



MEETING AGENDA (REVISED)
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, JANUARY 17, 2023 AT 6:00 PM

1. MEETING CALLED TO ORDER

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

3. PROCLAMATIONS AND SPECIAL PRESENTATIONS

3.A Presentation of the Kissimmee Festival of Lights Parade winners for 2022

3.B Employee of the Month for January

3.C Service Awards for October, November and December

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

4.A Public Hearing - Final Reading - An Ordinance amending the Zoning Map from City Planned Mixed Use Development (PMUD) to City Multiple Family Medium Density Residential (RC-1): Ivey Creek, ZMA-22-0006 - Proposed Ordinance 22-21

AN ORDINANCE AMENDING ORDINANCE NO. 3068 KNOWN AS THE CITY OF KISSIMMEE LAND DEVELOPMENT CODE, REZONING THE PROPERTY HEREINAFTER DESCRIBED, REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE.

5. PUBLIC HEARINGS

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 the handling of routine miscellaneous business of the City Commission. The City Commission in one motion may adopt the entire Consent Agenda. The motion for adoption is non-debatable and must receive unanimous approval. By request of any individual member, an item may be removed from the Consent Agenda for discussion.

7.A Approval of City Commission Minutes from the December 20, 2022 meeting

7.B Purchase and installation of replacement Heating, Ventilation, and Air Conditioning (HVAC) systems for the Central Services Complex

7.C Purchase and installation of replacement Variable Air Volume systems for the City Hall Building

7.D Continuing Services Contract with Trane Commercial Systems for Heating, Ventilation, and Air conditioning (HVAC) services at City-owned Facilities

7.E Approval of Contract for Citywide Security and Fire System Monitoring Services

7.F Accept Tourist Development Council (TDC) Grants from Experience Kissimmee to assist with 2023 Kowtown Festival and Pridefest Kissimmee events

7.G Purchase and Installation of Boom Equipment from Everglades Equipment Group for the Stormwater Management Program

- 7.H Approval of Lease between Senator Victor M. Torres, Jr. and the City of Kissimmee for Office Space at City Hall
- 7.I Monument Sign Easement for First Loop Logistics Park
- 7.J 2021 African American Cultural and Historical Grant through the Florida Division of Historic Resources for improvements to the Chambers Park Community Center
- 7.K Interlocal Agreement with Osceola County and Tohopekaliga Water Authority Pertaining to the Acquisition of Retail Water, Wastewater, and Reclaimed Water Retail Services of the Sunbridge Stewardship District
- 7.L Purchase portable radios from Motorola Solutions, Inc.
- 7.M ESRI Small Municipal and County Government Enterprise Agreement
- 7.N In-House Professional Services Agreement with Kimley Horn & Associates to Alleviate Engineering Staffing Vacancies
- 7.O Award Construction Engineering & Inspection Services for the Harbin Parking Modification Project to DRMP, Inc.
- 7.P Task Work Order No. 1 to American Persian Engineering & Construction, LLC for the Construction of the Harbin Parking Modification Project
- 7.Q Execution of the Osceola Home Consortium Disbursement Agreement Between Osceola County and the City of Kissimmee for FY 2022-2023
- 7.R Approval to award bid RFP2023-002 for Concession Services at Fortune Road Athletic Complex and Bob Makinson Aquatic Center to Gulfstream Catering Inc
- 7.S Transfer of Gas Tax Funds from Reserves for Road Materials and Supplies
- 7.T Road Resurfacing Task Work Order #1 for Dyer Boulevard Phase I and Carrol Street Project to Asphalt Paving Systems
- 7.U Option Agreement Between The City of Kissimmee, Florida, Diamond Elite Kissimmee LLC and Diamond Elite Kissimmee Apartments LLC
- 7.V Authorization to transfer funds into an ongoing city-wide security project

8. DISCUSSION ITEMS

- 8.A Advisory Board Vacancies: Board of Adjustment and Planning Advisory Board

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.

City Commission – January 17, 2023

In accordance with Florida State 286.26, persons needing assistance to participate in any of these proceedings should contact the Office of the City Clerk, 101 Church Street, Kissimmee, Florida, (407) 518-2309.

ITEM 3.A

Presentation of the Kissimmee Festival of Lights Parade winners for 2022

Request

Acknowledgement and distribution of awards to the 2022 Kissimmee Festival of Lights Parade winners.

Explanation

The City of Kissimmee celebrated its annual Kissimmee Festival of Lights Parade on Saturday December 10, 2022. This parade kicks off the holiday season and encourages positive economic flow to our valued downtown merchants. It provides festive and affordable entertainment to thousands of residents and visitors in beautiful downtown Kissimmee. The 65 entry procession led by the Grand Marshal, Ms. Taylor Kuwik, Osceola County School District Teacher of the Year, traveled through the historic streets of Downtown Kissimmee and concluded at the Monument of States.

Parade winners were selected by a panel of judges. The results are as follows:

<u>AWARD TITLE</u>	<u>WINNER</u>
Best Lights and Effects	Terry's Electric
Best Walking Group	Fierce Orlando
Best Overall	Kissimmee Utility Authority

Department: Parks & Recreation
Presenter: Matt Libby

Attachment(s):

None

ITEM 3.B

Employee of the Month for January

Request

That the City Commission join the City Manager in recognizing Maria Damas, as January's Employee of the Month.

Explanation

The City is honored to announce that the Employee of the Month for January is Maria Damas, Secretary, for the City Manager/City Clerk's Office. Maria has been with the City since 1994.

