



**MEETING AGENDA
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, DECEMBER 19, 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 Employee of the Month for December

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

5. PUBLIC HEARINGS

5.A Program Year 2022-2023 Community Development Block Grant Consolidated Annual Performance and Evaluation Report

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 5, 2023, meeting

7.B Extension of Temporary Construction Easement with Osceola County School Board for Lancaster Ranch Park

7.C Temporary Construction Easement with Toho Water Authority for Lancaster Ranch Park

7.D Additional Hurricane Housing Recovery Program Funding

7.E Subrecipient Agreement with Kissimmee Oaks Housing I, Inc.

7.F Architectural and Engineering Continuing Services Agreements

7.G Ministerial Approval - Police Pension Board Appointment

7.H Disposal of City Assets

7.I Memorandum of Understanding with Toho Water Authority for Lancaster Ranch Park

7.J Satisfaction of Mortgage and Security Agreement and Promissory Note for 924 Determination Way

7.K 2023 Affordable Housing Advisory Committee (AHAC) Incentives Strategies Report

7.L Letter of Agreement with Cirrus at Kissimmee Gateway Airport

7.M Justice Assistance Grant Award

7.N Grant Application for Urban Areas Security Initiative

- 7.O Intake and Pump Station Easement with Toho Water Authority
- 7.P Temporary Construction Easement with Toho Water Authority for the Toho Reservoir Intake and Pump Station Project
- 7.Q Budget Amendment for Traffic Signal Design and Construction
- 7.R Ground Lease Agreement with KUA at Kissimmee Gateway Airport
- 7.S Addition of Two New Positions in Fleet Division

8. DISCUSSION ITEMS

- 8.A 2024 City Commission Meeting Calendar

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 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

Employee of the Month for December

Request

Request that the City Commission join the City Manager in recognizing James Lietz, Creative Designer II, as December's Employee of the Month.

Explanation

The City is pleased to honor James Lietz as Employee of the Month for December. James is a Creative Designer II for the Strategic Communications division, and he recently passed his third anniversary with the City. James is a talented content producer who brings much expertise to our City. He has redesigned many of our logos, event signs, and social media headers – meeting the City's branding standards and enhancing our image. He has even redesigned our police car wraps and uniform patches which were overdue for a revamp. This saved the City money by not outsourcing the work. James is also an integral part of our Emergency Operations Center and has been deployed many times, which often included overnight stays during situations. He and the production team are also at every signature City event. Much of this work is above and beyond James' regular duties. He also willingly shares his knowledge about his processes – a real team player. For being a 'behind the scenes' kind of guy, James' influence is in many aspects of the City's image. The City would like to recognize him for the positive ambassador that he is.

Department: Human Resources & Risk Management

Presenter: Mike Steigerwald

Attachment(s):

None

ITEM 5.A

Program Year 2022-2023 Community Development Block Grant Consolidated Annual Performance and Evaluation Report

Request

Approval of the Program Year 2022-2023 Community Development Block Grant Consolidated Annual Performance and Evaluation Report.

Explanation

The Consolidated Annual Performance and Evaluation Report (CAPER) is required by the U.S. Department of Housing and Urban Development (HUD) to evaluate the City of Kissimmee's use of the Community Development Block Grant (CDBG) funds for the previous year. The report provides a summary of the accomplishments and an accounting of the allocation and expenditure of the CDBG funds. For the Program Year 2022-2023, the City of Kissimmee received \$732,540 in funding. Throughout the year, funds were provided to local partners, and they were spent on addressing the city's affordable housing, public services, and public facilities and infrastructure previously identified goals and priority needs. This is a summary of the PY2022 activities, funding, and accomplishments:

