



**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, JULY 6, 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 SERVICE AWARDS FOR APRIL, MAY AND JUNE

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

3.B EMPLOYEE OF THE MONTH FOR JULY

That the City Commission join the City Manager in recognizing Bay McIntosh, Airport, as July's Employee of the Month.

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

None

5. PUBLIC HEARINGS

None

6. HEAR AUDIENCE

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

7. CONSENT AGENDA

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

7.A CONTINUING SERVICES CONTRACTS FOR PLANNING SERVICES

Approval of three continuing services contracts for planning services.

7.B AUTHORIZATION TO SUBMIT APPLICATION FOR THE FY 2022 HOMELAND SECURITY GRANT THROUGH THE URBAN AREA SECURITY INITIATIVE PROGRAM (UASI)

Authorization to submit an application for the FY 2022 Homeland Security Grant through the Urban Area Security Initiative Program (UASI).

7.C EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM FY2021

Approval to apply for the Edward Byrne Memorial Justice Assistance Grant.

7.D APPROVAL OF A RESOLUTION ADOPTING THE 2020 OSCEOLA COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP) AND THE CITY OF KISSIMMEE CEMP ANNEX

Approval of a Resolution for the City to adopt the 2020 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.E AWARD OF GENERATOR MAINTENANCE CONTRACT TO ACCURATE POWER & TECHNOLOGY, INC

Approval to award the City's generator maintenance contract to Accurate Power & Technology Inc. in the amount of \$30,000.

7.F BUDGET TRANSFER FROM COMMISSION CONTINGENCY FOR THE 2020-21 COMMUNITY BENEFIT FUND PROGRAM

Transfer of funds from the Commission's contingency reserve to the Parks & Recreation Aids to Private Organization account to fund the annual Community Benefit Fund program.

7.G CHANGE OF UNIT SENT FOR RE-CHASSIS

Approval to send FD119 (Rescue 113) for re-chassis in place of FD117 (Rescue 112).

7.H AUTHORIZATION TO ACCEPT FUNDING FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION ALERT TODAY FLORIDA'S HIGH VISIBILITY ENFORCEMENT FOR PEDESTRIAN AND BICYCLE SAFETY PROGRAM

Acceptance of grant funding from the Florida Department of Transportation (FDOT) Alert Today Florida's High Visibility Enforcement for Pedestrian and Bicycle Safety Program.

7.I THE VINE CHURCH - FINAL PLAT (DRC#19-00050)

City Commission approval of the final plat known as The Vine Church.

7.J APPROVAL TO TRANSFER THREE PARCELS TO OSCEOLA REGIONAL HOSPITAL, INC.

Approval of three (3) Special Warranty Deeds to convey surplus lands to be incorporated into the future hospital expansion and a new access road from Martin Luther King Jr. Boulevard.

7.K SERVICE AGREEMENT FOR AIRFIELD PAINTING

Approval of a \$148,600 agreement with Florida Airfield Maintenance, JV of Sanford, FL for airfield painting.

7.L AIRCRAFT HANGAR PURCHASE

Approval of a \$730,422 loan from the General Fund to the Airport Fund to purchase an aircraft hangar and approval for the City Manager to execute the purchase agreement.

7.M INTERNSHIP GRANT FROM FLORIDA AIRPORT COUNCIL (FAC)

Acceptance of an internship grant from Florida Airport Council (FAC).

7.N AMENDMENT TO WORK ORDER NO. 1 WITH RS&H, INC. FOR 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 \$21,320 to cover additional post design services.

7.O CHANGE ORDER NO. 1, AMENDMENT TO THE CONTRACT WITH SOUTHERN DEVELOPMENT AND CONSTRUCTION, INC. (SDC) FOR THE CHURCH STREET IMPROVEMENT PROJECT

Approval to modify the original contract time for the Church Street Improvement project by adding nineteen (19) days for delays associated with new lighting installation by Kissimmee Utility Authority (KUA) and approval to increase the original contract amount by \$17,277.72 for costs associated with Maintenance of Traffic (MOT) and utility adjustments.

7.P DESIGN SERVICES WORK ORDER WITH KELLY, COLLINS, & GENTRY, INC. (KCG) FOR THE SHINGLE CREEK TRAIL-SEQUENCE II PROJECT

Approval of a work order with Kelly, Collins, & Gentry, Inc. (KCG) for design services associated with the Shingle Creek Trail - Sequence II project in the amount of \$65,108.32 and approval to transfer monies from the Recreation Impact Fee Fund in the amount of \$65,109.

7.Q AWARD OF CONTINUING ENGINEERING SERVICES CONTRACTS

Award continuing engineering services contracts to the following firms: (1) CONSOR Engineers, LLC., (2) Kimley-Horn and Associates, Inc., (3) Michael Baker International, Inc., (4) RS&H, Inc., (5) BCC Engineering, (6) Burgess & Niple, Inc., and (7) METRO Consulting Group, LLC.