Maria is a valuable employee who is conscientious, knowledgeable, dependable, welcoming, and most of all, helpful. She is known as a go-to person as she readily shares her knowledge and skills to assist new and existing employees in understanding processes and procedures. She is described as a great team player - always willing to help everyone even though she has her own responsibilities and daily tasks. She routinely goes above and beyond providing great customer service to our citizens and City staff. Maria has been called the "Encyclopedia of the City", the go-to-go person when employees don't have an answer to our citizens.

Maria is a wonderful asset to our City and her dedication to our team hasn't gone unnoticed. Whether it's using her bilingual skills, assisting with the Emergency Operations Center, or sharing her knowledge of City history - for these and many other contributions, we would like to recognize her.

Department: Human Resources & Risk Management

Presenter: Mike Steigerwald

Attachment(s):

None

ITEM 3.C

Service Awards for October, November and December

Request

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

Explanation

Five	Darrius Benjamin	Police
	Tameara Crespo	City Manager
	Eric Diaz Reyes	Police
	Miguel Lanzo	Police
	Robert Masiku	Public Works & Eng.
Ten	Alfredo Mendez	Public Works & Eng.
	Rodolfo Sayeed	Police
	Ashely Cornelison	Development Services
	Gerry Garrett	Police
	Tony Kelber	Public Works & Eng.
Fifteen	Kenny King	Public Works & Eng.
	Matt Petrasko	Fire
	Cristina Rojas	Public Works & Eng.
	Brandon Brinegar	Public Works & Eng.
	Julio Colon	Public Works & Eng.
Twenty	Steve Lackey	Parks & Recreation
	Mary Ann Johnson	Public Works & Eng.
	Christopher Rodriguez	City Manager
Twenty Five	Michael Tilton	Police
Thirty Five	James Walls	Fire

Department: Human Resources & Risk Management

Presenter: Mike Steigerwald

Attachment(s):

None

ITEM 4.A

Public Hearing - Final Reading - An Ordinance amending the Zoning Map from City Planned Mixed Use Development (PMUD) to City Multiple Family Medium Density Residential (RC-1): Ivey Creek, ZMA-22-0006 - Proposed Ordinance 22-21

AN ORDINANCE AMENDING ORDINANCE NO. 3068 KNOWN AS THE CITY OF KISSIMMEE LAND DEVELOPMENT CODE, REZONING THE PROPERTY HEREINAFTER DESCRIBED, REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE.

Request

Recommendation of approval of a Zoning Map Amendment to change the City Zoning designation from Planned Mixed Use Development (PMUD) to Multiple Family Medium Density Residential (RC-1) on approximately 62 acres of land.

Explanation

Due to Hurricane Nicole and advertising requirements, this item was continued from the December 20, 2022 City Commission Meeting.

The property was annexed and rezoned into the City in 2006. The property utilized the City's Land Use Conversion table in Policy 1.1.10.5 in the Future Land Use Element of the Comprehensive Plan to establish a City Multi Family Medium Density Residential designation from the County Medium Density Residential. The Mixed Use Planned Unit Development (MUPUD) included 320 townhomes and 20 acres of commercial.

The proposed Multiple Family Medium Density Residential (RC-1) is compatible with the surrounding land uses. There is existing multi family northwest of the property and the vacant property within Lakeside Estates to the north includes multifamily and commercial as permitted uses (DRC#13-230). Improvements and conditions to mitigate impacts will be addressed with subsequent development review applications and reviews and are subject to applicable local, state, and federal permitting requirements and standards.

FINDINGS AND REASONS:

1. Compliance with the intent of the Multi Family Medium Density Residential (RC-1) zoning district as outlined in Section 14-4-4(E) of the Land Development Code.
2. Compliance with the allowable uses as outlined in Section 14-4-5, Table 4-1, is consistent and compatible with the surrounding area.
3. Compliance with Land Development Code Section 14-3-27, Zoning map and Land Development Code (LDC) amendments, in regards to the submittal and review procedures and criteria to support an amendment.
4. Compliance with Comprehensive Plan Future Land Use Policy 1.2.1.3 Medium Density Residential, in that the Multiple Family Medium Density Residential (MF-MDR) designation is compatible with the Multi Family Medium Density Residential (RC-1) Zoning designation.

Recommendation

The Development Review Committee (DRC) recommended approval on October 11, 2022.

The Planning Advisory Board (PAB) recommended approval by a vote of 3-0-1 on January 4, 2023.

REQUESTED CITY COMMISSION ACTION:

Approve

Adopt

Department: Development Services

Presenter: Brenda Ryan

Attachment(s):

1. ZMA-22-0006 Aerial Map
2. ZMA-22-0006 Vicinity Map
3. ZMA-22-0006 Site Data Tables
4. (S) ZMA-22-0006 Ivey Creek - Proposed Ord 22-21
5. ZMA-22-0006 City Commission Ad
6. ZMA-22-0006 Jan. 4, 2023 PAB Action Summary
7. ZMA-22-0006 DRC Comments

ITEM 7.A**Approval of City Commission Minutes from the December 20, 2022 meeting****Request**

Approval of the December 20, 2022 City Commission Meeting minutes.

Explanation**Recommendation**

Staff recommends approval of the December 20, 2022 minutes.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Commission

Presenter: Mike Steigerwald

Attachment(s):

1. (S) December 20, 2022, City Commission Minutes

ITEM 7.B

Purchase and installation of replacement Heating, Ventilation, and Air Conditioning (HVAC) systems for the Central Services Complex

Request

Approval to purchase and install the replacement of four (4) Trane split systems in the amount of \$321,144.00.