- Allocated \$80,000 for code enforcement activities intended to assist in the preservation of the existing housing stock and relevant commercial structures. It was anticipated that the activities were going to generate over 700 notices and about 5-10 qualified households would benefit from this project. Accomplishments: 640 cases were handled. Of those, 136 were residential, and 0 owners were assisted with repairs on their homes due to code enforcement issues.
- Allocated \$109,881 for a variety of public services for housing and non-housing benefits to income-qualified households through programs implemented internally or through local housing and supportive service providers. It was anticipated that approximately 50 qualified households would receive benefit from public service activities. Accomplishments: 543 persons were assisted.
- \$300,000 was allocated for the new construction of or rehabilitation of an existing public facility to benefit homeless households seeking or receiving care through the local homeless care system. It was anticipated that 50-75 homeless persons or families would benefit from activities funded by this project. Accomplishments: On going
- Allocated \$96,151 for activities involving minor and moderate housing rehabilitation repairs to assist owner-occupied, income-qualified households. It was anticipated that 10-15 income qualified households would benefit from this project. Accomplishments: On going

In addition, the City completed one project in the prior year: In PY18, the City allocated funding from different years to the Hudson Street Improvements project, which entailed the paving of one of the last remaining dirt roads within the City limits. Proposed improvements also include the addition of sidewalks as well as necessary drainage improvements. With the improvements to the local street, 15 homes will have the benefit of a safer street that has improved access to pedestrian features. Accomplishments: 1 road

As required by the City's CDBG Citizen Participation Plan, the report was made available for public comment on Friday, December 1 through Monday, December 18, 2023. No public comments were received.

City of Kissimmee

This report and related documents will be submitted to HUD for final approval. If requested by HUD, staff will make minor corrections without further review by the City Commission unless those corrections are substantive changes affecting the intent of the report.

Recommendation

Approve the Program Year 2022-2023 Community Development Block Grant Consolidated Annual Performance and Evaluation Report.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Frances DeJesus

Attachment(s):

1. CAPER2023

ITEM 7.A**Approval of City Commission Minutes from the December 5, 2023, meeting****Request**

Request Commission approval of the December 5, 2023, Commission Minutes.

Explanation

Minutes of the Commission meeting held on December 5, 2023 are attached for approval.

Recommendation

Approval of the City Commission meeting minutes for December 5, 2023.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Commission

Presenter:

Attachment(s):

1. (S) Commission Minutes - December 5 2023

ITEM 7.B

Extension of Temporary Construction Easement with Osceola County School Board for Lancaster Ranch Park

Request

Approval to extend the Temporary Construction Easement between the Osceola County School Board and the City of Kissimmee at Lancaster Ranch Park.

Explanation

The Osceola County School Board and the City of Kissimmee have previously agreed to share an entrance at Pleasant Hill Elementary School off Jack Calhoun Drive for ingress and egress into the elementary school and Lancaster Ranch Park. The original Temporary Construction Easement went before the City Commission on July 5, 2022 and will need to be extended another 18 months due to delays in construction.

Recommendation

Approval to extend the Temporary Construction Easement between the Osceola County School Board and the City of Kissimmee at Lancaster Ranch Park.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Parks & Recreation

Presenter:

Attachment(s):

1. (S) Temporary Construction Easement Extension Lancaster Ranch

ITEM 7.C

Temporary Construction Easement with Toho Water Authority for Lancaster Ranch Park

Request

Approval of the Temporary Construction Easement between Toho Water Authority and the City of Kissimmee for ingress and egress to Lancaster Ranch Park to construct and install an underground reuse main pipeline

Explanation

The Toho Water Authority seeks to supply parts of the City with reuse water and requires a utility easement along the West boundary of Lancaster Ranch Park. The City of Kissimmee supports this project which will have no detrimental impact on Lancaster Ranch Park.

This temporary construction easement will be in place for 36 months or upon completion of work for temporary ingress and egress to the site for the purpose of constructing and installing an underground reuse main pipeline. Both City of Kissimmee and Toho Water Authority legal departments have reviewed and approved this Temporary Construction Easement.