7.R AGREEMENT FOR TRAFFIC CONTROL JURISDICTION BETWEEN THE RESIDENCES AT TAPESTRY NEIGHBORHOOD HOMEOWNERS' ASSOCIATION, INC. AND THE CITY OF KISSIMMEE

Approval of an agreement for traffic control jurisdiction between The Residences at Tapestry Neighborhood Homeowners Association, Inc. and the City of Kissimmee.

8. DISCUSSION ITEMS

8.A 2021 DOWNTOWN KISSIMMEE HOLIDAY LIGHTING PROPOSAL

Staff will present the holiday lighting proposal selected for the Downtown CRA.

8.B PRESENTATION ON THE PUBLIC WORKS AND ENGINEERING DEPARTMENT'S TRAFFIC ENGINEERING AND OPERATIONS PROGRAM

Presentation on the Public Works and Engineering Department's traffic engineering and operations program.

8.C FLORIDA LEAGUE OF CITIES VOTING DELEGATE 2021

The request is for the City Commission to decide on a voting delegate for the Florida League of Cities 95th Annual Conference being held August 12-14, 2021 in Orlando, Florida.

8.D ANNUAL ADVISORY BOARD APPOINTMENTS/REAPPOINTMENTS AND VACANCY ON THE HISTORIC PRESERVATION

Commission requested to appoint one (1) replacement to fill the vacancy on the Historic Preservation Board as well as reappoint or replace a member on the Parks and Recreation Advisory Board, term 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, (407) 518-2309.

ITEM 3.A
SERVICE AWARDS FOR APRIL, MAY AND JUNE

Request

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

Explanation

Five	Sedrick Jones	Public Works & Engineering
	Alex Santos	Finance
	Fatima Zapata	Police
Fifteen	Freddy Burgos	Public Works & Engineering
	Bruce Hughes	Public Works & Engineering
	Alvin Melendez	Public Works & Engineering
	Melanie Poole	Police
	Miguel Ruiz	Public Works & Engineering
Twenty-Five	Cathy Finneran	Development Services
Thirty	Amy Ady	Finance

Department: Human Resources & Risk Management
Presenter:

Attachment(s):

None

ITEM 3.B

EMPLOYEE OF THE MONTH FOR JULY

Request

That the City Commission join the City Manager in recognizing Bay McIntosh, Airport, as July's Employee of the Month.

Explanation

The City of Kissimmee is honored to announce the Employee of the Month for July, Bay McIntosh. Bay started as an intern with the City in 2018, and was then hired as full-time Airport Operations Coordinator. This month will be his 3rd year in the position.

The Operations Coordinator position became available during a staffing transition at the airport. Bay was the best candidate for the position and quickly assumed the duties as he adeptly assisted with responsibilities. In 2019, as the emergency management representative, Bay single-handedly trained over 350 City, County, and airport tenant individuals in air traffic communications, driving on an active airfield, and emergency response procedures in public safety situations. Due to Covid – 19, these trainings required multiple meetings each day for several weeks scheduled between 6 AM and 7 PM.

Bay credits his name to his father, who chose it because a bay is calm and serene. The name is fitting as he naturally exemplifies these traits during stressful or emergency type situations. Bay is cheerful and he displays great loyalty as he dutifully accepts any challenge, steps-up where needed, and takes on other duties to assist the team. For this, and more, the City would like to recognize him.

Department: Human Resources & Risk Management
Presenter:

Attachment(s):

None

ITEM 7.A

CONTINUING SERVICES CONTRACTS FOR PLANNING SERVICES

Request

Approval of three continuing services contracts for planning services.

Explanation

This is a request to approve continuing services contracts for S&ME, Inc., Vanasse Hangen Brustlin, Inc., and GAI Consultants, Inc. Through the Request for Qualifications (RFQ) process, the City received Twelve (12) proposals for review. A selection committee ranked each firm based on their proposals and chose the three(3) firms referenced above.

Execution of these contracts will allow the companies to perform general planning services, transportation services, mapping, marketing/public involvement for projects, and market analysis without the City needing to go through the Request for Qualifications (RFQ)/Request for Proposal (RFP) process. For a full listing of allowable services, please see the Scope of Services (Exhibit A) in the attachments. Contracts will expire after three years with the option for the City to award up to two, one-year renewals.

For each task, a Scope of Work will be presented by each consultant with the cost of the work to be done. Future projects will only go back to the City Commission for review and approval if the task is over \$50,000 in total cost. Any task under \$50,000 falls under the City Manager's approval limit.

Recommendation

Staff recommends approval of continuing services contracts for S&ME, Inc., Vanasse Hangen Brustlin, Inc., and GAI Consultants, Inc.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Ashley Cornelison

Attachment(s):

1. Agreement Professional Consultant Services_S&ME Contract
2. Agreement Professional Consultant Services_GAI Contract
3. Agreement Professional Consultant Services_VHB Contract
4. RFQ2021-001 Addendum 2
5. RFQ2021-001 Addendum 1
6. RFQ2021-001 Continuing Services for Professional Planning Consulting final

ITEM 7.B

AUTHORIZATION TO SUBMIT APPLICATION FOR THE FY 2022 HOMELAND SECURITY GRANT THROUGH THE URBAN AREA SECURITY INITIATIVE PROGRAM (UASI)

Request

Authorization to submit an application for the FY 2022 Homeland Security Grant through the Urban Area Security Initiative Program (UASI).