Explanation

The Facilities Management Division of the Public Works & Engineering Department will utilize the City's continuing service contract with Trane to complete this work. The air-conditioning units at Central Services complex were installed in 2011. Since that time, there have been repairs which have extended the service life of the units. The existing units are aging and beginning to malfunction. Currently, these four (4) units have malfunctioning compressors that cause the facility not to cool properly.

Staff has determined it to be in the best interest of the city to replace these units in order to improve efficiencies and reduce maintenance costs.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
56045606/506393	CS2322		\$250,000.00	\$250,000.00
56045606/506494	CS2320	Decrease	\$150,000.00	\$71,144.00

Financial Summary:

Adequate funds are available in the Central Services budget for this project. \$71,144.00 will be transferred from Project CS2320 to Project CS2322 to cover the full purchase amount.

Recommendation

Staff recommends Commission approval to purchase and install the replacement of four (4) split systems in the amount of \$321,144.00.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter: Mike Steigerwald

Attachment(s):

City of Kissimmee

1. (S) Trane Proposal
2. (S) Task Work Order to Trane

ITEM 7.C

Purchase and installation of replacement Variable Air Volume systems for the City Hall Building

Request

Approval to purchase and install replacement Variable Air Volume (VAV) systems via the continuing services contract with Trane for the City Hall building, in the amount of \$98,637.00.

Explanation

The Facilities Management Division of the Public Works & Engineering Department will manage the VAV system project on the first floor of the City Hall building. Initial approval to purchase the replacement of the VAV system was approved in the Fiscal Year 22-23 budget.

The City Commission executed a continuing services agreement with Trane U.S., Inc. to provide comprehensive HVAC products and installation services. Trane has presented the City with a HVAC solution that will help the City of Kissimmee reach its performance goals and objectives. The proposed project will provide a control system that will help achieve a comfortable building environment for the people who occupy the building. Trane will provide a reliable building management system and control products that improve system performance.

Key benefits will be upgraded from legacy controls and failing worn gear air dampers to the latest Trane BACnet Wireless controls. Serviceable parts are readily available for reduced downtime and ease of access, efficient system control with Trane programming and software tools. The replacement will consist of seventeen (17) VAV controllers, air dampers and space temperature sensors.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
56045606-506393	CS2318		\$99,956.00	\$98,637.00

Financial Summary:

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

Recommendation

Staff recommends City Commission approval to purchase and install replacement VAV systems via the continuing services contract with Trane for the City Hall building, in the amount of \$98,637.00.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Public Works & Engineering
Presenter: Mike Steigerwald

Attachment(s):

1. (S) Trane Controls Proposal for City Hall VAV's
2. (S) Task Work Order Form

ITEM 7.D

Continuing Services Contract with Trane Commercial Systems for Heating, Ventilation, and Air conditioning (HVAC) services at City-owned Facilities

Request

Approval of a continuing services contract with Trane Commercial Systems for maintenance of the heating, ventilation, and air conditioning (HVAC) equipment, including Building Automation System (BAS), at City-owned facilities.

Explanation

The Facilities Management Division of the Public Work & Engineering Department maintains the heating, ventilation, and air conditioning (HVAC) systems for all city-owned buildings. The City's annual HVAC services contract is necessary for the continuing service of the Trane HVAC units/systems within the city buildings. This is a piggyback purchase agreement through the Brevard County HVAC Preventative Maintenance and Minor Repair Services contract with Trane, U.S., Inc. (RFP-6-22-12) illustrated in Exhibit A attached to the agenda item.

The term of the continuing services agreement between the City of Kissimmee and Trane shall be three (3) years with two (2) one year renewal options starting on the date indicated in the contract attached to the agenda item. The following is the agreed upon amount for each year of service.

Contract Year	Annual Amount - All Sites USD
Year 1	61,515.00
Year 2	64,590.00
Year 3	67,818.00
Year 4	71,211.00
Year 5	74,774.00

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
56045603-503434			\$306,439.35	\$61,515.00

Financial Summary:

Adequate funds are available in the Facilities operating budget to cover the cost.

Recommendation

Staff recommends City Commission approval of a continuing services contract with Trane Commercial Systems for maintenance of the heating, ventilation, and air conditioning (HVAC) equipment, including Building Automation System (BAS), at City-owned facilities.

City of Kissimmee

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter: Mike Steigerwald

Attachment(s):

1. (S) Continuing Services Contract between COK and Trane
2. (S) Task Work Order - Trane 3

ITEM 7.E

Approval of Contract for Citywide Security and Fire System Monitoring Services

Request

The Public Works and Engineering Department's Facilities Management Division requests City Commission approval to renew the security and fire system monitoring services contract to Johnson Controls.

Explanation

The renewal of the Johnson Controls services contract is needed due to the expiration of the previous state contract. Staff has negotiated reductions in costs by consolidating various services into a single contract. In addition, by continuing services with Johnson Controls, under Sourcewell contract # 030421-TIS, the City will ensure seamless integration of all existing and future building automation systems.

Staff has determined the pricing to be fair and reasonable for the scope of services required and the features provided by the system.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
56045603-503434			\$306,439.35	\$120,700.00

Financial Summary:

Facilities Management has monies budgeted for these services in the other contract services account.

Recommendation

Facilities Management staff recommends approval to renew the security and fire system monitoring services contract to Johnson Controls in an amount not to exceed \$120,700.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter: Mike Steigerwald

Attachment(s):

1. (S) City of Kissimmee - 2022 Agreement
 2. Exhibit A - Redacted
- City of Kissimmee

3. Exhibit B
4. (S) Task Work Order Form
5. Sourcewell contract # 030421-TIS
6. Exhibit A - Unredacted

ITEM 7.F

Accept Tourist Development Council (TDC) Grants from Experience Kissimmee to assist with 2023 Kowtown Festival and Pridefest Kissimmee events

Request

Request to accept Experience Kissimmee TDC Grants to assist in funding special events. This year, the City requested and was awarded \$13,500 for the Kowtown Festival and \$10,000 for the Pridefest Kissimmee event.