Recommendation

Approval of a Temporary Construction Easement between Toho Water Authority and the City of Kissimmee for ingress and egress to Lancaster Ranch Park to construct and install an underground reuse main pipeline.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Parks & Recreation

Presenter:

Attachment(s):

1. (S) Temp Construction Easement to Toho for Water Main 11.6.23 FINAL

ITEM 7.D

Additional Hurricane Housing Recovery Program Funding

Request

Acceptance of additional Hurricane Housing Recovery Program (HHRP) funding in the amount of \$157,796 and amend the FY 2023-2024 budget for the proposed use of the funds.

Explanation

On February 7, 2023, the City Commission accepted \$79,230 from the Florida Housing Finance Corporation for the Hurricane Housing Recovery Program (HHRP) for eligible local governments impacted by Hurricane Ian and/or Nicole. The Program was set up to run through the State Housing Initiatives Partnership (SHIP) Program.

Additional allocations have been received since then, including one on May 15th in the amount of \$54,800 and another one on November 28th in the amount of \$102,996. These funds have not been brought to the City Commission for acceptance or to request approval to budget for the use of the funds. Their commitment deadline is June 30, 2024, and their expenditure deadline is June 30, 2025.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
11200335 335500	SHIP HHRP	Increase	\$157,796	
11225103 503434	SHIP HHRP	Increase	\$157,796	

Financial Summary:

There is no fiscal impact on the General Fund since this is a grant-funded project.

Recommendation

Approval to accept the additional Hurricane Housing Recovery Program (HHRP) funding in the amount of \$157,796 and approve to amend the FY2023-2024 budget for the proposed use of the funds.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter:

Attachment(s):

City of Kissimmee

1. 22 23 HHRP Disbursement #3
2. 22 23 HHRP Disbursement #2

ITEM 7.E

Subrecipient Agreement with Kissimmee Oaks Housing I, Inc.

Request

Approve and execute the contract number #2024-0109, HHRP Subrecipient Agreement between City of Kissimmee and Kissimmee Oaks Housing I, Inc. to pay for repair expenses resulting from Hurricane Ian.

Explanation

In the special legislative session held in December 2022, Florida Housing Finance Corp. was appropriated \$60 million in funding for the Hurricane Housing Recovery Program (HHRP) that will run through the State Housing Initiatives Program (SHIP). The funds were allocated to the 26 eligible counties impacted by Hurricane Ian and/or Nicole. The City of Kissimmee's allocation was \$237,026.

The City received a request from the Osceola Council on Aging (COA) for their project Kissimmee Oaks Housing I (DBA Oak Leaf Landings) for State Housing Initiatives Partnership funding assistance under the Disaster Relief Strategy. Thus, instead of the request being funded with SHIP funds, it will be considered for funding under HHRP.

Oak Leaf Landings suffered damaged during Hurricane Ian. The first floor apartments, common areas, and elevator shaft were flooded with groundwater and three apartments on the third floor had water coming through the ceiling/windows. The requested funds are to pay for the costs that were not covered by FEMA.

The HHRP funds will be given to the COA as a grant.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
11225103 503434	SHIP HHRP	Decrease	237,026	82,346.07

Financial Summary:

There is no fiscal impact on the General Fund since this is a grant-funded project.

Recommendation

Approve and execute the Subrecipient Agreement between City of Kissimmee and Kissimmee Oaks Housing I, Inc to pay for repair expenses resulting from Hurricane Ian.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Development Services

Presenter:

Attachment(s):

1. (S) Kissimmee Oaks Housing I Contractor Agreement_HHRP2023

ITEM 7.F

Architectural and Engineering Continuing Services Agreements

Request

Request approval of the Architectural/Engineering Services master agreements, contract # 2024-0133 with Barrientos Design & Consulting, Inc., BEA Architects, Inc., Bumpus & Associates, Inc., Forefront Architecture & Engineering, Franklin Design KPM-KMF Joint Venture, Florida Technical Consultants, Inc., Harvard Jolly-PBK, and Ohlson Lavoie Corp.