Explanation

The Urban Area Security Initiative (UASI) Program assists high-threat, high-density urban areas in an effort to build and sustain the capabilities necessary to prevent, protect against, mitigate, respond to, and recover from acts of terrorism. The UASI program is intended to provide financial assistance to address the unique multi-discipline planning, organization, equipment, training, and exercise needs of high-threat, high-density urban areas. In addition, the program assists these areas in building and sustaining capabilities to prevent, protect against, mitigate, respond to, and recover from threats or acts of terrorism using the Whole Community approach.

Recommendation

Staff recommends Commission approval to apply for the FY 2022 Homeland Security Grant through the Urban Area Security Initiative Program (UASI).

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter: Jeffrey Odell

Attachment(s):

1. FFY 2022 UASI template Tab 1
2. FFY 2022 UASI template Tab 2
3. FFY 2022 UASI template (3)
4. FFY 2022 UASI template Budget

ITEM 7.C

EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM FY2021

Request

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, FY2021 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 \$27,369.

The Department has been receiving funds from the JAG grant since 1996. The funds will be used to pay a portion of the salaries and benefits 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 Commission approval to apply for the funds from the Edward Byrne Memorial Justice Assistance Grant Program FY2021 in the amount of \$27,369.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter: Jeffrey Odell

Attachment(s):

None

ITEM 7.D

APPROVAL OF A RESOLUTION ADOPTING THE 2020 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 2020 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 2020 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 2020 Osceola County Comprehensive Emergency Management Plan and the City of Kissimmee Annex.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter:

Attachment(s):

1. Resolution No. ____ 2020 CEMP COK Annex
2. Comprehensive Emergency Management Plan (CEMP) Redacted 2020
3. City of Kissimmee CEMP Annex

ITEM 7.E

AWARD OF GENERATOR MAINTENANCE CONTRACT TO ACCURATE POWER & TECHNOLOGY, INC

Request

Approval to award the City's generator maintenance contract to Accurate Power & Technology Inc. in the amount of \$30,000.

Explanation

The City of Kissimmee currently has nine (9) generator locations as listed on exhibit C. For each generator, the vendor will provide preventative maintenance and repair services to keep the generators functioning correctly for a period of three (3) years with the ability to extend for two additional years, if agreed to by both parties. The total fixed maintenance cost per year will be \$13,487.01. In addition, other alternate maintenance services that the City may need such as fuel tank cleaning and service calls (outlined in the contract as alternate 3 and 4) will cost approximately \$16,512.99 per year resulting in a total budgeted yearly amount of \$30,000 (\$90,000 for 3 years). Please refer to the bid response attachment for more details.

Ten (10) contractors submitted bids for the generator maintenance contract for the City of Kissimmee. Bids were opened on April 13, 2021 at 2:30 pm EST with the following results:

Vendor Name	Total Annual Cost	Total of 3 year contract
Taylor Sudden Services	\$41,449.00	\$124,347.00
Generator & Power System	\$30,065.00	\$90,195.00
Accurate Power & Technology, Inc	\$13,487.01	\$40,461.03
CJ's Sales & Services	\$39,693.93	\$119,079.00
Ring Power	\$36,565.00	\$109,695.00
LJ Power Inc	\$21,480.00	\$64,440.00
EUA Galle Electric	\$15,853.00	\$47,559.00
TAW Power Inc	\$28,525.00	\$85,575.00
Power Secure Inc	\$31,060.00	\$93,180.00
Genset Service	\$1,950.00	\$50,550.00

Staff is recommending the contract be awarded to the best qualified bid - Accurate Power & Technology, Inc.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
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56045603-504646		Decrease	\$45,512.54	\$30,000
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Financial Summary:

Adequate funds are available in the FY 2021 budget to cover the cost of this contract for the first year. \$30,000 will be included in future budget years for the remaining term of the agreement.

Recommendation

Staff recommends Commission approval to award the City's generator maintenance contract to Accurate Power & Technology Inc. in the amount of \$30,000.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):

1. Accurate Power & Technology, Inc Generator Maintenance Agreement

ITEM 7.F

BUDGET TRANSFER FROM COMMISSION CONTINGENCY FOR THE 2020-21 COMMUNITY BENEFIT FUND PROGRAM

Request

Transfer of funds from the Commission's contingency reserve to the Parks & Recreation Aids to Private Organization account to fund the annual Community Benefit Fund program.

Explanation

On February 19, 2019, the City Commission approved the establishment of the Community Benefit Fund, which supports various organizations whose work constitutes a public benefit, enhances the quality of life, or makes a significant impact on the lives of residents within the City of Kissimmee.

Through the creation of this program, the Commission authorized \$25,000 of its annual contingency reserves to be dedicated to the Community Benefit Fund and authorized the Parks & Recreation Advisory Board (PARAB) to disburse funds using the guidelines and policy established by the Commission.