Explanation

Each year the City of Kissimmee submits a request for TDC grants to assist in funding special events. This year, the City submitted a request for \$13,500 for the Kowtown Festival and \$10,000 for Pridefest Kissimmee. Experience Kissimmee has awarded both TDC grants for the requested amounts.

These funds will be utilized to help market and advertise the 2023 events which feature great food, music and entertainment for residents and visitors to enjoy. The TDC grants recognize the economic impact on the City's local economy, as these festivals bring many spectators and participants from outside of the area to attend the events.

The Kowtown Festival is being held on March 18, 2023 at the Kissimmee Lakefront Park. This annual event is a celebration of the City's birthday.

The Pridefest Kissimmee event is being held on June 3, 2023 at the Kissimmee Civic Center. This annual event welcomes and builds awareness of the LGBTQ+ community.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00150663-504901		Increase	\$23,500	
00100366-366001		Increase	\$23,500	

Financial Summary:

As mentioned above, these funds will be used solely to advertise and promote these events. Therefore, we will increase the advertising expense account and the revenue accounts.

Recommendation

Approval to accept two Experience Kissimmee TDC Grants for 2023 Kowtown Festival and Pridefest Kissimmee events and amend the budget accordingly.

REQUESTED CITY COMMISSION ACTION:

City of Kissimmee

Approve

Department: Parks & Recreation
Presenter: Mike Steigerwald

Attachment(s):

1. TDC Grant Kowtown
2. TDC Grant Pridefest

ITEM 7.G

Purchase and Installation of Boom Equipment from Everglades Equipment Group for the Stormwater Management Program

Request

Approval to purchase a 30-foot mower boom for stormwater management purposes available through Everglades Equipment Group in the amount of \$51,437.

Explanation

The Streets & Stormwater Division of the Public Works & Engineering Department maintains the city's stormwater management systems and ponds. Due to a structural break and internal rust in the mower boom attached to a 2016 John Deere slope mower (DR104), a new 30-foot replacement boom is required. Everglades Equipment Group, a certified representative for Alamo, offers the boom and labor for a total cost of \$51,437. The quote includes the complete boom package for \$83,941.45, minus the attachment knuckle as the part remains in good condition, for a final quote of \$51,437.

Quotes were requested from two other Central Florida certified Alamo dealers: 1) Menzi USA and 2) Fields Equipment Company. Menzi USA refused to offer a quote and the Fields Equipment Company responded that they no longer service Alamo; therefore, Everglades Equipment Group was the selected vendor. The Fleet Maintenance Division has reviewed the purchase in order to ensure compatibility and conformance with city standards. Procurement has also reviewed the specifications to allow for competitive and comparative pricing.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
40945503-504649	SW2325	Decrease	\$ 372,778.90	\$51,437.00
40945506-506494		Increase		\$51,437.00

Financial Summary:

Adequate funds are available in the Stormwater Utility Fund to cover the cost of the project.

Recommendation

Staff recommends City Commission approval to purchase a 30-foot mower boom for stormwater management purposes available through Everglades Equipment Group in the amount of \$51,437.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Public Works & Engineering
Presenter: Mike Steigerwald

Attachment(s):

1. Everglades Equipment Group Quote

ITEM 7.H

Approval of Lease between Senator Victor M. Torres, Jr. and the City of Kissimmee for Office Space at City Hall

Request

Approval of a two-year lease between the City of Kissimmee and Senator Victor M. Torres, Jr. for office space at City Hall.

Explanation

Senator Victor M. Torres, Jr. was re-elected to the Florida State Senate in 2022. Senator Torres leased space in City Hall during his previous term and has requested to continue to utilize the office space for his next term. The new lease term will expire on November 5, 2024 and will be paid at a monthly amount of \$690.

Recommendation

Staff recommends approval of the lease.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. (S) City of Kissimmee Lease (Partially Executed)

ITEM 7.I

Monument Sign Easement for First Loop Logistics Park

Request

Approval of a Monument Sign Easement in favor of First Industrial, L.P.

Explanation

First Industrial, L.P. is the Site Developer of the B-1 parcel of the (fka) Flora Ridge DRI, a project known as First Loop Logistics Park. The Project consists of construction of a maximum of 400,000 gross square feet of building area for industrial purposes, in addition to a network of public infrastructure, including stormwater ponds and a four-lane roadway extension of Flora Boulevard from Thacker Avenue to John Young Parkway. The Developer has dedicated stormwater tracts to the City. During the Project's design and approval process, the City issued a building permit for an entrance monument sign to be located in the corner of one of the stormwater tracts dedicated to the City. In order to erect the monument sign at the approved location, the Developer needs to obtain non-exclusive easement rights on portions of the City's stormwater tract. The Developer will be responsible for constructing and thereafter operating, maintaining, repairing and replacing, at its sole expense, a lighted and landscaped monument sign.

Recommendation

Staff recommends approval of the monument sign easement in favor of First Industrial, L.P.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Attorney

Presenter: Mike Steigerwald

Attachment(s):

1. (S) Monument Sign Easement for First Loop Logistics Park

ITEM 7.J

2021 African American Cultural and Historical Grant through the Florida Division of Historic Resources for improvements to the Chambers Park Community Center

Request

Approval to accept the 2021 African American Cultural and Historical Grant through the Florida Division of Historic Resources for improvements to Chambers Park Community Center.