Explanation

On November 21, 2023, the Commission authorized staff to negotiate master service agreements with Baker Barrios Architects, Inc., Barrientos Design & Consulting, Inc., BEA Architects, Inc., Bentley Group, Inc., Bumpus & Associates, Inc., Colliers Engineering & Design, Inc., CPH LLC, Forefront Architecture & Engineering, Franklin Design KPM-KMF Joint Venture, Florida Technical Consultants, Inc., Harvard Jolly-PBK, Ohlson Lavoie Corp., The Lunz Group, WSP Environmental & Infrastructure, Inc. and Zyscovich, LLC. to provide architectural services on a continuing as needed basis. These services will be provided for capital construction projects with a construction value up to \$4,000,000.

The following eight (8) firms have submitted all of their contract documents, therefore staff is requesting approval for their agreements. The remaining seven (7) agreements will be brought to the Commission for approval once all documentation is received.

- Barrientos Design & Consulting, Inc.
- BEA Architects, Inc.
- Bumpus & Associates, Inc.
- Forefront Architecture & Engineering.
- Franklin Design KPM-KMF Joint Venture.
- Florida Technical Consultants, Inc.
- Harvard Jolly-PBK.
- Ohlson Lavoie Corp.

The selected consultants may work with city-selected contractors or construction management firms on City capital construction projects. The scope of services may include, but not be limited to, needs analysis, recommendations on modifications or additions to existing facilities or the construction of additional facilities, the planning and design for the construction of new facilities, and the construction administration for construction projects. The term of the agreements is for five (5) years unless otherwise terminated.

The attached agreements are a result of the negotiations and legal review.

Recommendation

Approval of the Architectural/Engineering Services master agreement with Barrientos Design & Consulting, Inc., BEA Architects, Inc., Bumpus & Associates, Inc., Forefront Architecture & Engineering, Franklin Design KPM-KMF Joint Venture, Florida Technical Consultants, Inc., Harvard Jolly-PBK, and Ohlson Lavoie Corp.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) Barrientos Design & Consulting, Inc
2. (S) BEA Architects, Inc
3. (S) Bumpus & Associates, Inc
4. (S) Forefront Architecture & Engineering
5. (S) Franklin Design KPM-KMF Joint Venture
6. (S) Florida Technical Consultants, Inc
7. (S) Harvard Jolly-PBK
8. (S) Ohlson Lavoie Corp

ITEM 7.G

Ministerial Approval - Police Pension Board Appointment

Request

Request Commission ministerial approval of the appointment of Ian Downing as the fifth member of the Police Pension Board of Trustees.

Explanation

The City Code requires that two (2) trustees shall be residents appointed by the City Commission and two (2) trustees shall be members of the pension system who shall be elected by the majority of the Police Officers in the pension system. The fifth trustee shall be chosen for a two-year term in even-number years by the majority of the previous four (4) trustees. The fifth member's name shall be submitted to the City Commission for approval as a ministerial duty. The fifth trustee has the same rights as each of the other four (4) who are appointed or elected and shall serve a two-year term unless he or she vacates the office sooner. The fifth member selected to fill the vacancy of Camille Alicea is Ian Downing. If approved, his term will expire September 30, 2024.

Recommendation

Staff and the Police Pension Board recommend approval.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter:

Attachment(s):

None

ITEM 7.H

Disposal of City Assets

Request

Approval to dispose of the asset items detailed in the attached report.

Explanation

The Charter states that the City Manager “shall not dispose of property belonging to the City, except on authority of the City Commission.” Therefore, staff is requesting approval to dispose of the items included on the attached list.

The items included on the attached list are slated to be auctioned or junked and have not previously been approved for disposition by the City Commission. These items will be placed up for auction via George Gideon Auctioneers, Inc. live auction or George Gideon Auctioneers, Inc. online auction.

