kissimmee and AVCON, Inc. dated December 19, 2017, to oversee the completion of an update to the Airport master plan.

Explanation

Due to their experience in the aviation and planning field, the Kissimmee Gateway Airport has selected AVCON, Inc. to provide professional services to oversee the completion of an update to the Airport master plan.

The Airport has three aviation consultants under separate master agreements, each with the ability of performing master planning services. The Airport made requests to all three consultants (AVCON, Inc., Amherst Consulting, and Hoyle, Tanner & Associates, Inc.); however, Hoyle, Tanner & Associates, Inc. declined the work and Amherst was in the process of being purchased by Hanson Professional Services, Inc.

AVCON has ample experience working at Kissimmee Gateway Airport since 2008 and understands the Airport's history, environment and vision. In addition, AVCON has recently updated the Florida Department of Transportation's (FDOT) Airport Master Plan Guidebook, illustrating their understanding and close relationship to FDOT.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
47070106-506393	AP21XX	Decrease	\$466,204	\$464,204

Financial Summary:

This project is funded by the Federal Aviation Administration (FAA) at 100% as part of the American Rescue Plan Act funding. The capital project will be established based upon approval of the earlier agenda item to accept the grant from the FAA. There is no City match required for this grant.

Recommendation

Staff recommends Commission approval of amendment #11 to the professional service agreement
City of Kissimmee

between the City of Kissimmee and AVCON, Inc. dated December 19, 2017, to update the Airport master plan.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. Avcon Agreement Amendment No. 11 Airport Master Plan Update

ITEM 7.I

CITY OF KISSIMMEE PARTICIPATION IN THE OSCEOLA COUNTY HOME CONSORTIUM

Request

Authorization for the Mayor to sign a letter renewing participation in the Osceola County Consortium for Fiscal Years 2022-2024.

Explanation

In 2015, the City of Kissimmee and Osceola County entered into an agreement to form the Osceola County HOME Consortium. Forming a consortium is a way for local governments that would not otherwise qualify for funding to join with contiguous jurisdictions to directly participate in the HOME Investment Partnerships (HOME) and the Emergency Shelter Grant (ESG) programs.

As the lead entity of the Consortium, Osceola County has to requalify as an Urban County for the CDBG/HOME/ESG Grants federal fiscal years 2022-2024 and it must notify the U.S. Department of Housing and Urban Development (HUD) if the City is interested to be included in the Osceola County Urban County Qualification for the 2022-2024 period.

This requalification process does not affect the designation of the City of Kissimmee as an entitlement jurisdiction under the Community Development Block Grant (CDBG) program.

Recommendation

Authorize the Mayor to sign letter renewing participation in the Osceola County Consortium for Fiscal Years 2022-2024.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter:

Attachment(s):

1. FY22-24_for execution

ITEM 7.J

AMENDMENT TO THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION GRANT AGREEMENT FOR DESIGN OF THE WOODSIDE DRAINAGE IMPROVEMENT PROJECT

Request

Approval of an amendment to extend an Florida Department of Environmental Protection (FDEP) grant agreement to allow additional time for design of Phase II of the Woodside Drainage Improvement Project.

Explanation

On November 3, 2020, the City amended the grant agreement with FDEP which repurposed construction funds to go towards additional design that was needed due to unforeseen site-specific challenges.

The agreement is set to expire on June 30, 2021 and in order for the additional design of the phase II improvements to be completed, the agreement will need to be extended to June 30, 2022.

There will be no financial impact; the project is fully funded.

Recommendation

Staff recommends Commission approval to extend the FDEP grant agreement to allow additional time for design of the phase II drainage improvements.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. FDEP and COK Agreement No. LP49010 - Amendment 2 for Signature

ITEM 7.K

POLICE DEPARTMENT EVIDENCE ROOM RENOVATION BY GROVE CONSTRUCTION

Request

Approval to utilize the City's master agreement with Grove Construction to complete renovations to the evidence area at the Police Department in the amount of \$70,153.13.

Explanation

Since the current Police Department building opened over 30 years ago, the evidence area has never expanded its footprint. As the Police Department staffing levels have grown through the years so has the collection of property and evidence. The evidence area currently contains over 80,000 pieces of property and evidence. While staff does purge items, new items are received almost as fast. This renovation would allow the evidence section to house property and evidence as well as allow for growth as needed in the future.

Grove Construction provided the Guaranteed Maximum Price (GMP) of \$70,153.13 for the physical renovation of the space. Grove Construction has a master agreement with the City for a 5 year term. The master agreement was executed on July 17, 2018. The Grove Construction GMP will accompany this request as well as the master agreement with the City.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00130206 506393	PD2038	Decrease	\$163,200.00	\$70,153.13

Financial Summary:

Adequate funding exists in the project to cover the renovation costs associated with the evidence area at the Police Department.

