MEETING AGENDA
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, FEBRUARY 20, 2024 AT 6:00 PM

1. MEETING CALLED TO ORDER

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

3. PROCLAMATIONS AND SPECIAL PRESENTATIONS

3.A Proclamation - Barbie Austria Appreciation Day

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

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 January 16, 2024, and February 6, 2024 meeting

7.B Approval of a Resolution adopting the Third Amendment to the Local Housing Assistance Plan Covering Fiscal Year 2022 through 2024

7.C Carry Forward for Airport Project Automated Weather Observation System Project

7.D Application for Airport Taxiway Delta Environmental Study Grant

7.E Building Fund budget adjustment for furnishings and plaza improvements

7.F Amendment to the Interlocal Agreement Creating the Orlando Urban Area Metropolitan Planning Organization d/b/a MetroPlan Orlando

7.G Architectural and Engineering Continuing Services Agreements

7.H Master Services Agreement with Rubicon Global, LLC for Solid Waste Division

7.I Agreement with SSD International, Inc to purchase night vision and thermal optics for SWAT rifles

7.J Emergency Medical Transportation Billing and Collection and Ground Ambulance Data Collection Services Contract

7.K Re-allocation of HOME Funds for the Acquisition of the Super 8 Motel

7.L Budget Transfer For Airport Security Enhancement Project

7.M Lakefront Park Security Improvements

7.N Airport Administrative, Operational and Asset Management Software Agreement

7.O Disposal of City Assets

7.P Mill Slough waterway debris removal contract award

7.Q Consent to Sub-Lease Between Sunstate Aviation Holdings, LLC and Sunstate Aviation Flight School, LLC

7.R Aston Square Easements

8. DISCUSSION ITEMS

8.A Freebee presentation and contract renewal

8.B Community Project Funding Discussion

8.C Toho Water Authority Board Reappointment

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
Proclamation - Barbie Austria Appreciation Day

Request

To present a proclamation to Barbie Austria founder of the non-profit organization, Kissimmee-Poinciana Homeless Outreach Inc.

Explanation

N/A

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):
1. Proclamation- Barbie Austria Appreciation Day

ITEM 7.A
Approval of City Commission Minutes from the January 16, 2024, and February 6, 2024 meeting

Request

Request Commission approval of the January 16, 2024, and February 6, 2024, Commission Minutes.

Explanation

Minutes of the Commission meeting held on January 16, 2024, and February 6, 2024, are attached for approval.

Recommendation

Request Commission approval of the minutes.

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

Department: City Commission
Presenter:

Attachment(s):
1. (S) January 16, 2024 City Commission Meeting Minutes
2. (S) February 6, 2024 City Commission Meeting Minutes

ITEM 7.B

Approval of a Resolution adopting the Third Amendment to the Local Housing Assistance Plan Covering Fiscal Year 2022 through 2024

Request

Approval of Third Amendment to the Local Housing Assistance Plan covering SHIP Fiscal Years 2022-2024 and adopt the accompanying Resolution.

Explanation

The Local Housing Assistance Plan (LHAP) is the document that describes the different programs the City of Kissimmee has adopted to be funded with SHIP funds. After a careful review of the strategies listed in the Plan and the maximum allowed assistance per strategy, the below proposed amendments are intended to clarify and address some of the shortcomings of the current LHAP that prevent projects from being implemented:

Demolition and Reconstruction:

1. Increase the maximum award amount from $250,000 to $350,000. The increase in cost is to allow for additional activities such as demolition and clearance of the existing unit. Also, to cover relocation costs of the occupants of the home.
2. Change the maximum amount listed on the table from $250,000 to $350,000.
3. Allow for the use of modular homes as replacement units.

Disaster Assistance – Owner Occupied Housing

1. Increase the maximum award amount from $20,000 to $40,000. The increase in cost is to allow for roof repairs/replacements even if the property was uninsured. Also, to cover additional general costs such as unseen rotted wood.

New Construction – Infill Housing

1. Increase the maximum award amount from $25,000 to $300,000 per unit (for the developer) to assist with the construction of the infill housing unit and $60,000 maximum award amount for the homebuyer to assist with down payment costs and mortgage reduction. The increase in cost will allow for increases in construction costs and sales prices.

Disaster Assistance – Rental Housing

1. Increase maximum award assistance for deductible assistance per project from $50,000 to $100,000. The increase in cost will allow for an increase in construction costs.
2. Establish maximum award assistance for roof repairs for multifamily units per project at $250,000.

Rapid Rehousing

1. Increase maximum award assistance from $15,000 to $24,000. The increase in cost will allow for an increase in rental rates in Kissimmee.

Recommendation

Approve the Third Amendment to the local Housing Assistance Plan covering SHIP Fiscal Years 2022 through 2024 and adopt the accompanying Resolution.

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

Approve

Department: Development Services
Presenter:

Attachment(s):
1. Kissimmee-2022lhap_Rev. 3
2. (S) Amended Resolution - 3rd amendment

ITEM 7.C
Carry Forward for Airport Project Automated Weather Observation System Project

Request

Approval to carry forward Airport Funds (FY2021 AP2102) to FY2024 Budget for an Automated Weather Observation System (AWOS) Project in the amount of $32,000.