Explanation

The City of Kissimmee has been awarded the African American Cultural Historical Grant through the Florida Division of Historical Resources in the amount of \$500,000. There is no City match required. The proposed improvements to Chambers Park Community Center will not only beautify the building, but also enhance its use by the public. The Public Works Facilities Division will manage this construction project, which includes a restroom addition, interior flooring replacement and movable wall partition for more programmable space options.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
15150106-506292	TBD	Increase	\$500,000.00	
15100334-334700		Increase	\$500,000.00	

Financial Summary:

A new project will be created and funds deposited if the grant is accepted by the City Commission. The budget will be amended accordingly.

Recommendation

Staff recommends approval to accept the 2021 African American Cultural and Historical Grant through the Florida Division of Historical Resources for improvements to Chambers Park Community Center, allowing for the City Manager to sign any additional documents related to this grant, and to amend the budget accordingly.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Parks & Recreation
Presenter: Mike Steigerwald

Attachment(s):

City of Kissimmee

1. (S) African American Cultural and Historical Grant (AACH) Contract

ITEM 7.K

Interlocal Agreement with Osceola County and Tohopekaliga Water Authority Pertaining to the Acquisition of Retail Water, Wastewater, and Reclaimed Water Retail Services of the Sunbridge Stewardship District

Request

Staff requests approval of an interlocal agreement with Osceola County and Tohopekaliga Water Authority related to the acquisition of retail water, wastewater, and reclaimed water retail services for the Sunbridge Stewardship District.

Explanation

The Sunbridge Stewardship District is considered an independent special district and, as such, has the right to provide water, wastewater and reclaimed water services to customers within its boundaries. The District desires to franchise these services to the Toho Water Authority (TWA). The purpose of this Agreement is to adjust the Annual Transfer Amount to be paid by TWA to the County and the City with respect to the revenues to be collected by TWA for the provision of retail water service to the District by the cost to TWA of acquiring these retail services through payment of the franchise fee. Since this area is not currently within TWA's service area, the City and County both stand to realize a significant financial benefit through TWA's acquisition of the retail utility rights for the District. This would be achieved by establishing the basis of the Annual Transfer Amount on the retail revenue instead of the wholesale revenue that would otherwise be paid via the wholesale agreement TWA currently has in place to sell water to the District.

Recommendation

Staff recommends approval of this Interlocal Agreement.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Attorney

Presenter: Mike Steigerwald

Attachment(s):

1. (S) Interlocal Agreement Sunbridge Stewardship District Osceola County Toho 6-29-22 (R)

ITEM 7.L

Purchase portable radios from Motorola Solutions, Inc.

Request

Approval to purchase portable radios for the Police Department from Motorola Solutions, Inc. for a total cost of \$63,166.91.

Explanation

The Kissimmee Police Department is requesting approval to purchase thirteen (13) Motorola portable radios and accessories from Motorola Solution, Inc. Three (3) of these portable radios will be purchased for the three new positions approved in the FY2022-23 budget while the remaining ten (10) will replace aging portable radios. The Motorola Solutions, Inc. quotes are based on the NASPO Cooperative Purchasing Master Agreement #00318 NVP-MA with Motorola. The total cost of this purchase is \$63,166.91.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00130206 506494	PD2311	Decrease	\$14,600.00	\$14,576.98
00130206 506494	PD2314	Decrease	\$48,600.00	\$48,589.93

Financial Summary:

Adequate funding is available to cover the cost associated with the purchase of these radios.

Recommendation

Staff recommends Commission approval to purchase portable radios for the Police Department from Motorola Solutions, Inc. for the total cost of \$63,166.91.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter: Mike Steigerwald

Attachment(s):

1. Motorola NASPO contract
2. Motorola Solutions Quote 3 \$14,576.98
3. Motorola Solutions Quote 10 \$48,589.93

City of Kissimmee

ITEM 7.M

ESRI Small Municipal and County Government Enterprise Agreement

Request

Approval to renew the three-year Small Municipal and County Government Enterprise Agreement (SGEA) with Environmental Systems Research Institute (ESRI) in the amount of \$165,000.

Explanation

For the past fifteen years, the City of Kissimmee and Kissimmee Utility Authority (KUA) have jointly participated in an agreement with Environmental Systems Research Institute (ESRI) specifically designed to assist small governments with the software and maintenance costs associated with providing Geographical Information Systems (GIS). The Small Government Enterprise Agreement (SGEA) allows both the City and KUA coverage under one agreement. The combined license count and existing annual maintenance fees make it cost effective to utilize the SGEA to provide for unlimited installations of ESRI client - server GIS software as well as their cloud offerings.

The current agreement is due to expire in February 2023. The renewal agreement provides for a three-year commitment of \$55,000 annually, totaling \$165,000. The fee will be divided between both entities. The City's portion will be \$27,500 per year and KUA will pay \$27,500 annually. The Enterprise agreement will be in the City's name and the City will pay the fee directly to ESRI and then bill KUA for its portion. This payment arrangement has been in place and has worked well over the past fifteen years.

By utilizing the SGEA, the City will continue to realize extensive cost savings. Throughout the last fifteen years, the City and KUA have both benefited from adding user and server software at no additional cost; therefore, leveraging each entity's respective investments in GIS. These savings are compounded within the operational budget, as the ESRI annual maintenance fee will not increase as the number of licenses being used increases. Having access to unlimited licensing greatly increases the opportunity to expand GIS throughout other departments without having to expend additional capital dollars on software licenses and without increasing the operational budget for annual maintenance.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
56060103-504647			28,000	27,500

Financial Summary:

The City's portion for year one is included in the approved FY 22/23 Information Technology operating budget and the two subsequent years will be budgeted in the FY 2023/2024 and FY 2024/2025 operating budgets.