This request is to move \$25,000 from the Commission contingency reserve account into the Parks & Recreation Aids to Private Organization account to allow Parks & Recreation to efficiently manage and disburse funding at the direction of the PARAB.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
001-00190700-509275		Decrease	\$25,000	
001-00150108-508282		Increase	\$25,000	

Financial Summary:

Adequate monies are available in the contingency reserve for this transfer.

Recommendation

Staff recommends approval of the transfer of \$25,000 from Commission contingency reserve to the Parks & Recreation Aids to Private Organization account.

REQUESTED CITY COMMISSION ACTION:

City of Kissimmee

Approve

Department: City Manager
Presenter: Austin Blake

Attachment(s):
None

ITEM 7.G**CHANGE OF UNIT SENT FOR RE-CHASSIS****Request**

Approval to send FD119 (Rescue 113) for re-chassis in place of FD117 (Rescue 112).

Explanation

On October 17, 2020 Commission approved the purchase of a Freightliner M2 106 Chassis through Excellance, Inc. for the re-chassis and refurbishment of FD117 (Rescue 112). Upon further analysis of our fleet it was determined that FD119 (Rescue 113) has more mechanical issues and should be sent for re-chassis prior to FD117.

Staff is requesting authorization to send FD119 (Rescue 113) for re-chassis in place of the previously approved FD117 (Rescue 112).

This change of units will have no financial impact on the project.

RecommendationREQUESTED CITY COMMISSION ACTION:

Approve

Department: Fire

Presenter:

Attachment(s):

None

ITEM 7.H

AUTHORIZATION TO ACCEPT FUNDING FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION ALERT TODAY FLORIDA'S HIGH VISIBILITY ENFORCEMENT FOR PEDESTRIAN AND BICYCLE SAFETY PROGRAM

Request

Acceptance of grant funding from the Florida Department of Transportation (FDOT) Alert Today Florida's High Visibility Enforcement for Pedestrian and Bicycle Safety Program.

Explanation

The Kissimmee Police Department has been identified as a priority agency within Osceola County, which has the highest representation of traffic crashes resulting in serious or fatal injuries to pedestrians and bicyclists. As a result, the Florida Department of Transportation (FDOT) has allocated overtime reimbursement funding to the City in the amount of \$14,465 to assist with High Visibility Enforcement efforts. These funds will be under agreement with the University of North Florida - Institute of Police Technology and Management.

This initiative is designed to educate the public in safe driving, walking and biking behaviors and to increase compliance with traffic statutes. The goal of this data driven initiative is to reduce traffic crashes that result in serious and fatal injuries to both pedestrians and bicyclists.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
15130601 501414		Increase	\$14,465	
15100334 334200		Increase	\$14,465	

Financial Summary:

Monthly invoicing will be done for overtime expenses to be reimbursed up to \$14,465.

Recommendation

Staff recommends approval to accept funding from FDOT, through the University of North Florida - Institute of Police Technology and Management, in the amount of \$14,465 and to amend the budget accordingly.

REQUESTED CITY COMMISSION ACTION:

City of Kissimmee

Approve

Department: Police
Presenter: Jeffrey Odell

Attachment(s):

1. FDOT Letter 2021

ITEM 7.I**THE VINE CHURCH - FINAL PLAT (DRC#19-00050)****Request**

City Commission approval of the final plat known as The Vine Church.

Explanation

The owner of the property, New Community Baptist Church, Inc., is requesting final plat approval without a guarantee. The subdivision is located east of John Young Parkway and south of Plantation Avenue and is combining multiple underlying lots/tracts into a single lot for development purposes.

Recommendation

Staff recommends approval of The Vine Church final plat.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. 19-050 The Vine Church-FP_VM
2. 19-050 The Vine Church-FP (not signed)

ITEM 7.J

APPROVAL TO TRANSFER THREE PARCELS TO OSCEOLA REGIONAL HOSPITAL, INC.

Request

Approval of three (3) Special Warranty Deeds to convey surplus lands to be incorporated into the future hospital expansion and a new access road from Martin Luther King Jr. Boulevard.

Explanation

The City is deeding three (3) parcels to Osceola Regional Hospital, Inc. that have been deemed surplus and not of use to the City, to facilitate the redevelopment and replat of the existing hospital site. The parcels are undevelopable and currently contain a drainage swale, abandoned railroad right-of-way and a portion of the hospital's stormwater pond.

The transfer of this land to the hospital will enable them to expand their stormwater pond for future expansion of the hospital campus and enable the creation of a new entrance road for the campus from Martin Luther King Jr. (MLK) Boulevard. This aligns with the City's Downtown Community Redevelopment Area's Master Plan as well as the development proposed directly south of the site on the City's Beaumont Property.

The hospital will incorporate the City drainage system currently on the property into their expanded pond to ensure a more uniform look and maintenance approach. The hospital's new entrance road will align with the proposed Beaumont development's plans to extend Beaumont Avenue north to MLK Boulevard.