Recommendation

Approval to remove these items from the City’s equipment inventory listing and to send those items to the auction for disposition.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Finance

Presenter:

Attachment(s):

1. December 2023 Asset Disposal

ITEM 7.I

Memorandum of Understanding with Toho Water Authority for Lancaster Ranch Park

Request

Approve the Memorandum of Understanding with Toho Water Authority in reference to future perpetual, non-exclusive utility easement at Lancaster Ranch Park, contract #20240144.

Explanation

The City of Kissimmee has agreed to grant Toho Water Authority (TOHO) a temporary construction easement for the purpose of constructing and installing an underground reuse main within Lancaster Ranch Park.

TOHO desires a perpetual, non-exclusive easement for accessing the City's property in the future to operate and maintain this reuse main. At this time, both parties seek to memorialize the City's commitment to grant TOHO a perpetual, non-exclusive easement through this Memorandum of Understanding.

Recommendation

Approve the Memorandum of Understanding with Toho Water Authority for a future perpetual, non-exclusive utility easement at Lancaster Ranch Park.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Parks & Recreation

Presenter:

Attachment(s):

1. (S) MOU Agreement with TOHO Lancaster Ranch Final

ITEM 7.J

Satisfaction of Mortgage and Security Agreement and Promissory Note for 924 Determination Way

Request

Approval of the Satisfaction of Mortgage and Note for property located at 924 Determination Way, Kissimmee, Florida 34741.

Explanation

H.O.M.E., Inc. and the City entered into a Hurricane Housing Recovery Program (HHRP) Developers Agreement to fund improvements to the property located at 924 Determination Way, Kissimmee, Florida 34741. On November 15, 2007, H.O.M.E. also executed a Mortgage and Security Agreement and Promissory Note for the benefit of the City for the principal sum of \$417,732.00, and a Declaration of covenants and Restrictions requiring the property to remain as affordable housing for the affordability period of fifteen (15) years, which were recorded in the public record. Aspire Health Partners, Inc., which has since assumed ownership of the property, has continued to maintain the units as affordable housing, consistent with the HHRP Agreement and the Declaration of Covenants and Restrictions since 2007. Therefore, the affordability period has been met, and as such, Aspire has requested that the City of Kissimmee release the Property from the lien and operation of the Mortgage and Note.

Recommendation

Approval of the Satisfaction of Mortgage and Note.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Attorney

Presenter:

Attachment(s):

1. (S) H.O.M.E Satisfaction of Mortgage Note

ITEM 7.K

2023 Affordable Housing Advisory Committee (AHAC) Incentives Strategies Report

Request

Accept the 2023 AHAC Incentive Strategies Report.

Explanation

Pursuant to Chapter 420.9076 F.S. and Rule 67-37.010, all communities that participate in the State Housing Initiatives Partnership (SHIP) program are required to review the established policies and procedures, ordinances, land development regulations, and local government comprehensive plans and recommend initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate in value. This review is carried out by the Affordable Housing Advisory Committee (AHAC). The Committee meets throughout the year and, at the end, completes an AHAC Incentive Strategies Report. This report is the culmination of a year's worth of review, consideration, evaluation, and recommendations. The next step after acceptance of the report by the City Commission is for staff and the AHAC to continue developing the recommendations contained in this report and develop policies/programs, if necessary. These policies/programs will be adopted and/or implemented internally by staff accordingly, depending on further direction by the City Commission.

Recommendation

Approval to accept the 2023 AHAC Incentive Strategies Report.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter:

Attachment(s):

1. AHAC Report _2023
2. Report - table

ITEM 7.L

Letter of Agreement with Cirrus at Kissimmee Gateway Airport

Request

Approve Letter of Agreement (LOA), Contract # 20240145 with Cirrus Aircraft to exercise the Option Agreement for Ground Lease at the Kissimmee Gateway Airport.