Recommendation

City of Kissimmee

Staff recommends approval to renew the three-year Small Municipal and County Government Enterprise Agreement (SGEA) with Environmental Systems Research Institute (ESRI) in the amount of \$165,000.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Information Technology
Presenter: Mike Steigerwald

Attachment(s):

1. (S) ESRI Small Municipal and County Government Enterprise Agreement (SGEA) 2023
2. (S) KUA City MOU re cost sharing for ESRI license (KUA legal edits - 12-27-22)(Final)

ITEM 7.N

In-House Professional Services Agreement with Kimley Horn & Associates to Alleviate Engineering Staffing Vacancies

Request

Approval to use Consultant Services through our Continuing Services Contract (RFQ2021-003) for in-house engineering services.

Explanation

As a result of staffing shortages resulting from vacancies in several key Engineering positions, the Public Works & Engineering Department is requesting approval to use In-House Consultant Services to facilitate engineering development review and capital projects. This service will be provided by Kimley Horn, one of the City's Continuing Services Consultants, who was selected on July 6th, 2021 through the RFQ2021-003.

The initial term of this agreement will be three (3) months with the option to extend the agreement for three (3) additional 3-month periods, if needed. Funding to cover this agreement will be covered by a transfer from the Engineering Salaries and Wages account to the Engineering Professional Services account.

Recommendation

Staff recommends City Commission approval to use In-House Consultant Services through our Continuing Services Contract (RFQ2021-003), and authorizing the City Manager to exercise options to extend the agreement as needed.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter: Mike Steigerwald

Attachment(s):

1. (S) Work Order #1
2. (S) Professional Service Agreement with Kimley Horn
3. RFQ2021-003 Continuing Service Agreement

ITEM 7.0

Award Construction Engineering & Inspection Services for the Harbin Parking Modification Project to DRMP, Inc.

Request

Approval to award the Construction Engineering & Inspection (CEI) services contract for the Harbin Parking Modification Project to DRMP, Inc. in the amount of \$89,388.00

Explanation

In 2019 as a result of the West Oak Street intersection widening project and eminent domain proceedings, the City acquired the property located at 1021 W. Oak Street. In the settlement agreement the tenants waived claims against the City in exchange for the City agreeing to construct a parking cure prior to the road widening so that the tenants would not lose parking during the construction of West Oak Street.

In an effort to ensure the City's capital improvement projects are constructed in line with the approved construction documents, the City desires to award CEI services to one of its continuing services contract consultants. This will ensure proper documentation throughout the duration of the project and assist with minimizing change order requests.

The City has selected DRMP, Inc. as the CEI consultant at a cost of \$89,388.00

By recommendation of the Florida Department of Transportation, DRMP will be providing the following material testing scope of work for this project:

- In-place density testing of drainage trench backfill and sidewalk subbase
- Concrete testing of sidewalk
- Observation and sampling of asphalt placement and pavement thickness

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10345656 506393	GT2312		\$500,000.00	\$89,388.00

Financial Summary:

Adequate funds are available in the Gas Tax Fund for the CEI services associated with this project.

Recommendation

Staff recommends approval of the contract with DRMP, Inc. in the amount of \$89,388.00 to provide CEI Services on the Harbin Parking Modification project.

REQUESTED CITY COMMISSION ACTION:

City of Kissimmee

Approve

Department: Public Works & Engineering

Presenter: Mike Steigerwald

Attachment(s):

1. CEI Proposal (Harbin Parking Modification project)
2. (2022) DRMP, Inc. - Continuing Professional Surveying Services Agreement
3. (S) DRMP WO # 1 – Harbin Parking Modification project

ITEM 7.P

Task Work Order No. 1 to American Persian Engineering & Construction, LLC for the Construction of the Harbin Parking Modification Project

Request

City Commission approval of Task Work Order No. 1 to American Persian Engineering & Construction, LLC (APEC) for the construction of the Harbin Parking Modification Project in the amount of \$342,452.00.

Explanation

On June 21, 2022, the City entered into an Annual Contract for Milling, Resurfacing and Minor Concrete Work (IFB 2022-002) with APEC to perform miscellaneous alternative paving methods on an as-needed basis on City premises and facilities. Work may include, but not limited to, milling, resurfacing, striping, concrete work and sodding. This Task Work Order will furnish all materials, labor, equipment and tools necessary to provide the contracted services for the construction of the Harbin Parking Modification Project.

This project is associated with the FDOT West Oak Street Intersection Project Right of Way Acquisition.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10345656 506393	GT2312		\$ 500,000.00	\$342,452.00

Financial Summary:

Adequate Funds are available within the Gas Tax fund for this project.

Recommendation

Staff recommends City Commission approval for Task Work Order No. 1 under the Continuing Services Annual Contract for Milling, Resurfacing and Minor Concrete Work with APEC, for the construction of the Harbin Parking Modification Project.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter: Mike Steigerwald

Attachment(s):

City of Kissimmee

1. (S) Work Order No. 1 Form
2. Task Work Order No. 1 Proposal
3. Fully executed Agreement

ITEM 7.Q

Execution of the Osceola Home Consortium Disbursement Agreement Between Osceola County and the City of Kissimmee for FY 2022-2023

Request

Approval for the Mayor to execute the FY 2022-2023 Osceola HOME Consortium Disbursement Agreement between Osceola County and the City of Kissimmee.