Recommendation

Staff recommends approval of three (3) Special Warranty Deeds.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Attorney

Presenter:

Attachment(s):

1. Special Warranty Deed - City of Kissimmee (Lots 61 and 62) (Osceola Regional Hospital) - 4830-7628-2608 1
2. Special Warranty Deed - City of Kissimmee (Lots 61 62 and 63) (Osceola Regional Hospital) - 4845-6886-5008 1
3. Special Warranty Deed - City of Kissimmee (Lot 63) (Osceola Regional Hospital) - 4831-5710-2574 1
4. Osceola RMC Replat Map 7.1.21

ITEM 7.K

SERVICE AGREEMENT FOR AIRFIELD PAINTING

Request

Approval of a \$148,600 agreement with Florida Airfield Maintenance, JV of Sanford, FL for airfield painting.

Explanation

On May 18, 2021, the Commission accepted a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation (FDOT) for airfield painting. Airfield painting will be performed by Florida Airfield Maintenance, JV of Sanford, FL in accordance with FDOT Contract BEA97 DOT-RFP-21-9019-CA prices.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
46170103-504646	AP2104	Decrease	\$150,000	\$148,600

Financial Summary:

The Florida Department of Transportation (FDOT) is funding 80% of the cost (\$118,880) through the Public Transportation Grant Agreement (PTGA) and the remaining 20% (\$29,720) will come from Airport funds.

Recommendation

Staff recommends Commission approval of the \$148,600 agreement with Florida Airfield Maintenance, JV of Sanford, FL.

REQUESTED CITY COMMISSION ACTION:

Department: Airport
Presenter:

Attachment(s):

1. Florida Airfield Maintenance JV Contract

City of Kissimmee

2. FAM_ISM Service Agreement
3. FAM, JV 21-0009_R1-Scope

ITEM 7.L

AIRCRAFT HANGAR PURCHASE

Request

Approval of a \$730,422 loan from the General Fund to the Airport Fund to purchase an aircraft hangar and approval for the City Manager to execute the purchase agreement.

Explanation

The Airport is requesting City funds to purchase an aircraft hangar for economic development purposes. The purchase of the hangar will support an aircraft company initiating a customer service operation from the facility. The aircraft company also intends to initiate the design and construction of additional permanent facilities on an 8-acre Airport parcel resulting in up to 75 jobs.

The General Fund monies (\$730,422) that will be loaned to the Airport will be paid back within 10 years or sooner if the aircraft company purchases the of hangar from the City by October 1, 2021 for the same purchase price. The balance of the funds needed for the City's purchase of the hangar will be provided by the economic development incentive monies (\$400,000) as well as a capital project (\$459,578) that was initially established for land acquisitions. The funds provided from these two sources will be repaid as soon as the aircraft company purchases the hangar. If, for some reason, the City retains ownership of the hangar, only the General Fund loan amount will be repaid over 10 years.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
35610106 - 506191	CM1815	Decrease	\$459,578	
00110603 - 503434	N/A	Decrease	\$400,000	
00190700 - 509276	N/A	Decrease	\$730,422	

Financial Summary:

Adequate reserves are available in the General Fund to loan the additional monies needed to purchase the aircraft hangar. This loan will be repaid by the Airport Fund over 10 years with an interest rate of 2%. All other monies will be dedicated to this purchase and will only be repaid to the General Fund if the property is sold in the near future.

Recommendation

Staff recommends Commission approval of a \$730,422 loan from the General Fund to the Airport Fund and approval for the City Manager to execute the purchase agreement.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. Airport Amort Sched - \$730,422 GF Loan

ITEM 7.M

INTERNSHIP GRANT FROM FLORIDA AIRPORT COUNCIL (FAC)

Request

Acceptance of an internship grant from Florida Airport Council (FAC).

Explanation

The Florida Airport Council (FAC) is offering the City an internship grant for the Summer/ Fall of 2021. The grant amount is \$5,000 (\$4000 FAC, \$1,000 Airport funds). The City/Airport will be responsible for distributing the grant funds to the intern via the payroll process.

The purpose of FAC's program is to produce an intern that will possess the skills necessary to work for an airport at an entry-level position. The intern will work a total of 40 hours per week for a maximum of 12 weeks and produce a research project that will benefit the Airport.

The City Attorney has reviewed and approved the internship grant agreement from Florida Airport Council (FAC).

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
46100389-389400	N/A	Increase	\$4,000	
46170103-503131	N/A	Decrease	\$1,000	
46170101-501212	N/A	Increase	\$4,339	
46170101-502121	N/A	Increase	\$383	
46170101-502424	N/A	Increase	\$278	

Financial Summary:

The City's \$1,000 match is available in the Airport Professional Services account.

Recommendation

Staff recommends Commission acceptance of an internship grant from the Florida Airport Council (FAC) and to amend the budget accordingly.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. FAC Internship Agreement-2021

ITEM 7.N

AMENDMENT TO WORK ORDER NO. 1 WITH RS&H, INC. FOR 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 \$21,320 to cover additional post design services.