Explanation

Cirrus Design Corp. d/b/a Cirrus Aircraft entered a hangar ground lease with the Kissimmee Gateway Airport in 2021 with the option to expand facility operations on an additional eight acres. The company has exceeded operational expectations and has the immediate need for more space. Therefore, Cirrus has requested through a Letter of Agreement to exercise the option to expand facilities.

Recommendation

Approve Letter of Agreement to exercise the Option Agreement for Ground Lease at the Kissimmee Gateway Airport.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. (S) Letter of Agreement Cirrus-KISM
2. CIRRUS MEMO OF OPTION
3. CIRRUS LEASE OPTION

ITEM 7.M

Justice Assistance Grant Award

Request

Approval to accept Justice Assistance Grant – Countywide (JAG-C) Program in the amount of \$43,864.16, and approval to amend the budget accordingly.

Explanation

The Kissimmee Police Department began the application process for the Countywide JAG-C grant in August 2023. The grant application specifically applied for the purchase of rear rifle plates for additional protection in bullet-proof vests.

On November 30, 2023, the City received the award agreement from the Florida Department of Law Enforcement which requires the signature of the City's chief official, identified as the Mayor of Kissimmee, per the grant application.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
11500331-331200	JAGC24PLTS	Increase	\$43,864	
11530306-506494	JAGC24PLTS	Increase	\$43,864	

Financial Summary:

This is a reimbursement grant. Upon completion, an invoice will be sent for reimbursement.

Recommendation

Approval for the City of Kissimmee Police Department to accept the Justice Assistance Grant – Countywide (JAG-C) allocation of \$43,864.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter:

Attachment(s):

1. (S) - JAG R7092 Federal Award Agreement

City of Kissimmee

ITEM 7.N

Grant Application for Urban Areas Security Initiative

Request

The Police Department requests authorization to submit an application for the FY 2024 Homeland Security Grant through the Urban Areas Security Initiative Program (UASI).

Explanation

The Urban Areas Security Initiative (UASI) Program assists high-threat, high-density Urban Areas in efforts 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, and to assist 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

Approval of the Police Department to submit the required application for the FY 2024 Homeland Security Grant through the Urban Areas Security Initiative Program (UASI).

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter:

Attachment(s):

1. FY 2024 UASI template

ITEM 7.O

Intake and Pump Station Easement with Toho Water Authority

Request

Approval of the Intake and Pump Station Easement Agreement between the City of Kissimmee and Tohopekalia Water Authority relating to the Toho Reservoir Intake Pump Station and Raw Water Main.

Explanation

The Tohopekalia Water Authority is looking to build two intake pump stations along two waterways on the City's right of way to draw water from them. One of the intake pumps will be located along the East City Ditch south of Oak Street near the City trash skimmer and the other one will be located along Mill Slough south of U.S. 192 and adjacent to the Neo City Development.

To accommodate these improvements, the City of Kissimmee and the Tohopekalia Water Authority will need to enter into an exclusive easement to access, utilize, operate, maintain, repair, replace, and restore an intake and pump station and remaining pipeline, together with the right of ingress, egress, and access to the easement area over Toho Reservoir Intake Pump Station and Raw Water Main.

Recommendation

Approval of the Intake and Pump Station Easement Agreement between the City of Kissimmee and Tohopekalia Water Authority relating to the Toho Reservoir Intake Pump Station and Raw Water Main

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) Intake and Pump Station Easement with Toho Water Authority – East City Ditch
2. (S) Intake and Pump Station Easement with Toho Water Authority – Mill Slough

ITEM 7.P

Temporary Construction Easement with Toho Water Authority for the Toho Reservoir Intake and Pump Station Project

Request

Approval of the Temporary Construction Easement between the City of Kissimmee and Tohopekalia Water Authority relating to the Toho Reservoir Intake Pump Stations and Raw Water Main.

Explanation

Tohopekalia Water Authority is looking to build two intake pump stations along two waterways on the City's right of way to draw water from them. One of the intake pumps will be located along the East City Ditch south of Oak Street near the City trash skimmer and the other one will be located along the Mill Slough south of U.S. 192 adjacent to the Neo City Development.