Explanation

As part of the Osceola HOME Consortium, Osceola County and the City of Kissimmee are eligible to receive funding in the amount \$1,066,577 from the HOME Investment Partnerships (HOME) Program to provide affordable housing for residents. Of that amount, the City of Kissimmee will get \$373,301.95 to implement the City's portion of the program.

The Osceola HOME Consortium Disbursement Agreement is provided by Osceola County for execution. The Agreement states the rules and conditions under which the County, as the Consortium's lead agency, shall reimburse the City for eligible HOME activities using FY 2022-2023 funds. The period of the agreement is from October 1, 2022 through September 30, 2023. The funds shall be used for the following activities:

Administration - \$31,997.31

CHDO Set Aside - \$55,995.29 (includes rental housing development - new or rehab)

Projects(s) - \$285,309.35 (includes tenant-based rental assistance and rental housing development - new or rehab)

In anticipation of receiving the HOME funds, the City advertised the availability of these funds in the Osceola Gazette on June 9, 2022.

Recommendation

Execute the FY 2022-2023 Osceola HOME Consortium Disbursement Agreement between Osceola County and the City of Kissimmee.

REQUESTED CITY COMMISSION ACTION:

Execute

Approve

Department: Development Services

Presenter: Mike Steigerwald

Attachment(s):

1. (S) 2022-2023 Disbursement Agreement

ITEM 7.R

Approval to award bid RFP2023-002 for Concession Services at Fortune Road Athletic Complex and Bob Makinson Aquatic Center to Gulfstream Catering Inc

Request

Approval to award bid RFP2023-002 for Concession Services at Fortune Road Athletic Complex and Bob Makinson Aquatic Center to Gulfstream Catering Inc and allow the City Manager to sign any additional documents or amendments regarding this contract.

Explanation

The Parks and Recreation Department recently advertised a Request for Proposal to enter into a Concession Services Agreement for Fortune Road Athletic Complex and Bob Makinson Aquatic Center. The RFP2023-002 was advertised by the Purchasing Department on October 23, 2022. The sealed bid opening was held on November 9, 2022 with two responsive proposals. These two proposals were evaluated and ranked by an evaluation committee according to the evaluation criteria provided in the RFP. Based on the scoring, the staff recommends that the Concession License Agreement for the two locations be awarded to Gulfstream Catering Inc. We would also like to allow the City Manager to sign and approve any subsequent documents including amendments pertaining to this Agreement.

The Agreement shall be for an initial period of thirty-six (36) months with an option to renew for up to two (2) additional twelve (12) month periods by written agreement.

Recommendation

Approval to award bid RFP2023-002 for Concession Services at Fortune Road Athletic Complex and Bob Makinson Aquatic Center to Gulfstream Catering Inc and allow the City Manager to sign any additional documents or amendments regarding this contract.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Parks & Recreation

Presenter: Mike Steigerwald

Attachment(s):

1. RFP2023-002 Concession Services
2. Submittals RFP2023-002 Concession Services
3. Gulfstream Catering Proposal Submission
4. (S) Concession Services Agreement at FR and BMAC 2023

ITEM 7.S

Transfer of Gas Tax Funds from Reserves for Road Materials and Supplies

Request

Approval to transfer funding from Gas Tax reserves to increase the FY 2022-2023 budget for road materials and supplies to continue funding the resurfacing projects that were approved in prior years.

Explanation

In the past, the Public Works and Engineering Department has requested to carry forward leftover funds from the prior year to continue funding resurfacing projects as a part of the annual carry forward process. The Public Works and Engineering Department did not make that request during the FY 2021-22 process; however, due to price constraints, the Engineering Division has identified several projects in need of those carryover funds. The projects are anticipated to be completed before September 30, 2023; therefore, staff is requesting to transfer leftover FY 2021-22 roads and materials funds that defaulted into Gas tax fund reserves, back out of reserves and into the FY 2022-23 budget.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10345650-509276		Decrease	\$1,047,581.21	
10345653-505353		Increase	\$1,047,581.21	

Financial Summary:

Transfer \$1,047,581 from Gas Tax fund reserves. These funds were unused monies in the FY 2021-22 Roads and Materials account.

Recommendation

Staff recommends Commission approval to transfer from Gas Tax Fund reserves into the Road Materials and Supplies account for FY2022 to FY2023.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter: Mike Steigerwald

Attachment(s):

City of Kissimmee

1. Carrol St - Mill & Overlay Quote
2. Dyer Blvd - Mill & Overlay Quote (Ball park to Carrol)

ITEM 7.T

Road Resurfacing Task Work Order #1 for Dyer Boulevard Phase I and Carrol Street Project to Asphalt Paving Systems

Request

Approval to award the resurfacing, milling, and overlay of Dyer Boulevard Phase I and a portion of Carrol Street to Asphalt Paving Systems in the amount of \$1,368,903.99.

Explanation

On June 21st, 2022, the City advertised a request for proposals (IFB2022-002) for the purpose of selecting experienced and qualified companies to provide Asphalt Milling, Resurfacing, and Concrete Repair continuing services. Based on the approved vendor list, the City would like to award Asphalt Paving System Task Work Order #1 for the resurfacing of two roads selected from the pavement management program for the 2023 fiscal year.

The roads that will be resurfaced by milling and overlay will be Dyer Boulevard Phase I from Carrol Street to Ball Park Road at a cost of \$953,419.63 and a portion of Carrol Street from Thacker Avenue to a point 2,065 feet east of Thacker Avenue at a cost of \$415,484.36. The total project cost of both roads to be resurfaced is \$1,368,903.99.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10345653 505353		Decrease	\$1,922,581.21	\$1,368,904.00

Financial Summary:

Adequate funding will be available for this project subsequent to the approval of the Gas Tax reserves transfer.