Explanation

On February 19, 2019, the City authorized Work Order No. 1 as part of a continuing services agreement with RS&H Inc. in the amount of \$81,629.78 for design improvements associated with the Church Street Parking Improvement project.

On December 3, 2019, the City authorized Amendment No. 1 to this work order in the amount of \$33,808.71 to provide design services for drainage and lighting.

On August 4, 2020 the City authorized Amendment No. 2 to this work order in the amount of \$49,964.54 to provide additional design services for added sidewalk, driveways, and curb replacements that were impacted by proposed lighting conduit installation conflicts.

On January 5, 2021, the City authorized Amendment No. 3 to this work order in the amount of \$37,180.61 to provide post design services to include pre-construction meeting, field visits, shop drawing reviews, responses to request for information, plans revision as directed by the City and review of contractor record drawings of as-built conditions.

The current request is for Amendment No. 4 to this work order in the amount of \$21,320 which will provide additional post design services to ensure timely completion of the project.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10445206 506393	ST2021	Decrease	\$105,578.32	\$21,320.00

Financial Summary:

Adequate funds are available in the project for these additional services.

Recommendation

City of Kissimmee

Staff recommends Commission approval to amend Work Order No. 1 with RS&H, Inc. for the Church Street Parking Improvement project in the amount of \$21,320 to cover additional post design services.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. 1-Amendment 1 - Executed Work Order #1
2. 2-Amendment 2 - RS&H Continuing Services Agreement - Church Street Parking (8-04-2020)
3. 3-Amendment 3 - ChurchStreetParking_WO1_Amend3_ExecutedWithScopeAndFee
4. 4-Amendment 4 - ChurchStreetParking_WorkOrder1_Amendment4_RSH_06-24-2021_Signed_ALW_NGM
5. 5- Supporting Doc for Amendment 4_RS&H_LetterScope_06-24-2021

ITEM 7.O

CHANGE ORDER NO. 1, AMENDMENT TO THE CONTRACT WITH SOUTHERN DEVELOPMENT AND CONSTRUCTION, INC. (SDC) FOR THE CHURCH STREET IMPROVEMENT PROJECT

Request

Approval to modify the original contract time for the Church Street Improvement project by adding nineteen (19) days for delays associated with new lighting installation by Kissimmee Utility Authority (KUA) and approval to increase the original contract amount by \$17,277.72 for costs associated with Maintenance of Traffic (MOT) and utility adjustments.

Explanation

On January 5, 2021, the City entered into a contract with Southern Development & Construction, Inc. (SDC) to provide contracting services for the construction of the Church Street Improvement project for a total of \$698,777.

1. Utility coordination with KUA and SDC resulted in a request for more contract time. SDC was delayed by KUA's pole replacement; therefore, the contractor could not work in the area until KUA's work was complete. SDC has requested a change order to extend the contract time by nineteen (19) calendar days. The new contract end date will be August 16, 2021. No costs are associated with this delay.

2. On April 6, 2021, the City requested to modify the MOT by adding additional signage and striping to ensure additional safety measures were implemented. In addition to the MOT adjustments, a drainage inlet modification is required to maintain Americans with Disabilities Act (ADA) compliance as well as utility adjustments.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10445206 506393	ST2021	Decrease	\$105,578.32	\$17,277.72

Financial Summary:

Adequate funding for this change order is available in the Church Street Improvement project.

Recommendation

Staff recommends Commission approval of Change Order No. 1 to the contract with SDC for additional time and costs in the amount of \$17,277.72.

City of Kissimmee

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. 1. City Cover Sheet Church Street CO #1 Signed by SDC_06-16-21
2. 2. Original Executed Contract to Southern Development_01-05-21

ITEM 7.P

DESIGN SERVICES WORK ORDER WITH KELLY, COLLINS, & GENTRY, INC. (KCG) FOR THE SHINGLE CREEK TRAIL-SEQUENCE II PROJECT

Request

Approval of a work order with Kelly, Collins, & Gentry, Inc. (KCG) for design services associated with the Shingle Creek Trail - Sequence II project in the amount of \$65,108.32 and approval to transfer monies from the Recreation Impact Fee Fund in the amount of \$65,109.

Explanation

The Shingle Creek Regional Trail was awarded to KCG Engineering on May 14, 2014 in the amount of \$1,912,079.00 which was substantially funded from the Federal Highway Administration through the Florida Department of Transportation (FDOT) Local Agency Program (LAP) Funds.

This work order with KCG is for minor modifications to the trail and the addition of a second pedestrian bridge needed to access the island at the oxbow. These changes are necessary and will allow for a more cohesive design with connectivity throughout the future Lancaster Ranch Park.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10550706-506393	RI2102	Decrease	\$65,109	
11645656-506393	PW1421	Increase	\$65,109	\$65,108.32

Financial Summary:

This increased cost will be funded by a budget transfer from the Recreation Impact Fee Fund.