Through this temporary easement, the City would grant Tohopekalia Water Authority the right of ingress and egress over and across the easement area required for the construction of the utilities on the City of Kissimmee's right of way.

Recommendation

Approval of the Temporary Construction Easement between the City of Kissimmee and Tohopekalia Water Authority relating to the Toho Reservoir Intake Pump Station and Raw Water Main.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) Temporary Construction Easement with Toho Water Authority – East City Ditch
2. (S) Temporary Construction Easement with Toho Water Authority – Mill Slough

ITEM 7.Q

Budget Amendment for Traffic Signal Design and Construction

Request

Approval to amend/increase the amount of Contract # 20240137 in the Interlocal Agreement (ILA) with Osceola County for Traffic Signal Design and Construction by \$400,000 for costs associated with labor and material price escalations which resulted in the low bid being higher than what the City originally budgeted for the project. Approval to transfer the funds from the Gas Tax project GT2307.

Explanation

In September 2020, the City entered into an Interlocal Agreement (ILA) with Osceola County to provide Signal Design and Construction services. The total cost of each "signal" was approximately \$600,600 which included costs for design, construction, and construction engineering inspection (CEI) services. Since that time, the County and city staff have been working with the contractor, residents, and the public to implement the project.

The construction bids that were received by Osceola County were higher than initially estimated and awarded to the lowest responsible and responsive bidder. The additional funds we are requesting will cover the costs of construction and the fee for Osceola County to continue managing the projects. The Broadway/Main at Neptune signal is short \$193,390.00 and the Oak Street at Central Avenue signal is short \$109,682.00. Staff requests to transfer the funds from a signal project that can be deferred to a later fiscal year.

The County is continuing to perform signal inspections and maintenance for the City per the Signal Maintenance ILA.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10445406-506393	ST2020	Increase	\$200,000	
10445406-506393	ST2011	Increase	\$200,000	
10345406-506393	GT2307	Decrease	\$400,000	

Financial Summary:

Gas tax funds will be used to cover the increased costs of sales tax projects ST2020 and ST2011. Adequate funding is readily available in the gas tax account project GT 2307.

Recommendation

Approve increase to the project amount to the Interlocal Agreement between Osceola County and the City of Kissimmee for Traffic Signal Design and Construction to increase the project amount by \$400,000.

City of Kissimmee

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. ILA for Signal Design & Construction

ITEM 7.R

Ground Lease Agreement with KUA at Kissimmee Gateway Airport

Request

Approve Kissimmee Utility Authority (KUA) Ground Lease Agreement, Contract # 202401146 at the Kissimmee Gateway Airport.

Explanation

KUA operates an electrical substation at Kissimmee Gateway Airport. KUA has expressed the need to expand the substation to meet forecasted electrical service demand for its customers in the service territory. There are approximately two (2) acres adjacent to the present two (2) acre site available for this expansion. This agreement records and defines the current rights and responsibilities to operate the substation and enable the required expansion. The ground lease is a fifty (50) year term at fair market value ground rental rates with annual CPI rate adjustments.

Recommendation

Approval for the City Manager to execute the Kissimmee Utility Authority (KUA) Ground Lease Agreement at the Kissimmee Gateway Airport.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. (S) AIRPORT LEASE AGREEMENT KUA SUBSTATION EXPANSION (COK FINAL)

ITEM 7.S

Addition of Two New Positions in Fleet Division

Request

Request approval to add two new positions in the Fleet Division's Parts Room as part of a reorganization of the vehicle parts operation.