Recommendation

Staff recommends approval to utilize the master agreement with Grove Construction for the renovations of the evidence area at the Police Department in the amount of \$70,153.13.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Police

Presenter:

Attachment(s):

1. Grove KPD Evidence Room Mod Quote (002) 4.28.21
2. Grove Construction Corp Contract

ITEM 7.L

POLICE DEPARTMENT SERGEANT'S OFFICE RENOVATION BY GROVE CONSTRUCTION

Request

Approval to utilize the City's master agreement with Grove Construction to complete renovations to the sergeant's office at the Police Department in the amount of \$55,360.62.

Explanation

As the Police Department staffing increases with the needs of the public, the number of supervisors in the Patrol division will grow as well. This renovation will allow for the projected growth outlined in the 5 year capital program submitted each of the past two years to City staff.

Grove Construction provided the Guaranteed Maximum Price (GMP) of \$55,360.62 for the physical renovation of the space. Grove Construction has a master agreement with the City for a 5 year term. The master agreement was executed on July 17, 2018. The Grove Construction GMP will accompany this request as well as the master agreement with the City.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00130206 506393	PD2035	Decrease	\$63,200.00	\$55,360.62

Financial Summary:

Adequate funding exists in the project to cover the renovation costs associated with Grove Construction.

Recommendation

Staff recommends approval to utilize the master agreement with Grove Construction for the renovations to the sergeant's office at the Police Department in the amount of \$55,360.62.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police
Presenter:

City of Kissimmee

Attachment(s):

1. Grove Construction KPD Equipment Room Mod Quote NO FLOORING MATERIALS 5. 3. 21
2. Grove Construction Corp

ITEM 7.M

DEVELOPER AND ESCROW AGREEMENT BETWEEN FIRST INDUSTRIAL, L.P., KELLY PROPERTIES, CHICAGO TITLE INSURANCE COMPANY AND THE CITY OF KISSIMMEE REGARDING FLORA RIDGE PROJECT

Request

Approval of Developer and Escrow Agreement.

Explanation

As part of the original Flora Ridge DRI and subsequent PUD amendments associated with the now dissolved DRI, the B-1 Parcel is slated to construct a maximum of 400,000 gross square feet of buildings for industrial use. As part of the approval process, the main site developer, First Industrial, L.P., is obligated to enter into a Developer's Agreement with the City to memorialize the parties' respective commitments.

The 2019 PUD Amendment previously approved by the Commission on November 19, 2019 requires the site developer to build four (4) lanes of Flora Boulevard between Thacker Avenue and John Young Parkway to help alleviate traffic congestion, although the traffic study associated with the First Industrial development only requires construction of two (2) lanes. As Kelley Properties, LLP still retains ownership over a portion of Flora Boulevard, they are an additional party to this Agreement. Both First Industrial, L.P. and Kelley Properties, LLP are in the process of submitting mobility fee credit applications to the City in order to cover costs of those improvements desired by the City but not required for the development to ensure this is an equitable project for both the site developer(s) and the City.

Recommendation

Staff recommends approval of the Developer and Escrow Agreement.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Attorney

Presenter:

Attachment(s):

1. Flora Boulevard Development and Escrow Agreement (exec version)

ITEM 8.A

ANNUAL ADVISORY BOARD APPOINTMENTS/REAPPOINTMENTS AND A VACANCY ON THE BOARD OF ADJUSTMENT AND HISTORIC PRESERVATION BOARD

Request

Commission requested to appoint two replacements to fill the vacancy on the Board of Adjustment and Historic Preservation Board as well as reappointments or replacements to fill annual Board terms expiring May 31, 2021.

Explanation

On April 16th Development Services staff received a resignation letter from Board of Adjustment member Luis A. Martinez, Sr. who was hired by the City and is therefore no longer eligible to serve on the Board and staff received notification on May 14th that Board Member John Link had passed away unexpectedly. Both of these vacancies occurred outside of the annual appointment process.

In additional, the annual board appointments are due for terms expiring May 31, 2021 on the following boards:

Board of Adjustment
Historic Preservation Board
Parks and Recreation Advisory Board
Planning Advisory Board

Appointments are assigned to individual Commissioners in order of rotation. Seat # 1 was assigned the Board of Adjustment vacancy and Seat # 2 has been assigned the Historic Preservation vacancy in the rotation. All qualified applications will be provided to each of the Commissioners making these appointments. The Annual Board Appointments will start with Seat # 2 and continue through the last appointment on the Planning Advisory Board.

Each Board has individual requirements for residency as well as additional positions such as architects, engineers, business owners, etc. You will find the qualifications for the board member on the attached list as well as the responses on whether they would like to continue serving on their current board.

The Commission will have 30-days to make these appointments or an extension will be necessary. If no extension is requested, the appointment will automatically rollover to the next Commissioner in the rotation.

Recommendation

Staff recommends the Commission make appointments to fill both existing vacancies and reappoint or replace members with terms expiring on May 31, 2021.

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

City of Kissimmee

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. Appointments by Seat 6-01-2021