Recommendation

Staff recommends approval of a work order with KCG, Inc. in the amount of \$65,108.32 for the Shingle Creek Trail - Sequence II project and approval of a budget transfer from the Recreation Impact Fee Fund to the Shingle Creek Regional Trail Grant Fund in the amount of \$65,109.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Public Works & Engineering
Presenter:

Attachment(s):

1. SCRT_S2A_Landcater Park Revisions_Work Order_2021 06 18_signed

ITEM 7.Q

AWARD OF CONTINUING ENGINEERING SERVICES CONTRACTS

Request

Award continuing engineering services contracts to the following firms: (1) CONSOR Engineers, LLC., (2) Kimley-Horn and Associates, Inc., (3) Michael Baker International, Inc., (4) RS&H, Inc., (5) BCC Engineering, (6) Burgess & Niple, Inc., and (7) METRO Consulting Group, LLC.

Explanation

On February 21, 2021, the Public Works and Engineering Department advertised in two local newspapers requesting Statements of Qualification from engineering firms for a continuing engineering services contract. Final submissions of these Statements of Qualifications were due to the City by March 12, 2021. In response to this request, the Public Works & Engineering Department received Statements of Qualifications from thirty (30) engineering firms from throughout central Florida. The firms that submitted Statements of Qualifications were as follows:

1. CONSOR Engineers, LLC.
2. Kimley-Horn and Associates, Inc.
3. Michael Baker International, Inc.
4. RS&H, Inc.
5. BCC Engineering
6. Burgess & Niple, Inc.
7. METRO Consulting Group, LLC
8. Avcon, Inc.
9. Cribb Philbeck Weaver Group, Inc.
10. Ayres Associates - Florida team
11. HDR Inc.
12. Kisinger Campo & Associates Corp.
13. T.Y. Lin International
14. TLP Engineering Consultants, Inc.
15. Baslee Engineering Solutions (BES) inc
16. Horizon Engineering Group, Inc.
17. Marlin Engineering, Inc.
18. CPH, Inc.
19. Patel, Greene & Associates, PLLC
20. Bentley Architects & Engineers, Inc.
21. Franklin Surveying & Mapping, Inc
22. Johnson, Mirmiran, & Thompson
23. Kelly, Collins & Gentry, Inc.
24. Cardno
25. Chastain-Skillman, Inc.
26. Hanson, Walter & Associates, Inc.
27. Askey Hughey, Inc.
28. C M Arrington & Associates, inc.
29. Yuro & Associates, LLC

30. JL GONZALEZ DEVELOPMENT GROUP, LLC

A consultant selection committee was assembled which consisted of the Public Works & Engineering Assistant Director/City Engineer, Stormwater Engineer, Engineering Manager and Senior Engineer to determine the ranking of the firms that submitted proposals. This review was conducted and finalized on April 22, 2021. Based on the review of the statements of qualifications, the consultant selection committee recommends that seven firms be selected for award of a continuing services contract with the City.

Award of a continuing Engineering services contract to multiple firms provides the City with increased flexibility. It allows the City to have several projects under design simultaneously, avoids the potential problem of overloading one firm with work and allows staff to tailor assignments to firms with strong qualifications in specific areas of expertise.

The continuing Engineering services contracts will be for an initial period of three (3) years with two (2) optional one-year extensions. Firms selected will provide various general engineering work including, but not limited to: structural design; traffic engineering design; preliminary design and engineering (PD&E) reports; roads and trail design; local agency program (LAP), federal HUD, and Legislature funded projects design; estimates of probable cost; coordination and obtaining permits from regulatory agencies; right of way acquisition support; value engineering reports; and general technical support. Selected firms will provide a price proposal for the projects assigned to them. Each assignment shall be prepared as a contract addendum and submitted to the City Commission for approval as required.

There are no costs associated with these agreements at this time.

Recommendation

Staff recommends Commission approval to award continuing engineering services contracts to the following firms: (1) CONSOR Engineers, LLC., (2) Kimley-Horn and Associates, Inc., (3) Michael Baker International, Inc., (4) RS&H, Inc., (5) BCC Engineering, (6) Burgess & Niple, Inc., and (7) METRO Consulting Group, LLC.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. RFQ2021-003 Scoresheet and percentage with 7 selected firms 1
2. RFQ2021-003 Short List 1
3. BURGESS NIPLE INC - 2021-Signed to City 052621
4. Consor Engineers LLC_2021
5. Metro Consulting Group Contract

6. MICHAEL BAKER INTERNATIONAL INC. - 2021 KISSIMMEE CSC - Partially Executed
7. 6.11.2021 RSH CCNA (KO) signed with rates
8. (Partially Executed) BCC ENGINEERING INC - 2021 (FINAL) with rates
9. COK Continuing Services Kimley-Horn and Associates Inc_2021 with rates

ITEM 7.R

AGREEMENT FOR TRAFFIC CONTROL JURISDICTION BETWEEN THE RESIDENCES AT TAPESTRY NEIGHBORHOOD HOMEOWNERS ASSOCIATION, INC. AND THE CITY OF KISSIMMEE

Request

Approval of an agreement for traffic control jurisdiction between The Residences at Tapestry Neighborhood Homeowners Association, Inc. and the City of Kissimmee.