Explanation

The Public Works & Engineering Department's Fleet Division's agreement with NAPA IBS System will end on February 15, 2024, and Fleet will begin operating an in-house parts room. The original agreement was entered into on July 21, 2015. Currently, the Fleet division orders approximately 12,000 parts per year utilizing an annual budget of approximately \$826,000. Staffing the Parts Room will require additional personnel; a parts room supervisor and a parts room specialist. NAPA provides management and parts services for our Fleet Division and both positions are currently funded through our agreement with NAPA. The total annual savings from ending the agreement with NAPA is projected to be \$240,000. Once the agreement ends, the cost of adding these positions will be absorbed into our personnel budget, using the savings from the cancelation of the agreement's management fees and administrative costs.

The Fleet Division Manager will manage and oversee both positions, which are described as follows:

The Fleet Parts Supervisor position, pay grade 17, salary range: \$48,589 - \$77,730 annually. Performs responsibilities under the Fleet manager. Some duties performed will be; supervisory responsibilities for parts room personnel, work to locate, order, store, and issue replacement parts, tools, supplies, and accessories for a wide variety of motor vehicles, heavy-duty trucks, fire and rescue, police and construction equipment, inventory control, parts warranty process, and quality control of records.

The Fleet Parts Specialist position, pay grade 14, salary range: \$41,974 - \$67,142 annually. Under the Fleet Parts Supervisor's direction, help with pick-ups, deliver, and assist with inventory management, and other duties that support the operation of the parts room.

Requested starting pay \$63,159 and \$50,000 respectively plus benefits (amounts listed below reflect February – September, 2024):

Fleet Parts Supervisor \$42,106 / \$14,056

Fleet Parts Specialist \$33,333 / \$13,385

Total cost of salary and benefits: \$102,880

Estimated costs of tools and equipment for each position:

Equipment; desktop, tablet, printer, document scanner, and accessories \$ 3,700

Desk \$1,500

Chair (2) \$ 750

Total equipment cost is \$5,950

The anticipated amount to fund both positions is \$108,830.

City of Kissimmee

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
56045703 503434		Decrease	\$238,500	\$108,830
56045701 501212		Increase		\$75,439
56045701 502121		Increase		\$5,772
56045701 502323		Increase		\$20,069
56045701 502424		Increase		\$1,600
56045703 505255		Increase		\$5,950

Financial Summary:

Sufficient funds are available in the Central Services Fund to cover the costs of both positions in the current fiscal year 2024. Ongoing funding for these positions will be included in the proposed operating budget starting with the FY2025 budget.

Recommendation

Approval to fund two new positions in the Fleet Division's Parts Room; Fleets Parts Supervisor and Fleet Parts Specialist, a total cost of \$108,830.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. Fleet Parts Supervisor
2. Fleet Parts Specialist

ITEM 8.A

2024 City Commission Meeting Calendar

Request

Request approval to establish the Commission annual meeting calendar for 2024.

Explanation

Each year the City Commission adopts the calendar for the upcoming year in order to assist staff in scheduling agenda items and to notify the Commission, staff, and the public of the Commission meeting schedule.

Since the Commission holds meetings on the 1st and 3rd Tuesdays of each month, these dates are checked first to confirm there is no conflict with City Holidays. For 2024, there are no conflicts with holidays and staff is requesting that only the January 2, 2024, meeting be canceled due to staffing being limited to produce the agenda during the holidays and to accommodate an additional meeting for the month for the Commission retreat.

Staff recommends the Commission accept the full calendar for 2024, including the dates as listed for the Annual Commission Retreat, Budget Workshop, and the Budget Hearings. The Budget Hearings have been tentatively scheduled for the 1st and 3rd Tuesday in September. However, the City is statutorily required to yield our adoption dates to Osceola County and the Osceola County School District. In order to comply, the dates will be confirmed later in the year.

While the Commission meetings are established, Workshops and CRA meetings will also be scheduled as necessary throughout the year.

Recommendation

Approval to adopt the 2024 City Commission Meeting Calendar with the cancelation of the January 2, 2024 meeting.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter:

Attachment(s):

1. 1st Draft - 2024 Commission Meeting Dates (Agenda 12-19-2023)