Recommendation

Staff recommends approval to award Task Work Order #1 for the resurfacing, milling, and overlay of Dyer Boulevard Phase I and a portion of Carrol Street to Asphalt Paving Systems in the amount of \$1,368,903.99.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter: Mike Steigerwald

City of Kissimmee

Attachment(s):

1. (S) Resurfacing Task Work Order #1
2. Asphalt Paving Systems Inc - Agreement
3. Dyer Blvd - Mill & Overlay Quote (Ball park to Carrol)
4. Carrol St - Mill & Overlay Quote

ITEM 7.U

Option Agreement Between The City of Kissimmee, Florida, Diamond Elite Kissimmee LLC and Diamond Elite Kissimmee Apartments LLC

Request

Approval of the Option Agreement between the City of Kissimmee, Diamond Elite Kissimmee LLC, and Diamond Elite Kissimmee Apartments LLC.

Explanation

The City Commission established as one of their top priorities to provide emergency housing and services to serve persons experiencing homelessness and to progressively move residents to permanent housing. In furtherance of said goals, the City desires to conduct due diligence for the purchase of the Owner's properties, which consist of apartment buildings and a hotel located at 1815 W. Vine Street and 1555 Hollywood Street. The Parties agree to enter into this Option Agreement to provide the City with an opportunity to conduct thorough due diligence to determine the desirability of acquiring the Property. The City shall deposit two hundred sixty thousand dollars in escrow to secure the option to purchase the property.

Recommendation

Staff recommends approval of the Option Agreement between the City of Kissimmee, Diamond Elite Kissimmee LLC, and Diamond Elite Kissimmee Apartments LLC.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Attorney

Presenter: Desiree Matthews

Attachment(s):

1. (S) Option Agreement Diamond Elite Kissimmee, LLC

ITEM 7.V

Authorization to transfer funds into an ongoing city-wide security project

Request

Authorization to transfer funds from a reserve account into a city-wide security project.

Explanation

In 2016, the City was issued a bond that allowed for the refinancing of various infrastructure projects. The issuance of this new bond lowered the monthly debt service payment, resulting in a revenue surplus from facility use fees collected.

To help the City Commission meet its goals of providing safe and secure venues and facilities, staff is recommending the transfer of \$121,732 from reserves to Capital Project CM2303, an ongoing project used to design and fund various security improvements across the entire City, including the various trail segments, parks, and venues.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10290700-509278	CM2303	Decrease		\$121,732
00110106-506393		Increase		\$121,732

Financial Summary:

Recommendation

City Commission approval to transfer \$121,732 from reserves into CM2303, a city-wide security project to fund various security improvements and enhancements.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager
Presenter: Austin Blake

Attachment(s):

None

ITEM 8.A

Advisory Board Vacancies: Board of Adjustment and Planning Advisory Board

Request

The Commission is requested to make an appointment to fill vacancies on the Board of Adjustment and Planning Advisory Board.

Explanation

Commissioner Castano appointed Jeniffer Salas to the Board of Adjustment on October 18, 2022, pending review of an application that was to be filed. Ms. Salas' application was received, but upon review she did not qualify for the position. She was notified and submitted a second application with changes but she still did not qualify for the position on the grounds she is not a City resident and does not own or operate a business in the City.

Seat #1 was originally assigned the Board of Adjustment vacancy, but it is being reassigned to Seat #1 due to the applicant not qualifying for appointment.

Planning Advisory Board Member, Jackie Espinosa missed more than half of the scheduled meetings for the calendar year of 2022 and also missed three consecutive scheduled meetings. City Code Section 2-146, states that "in the event that an appointee misses three consecutive meetings or at least one-half of the meetings of the calendar year, he shall be considered to have resigned and a new replacement may be appointed."

Seat #2 will be assigned to the Planning Advisory Board vacancy.

Planning Advisory Board Member, Jeffrey Wolff missed more than half of the scheduled meetings for the calendar year of 2022. City Code Section 2-146, states that "in the event that an appointee misses three consecutive meetings or at least one-half of the meetings of the calendar year, he shall be considered to have resigned and a new replacement may be appointed." Mr. Wolff's term is set to expire on May 31, 2023. If an appointment is made, City staff requests that the appointment be made for the remainder of the term, plus an additional three (3) full year term, expiring on May 31, 2026.

Seat #3 will be assigned to the additional Planning Advisory Board vacancy.

The Commissioners will have 30 days to make an appointment. If no extension is requested, the appointment will automatically roll over to the next Commissioner in the rotation.

Commissioner Rotation:	Date Assigned:	Advisory Board:	Appointment Expires:	Requirements:
Seat #1 - Castano <i>*No applications currently on file*</i>	09/13/2022 12/06/2022 (reassigned) Assignment Expires: 1/17/2023	Board of Adjustment	05/31/2023	City Resident and must have a Florida License as an Engineer, Architect, Surveyor or Contractor. Members may be a resident or non-City resident; non-residents must either own real property or maintain a business office within the City.

Seat #2 - Eady <i>*No applications currently on file*</i>	1/17/2023	Planning Advisory Board	05/31/2024	Member must be a City resident or maintain a business office within the City.
Seat #3 - Alvarez <i>*No applications currently on file*</i>	1/17/2023	Planning Advisory Board	05/31/2023 (requesting filling of partial term, plus new three (3) year term, ending 05/31/2026	Member may be a resident or non-City resident; non-residents must either own real property or maintain a business office within the City.

Recommendation

Staff recommends the Commission make appointments to fill vacancies on the Board of Adjustment and Planning Advisory Board.

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

None