Explanation

The Police Department requests Commission approval to enter into an agreement for traffic control jurisdiction between The Residences at Tapestry Neighborhood Homeowners Association, Inc. and the City of Kissimmee. The Residences at Tapestry Neighborhood, a gated community, has requested that the Kissimmee Police Department exercise traffic control jurisdiction on private roads within the neighborhood. Florida Statute section 316.006(2)(b) allows Kissimmee Police Department to exercise such jurisdiction upon written agreement approved by the Commission.

Recommendation

Staff recommends entering into a traffic control jurisdiction agreement between The Residences at Tapestry Neighborhood Homeowners Association, Inc. and the City of Kissimmee.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter: Curtis McGehee

Attachment(s):

1. Agreement for Traffic Control Jurisdiction with Residences at Tapestry

ITEM 8.A

2021 DOWNTOWN KISSIMMEE HOLIDAY LIGHTING PROPOSAL

Request

Staff will present the holiday lighting proposal selected for the Downtown CRA.

Explanation

During the 2021 Commission Retreat, City Commission designated Downtown holiday lighting and decoration as a Commission priority. Due to the significance of the project, a cross-departmental committee was formed to carry out the Commission's request for the 2021 holiday season.

The Committee determined downtown holiday lighting and decoration needs while focusing on lighting that emphasizes the historic and traditional feel of the corridor and key areas within Downtown. The holiday lighting will serve as a foundation that compliments efforts of the Kissimmee Main Street and Downtown Business Organizations holiday decor programs. Staff also took into consideration the soon to be installed KUA up-lighting system and future streetscape plan.

In March 2021, the City and the Downtown Kissimmee Community Redevelopment Agency (DKCRA) issued RFP2021-004 Holiday Lights and Decorations to solicit a vendor to provide holiday decorations.

The RFP emphasized the City of Kissimmee and DKCRA's desire for a beautiful holiday lighting display that will create a sense of place and create a holiday destination for residents and visitors alike. The City and CRA received three responses to the RFQ:

1. Artistic Holiday Designs (AHD)
2. Shellard Lighting Designs LLC
3. Holiday Lightscapes

The Committee selected Artistic Holidays Designs (AHD), a Florida-based vendor who has provided designs for Lake Eola, Downtown Orlando and Orlando City Hall.

Staff would like to present the selected holiday lighting and decoration design to the City Commission before finalizing the agreement.

The current budget for the project is \$50,000.

Recommendation

Staff recommends direction on the types and locations of lighting and decorations within Downtown Kissimmee.

REQUESTED CITY COMMISSION ACTION:

Commission Direction

Department: Development Services

Presenter: Samia Singleton

Attachment(s):

1. Kissimmee-Holiday-2021-v2
2. RFP20201-004 Holiday Lights and Decorations full packet 2.23.21
3. 2021 Holiday Lighting Proposal 7.1.21

ITEM 8.B**PRESENTATION ON THE PUBLIC WORKS AND ENGINEERING DEPARTMENT'S TRAFFIC ENGINEERING AND OPERATIONS PROGRAM****Request**

Presentation on the Public Works and Engineering Department's traffic engineering and operations program.

Explanation

Nabil Muhaisen, Traffic Engineering Manager, will update the City Commission on the progress of the Traffic Engineering Division's activities and future projects.

Department: Public Works & Engineering

Presenter: Nabil Muhaisen

Attachment(s):

1. TRAFFIC DIVISIONS UPDATE(6-25 DNA)

ITEM 8.C

FLORIDA LEAGUE OF CITIES VOTING DELEGATE 2021

Request

The request is for the City Commission to decide on a voting delegate for the Florida League of Cities 95th Annual Conference being held August 12-14, 2021 in Orlando, Florida.

Explanation

The City Commission is requested to designate one Commissioner as the voting delegate for the City of Kissimmee at the 95th Annual Florida League of Cities Conference. The business meeting portion of this conference will be held in Orlando this year, though virtual access will also be available.

The delegate would be responsible for representing the Commission on votes pertaining to issues such as the association's business and policy positions.

Recommendation

Staff requests Commission direction.

REQUESTED CITY COMMISSION ACTION:

Commission Direction

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. 2021 FLC Voting Delegate

ITEM 8.D

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

Request

Commission requested to appoint one (1) replacement to fill the vacancy on the Historic Preservation Board as well as reappoint or replace a member on the Parks and Recreation Advisory Board, term expiring May 31, 2021.

Explanation

On May 14th staff received notification that Board Member John Link had passed away unexpectedly, this vacancy occurred outside of the annual appointment process.

In addition, we have one (1) remaining annual appointment for the Parks and Recreation Advisory Board for term expiring May 31, 2021.

Appointments are assigned to individual Commissioners in order of rotation. Seat # 2 has been assigned the Historic Preservation vacancy. All qualified applications will be provided to each of the Commissioners making these appointments.

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 members 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. At the June 15, 2021 meeting a motion was made to extend Seat # 2 appointments for 30-days. Commissioner Ortiz was not present at the meeting but his appointments have been extended. 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

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. Appointments by Seat 7-06-2021 (2)