Explanation

Airport funds allocated in FY2021 were not expended and were not carried forward. Therefore, staff is requesting to transfer the funds into the current FY2024 Budget to close out this State and Airport funded project.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
46170100-509276 47070106-506393	AP2102 AP2102	Decrease Increase	32,000 32,000	32,000 32,000

Financial Summary:

Portions of this project are funded by the Florida Department of Transportation (FDOT) and the Kissimmee Gateway Airport. The total project amount is $390,100 with each agency funding the following amounts:

FDOT-PTGA (FM No.: 4492651-94-01) - $300,000
Kissimmee Gateway Airport: AP2102 - $90,100

Recommendation

Approval to carry forward Airport Funds (FY2021 AP2102) to FY2024 Budget for an Automated Weather Observation System (AWOS) Project in the amount of $32,000.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport
Presenter:

Attachment(s):
None

ITEM 7.D
Application for Airport Taxiway Delta Environmental Study Grant

Request

Approval to apply for a Public Transportation Grant Agreement (PTGA) from the Florida Department of Transportation (FDOT) for an Environmental Study for Taxiway Delta Extension Project at Kissimmee Gateway Airport.

Explanation

The Kissimmee Gateway Airport's 3-year Capital Improvement Plan has identified the need to extend Taxiway Delta 'South' and connect to Runway 33. This project will provide runway access to the former golf course site providing economic development opportunities as well as enhancing airfield safety. To be eligible for Federal/State funding, the Federal Aviation Administration (FAA) requires an environmental study be performed for the project's area. The cost is approximately $100,000 and is eligible for FDOT grant funding. The scope of work will be developed, and a final cost determined prior to applying for the grants.

Recommendation

Approval to apply for a Public Transportation Grant Agreement (PTGA) from the Florida Department of Transportation (FDOT) for an Environmental Study for Taxiway Delta Extension Project at Kissimmee Gateway Airport.

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

Approve

Department: Airport
Presenter:

Attachment(s):
None

ITEM 7.E
Building Fund budget adjustment for furnishings and plaza improvements

Request

Approval of a budget transfer of $800,000 from the Building Fund Reserve account to the Capital Project and Equipment accounts for furnishings and plaza improvements as part of the permit center expansion project.

Explanation

The City Hall addition that will house the Development Services Building Division is currently under construction with a completion date of early June 2024. The 12,000 square foot addition will need furniture for the offices, the building lobby, cubicle spaces and the conference room/City's Emergency Operation Center. Also, the plaza between the new addition and the existing City Commission Chambers will be enhanced as a rain garden and public gathering space.

The cost of each project will be $400,000 for a total of $800,000. A rendering of the rain garden is included in the Commission's backup.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10140100-509276 10140106-506292 10140103-505255	NA TBD NA	Decrease Increase Increase	$800,000 $400,000 $400,000	

Financial Summary:

The Building Fund has adequate reserves to cover these expenditures.

Recommendation

Approve a budget transfer request for the permit center expansion project.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services
Presenter:

Attachment(s):
1. Kissimmee Raingarden_FINAL

ITEM 7.F
Amendment to the Interlocal Agreement Creating the Orlando Urban Area Metropolitan Planning Organization d/b/a MetroPlan Orlando

Request

Approval of the Amendment to the Interlocal Agreement with MetroPlan Orlando to incorporate changes to the Membership Apportionment Plan.

Explanation

This is an Amendment to the Interlocal Agreement Creating the Orlando Urban Area Metropolitan Planning Organization, d/b/a/ MetroPlan Orlando, a Regional Transportation Partnership. This amendment adds the City of St. Cloud as a voting member and an additional Orange County voting representative to the MetroPlan Orlando Board based on population growth. Upon approval of this Amendment, the MetroPlan Orlando Board membership in the Apportionment Plan will consist of twenty-two (22) voting representatives and five (5) non-voting representatives as follows:

Orange County - 7 Representatives
Osceola County - 1 Representative
Seminole County - 2 Representatives
City of Altamonte Springs - 1 Representative
City of Apopka - 1 Representative
City of Kissimmee - 1 Representative
City of Orlando - 2 Representatives
City of Sanford - 1 Representative
City of St. Cloud - 1 Representative
Central Florida Regional Transportation Authority - 1 Representative
Greater Orlando Aviation Authority - 1 Representative
Central Florida Expressway Authority - 1 Representative
Sanford Airport Authority - 1 Representative
MetroPlan Orlando Municipal Advisory Committee - 1 Representative

Recommendation

Approval of the Amendment to the Interlocal Agreement Creating MetroPlan Orlando to incorporate changes to the Membership Apportionment Plan.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager
Presenter:

Attachment(s):
1. (S) 2024-01-04 - Amendment to the Interlocal Agreement 2024

ITEM 7.G
Architectural and Engineering Continuing Services Agreements

Request

Request approval of the Architectural/Engineering Services master agreements, Contract # 2024-0133 with Baker Barrios Architects, Inc., Colliers Engineering & Design, Inc., CPH, LLC, The Lunz Group, WSP USA Environmental & Infrastructure, Inc., and Bentley Group, Inc.

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 USA 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.

On December 19, 2023, the Commission approved agreements with eight (8) out of the fifteen (15) firms.

The following six (6) firms have submitted all of their contract documents, therefore staff is requesting approval for their agreements. The remaining one (1) agreement will be brought to the Commission for approval once all documentation is received.

- Baker Barrios Architects, Inc.
- Colliers Engineering & Design, Inc.
- CPH, LLC
- The Lunz Group
- WSP USA Environmental & Infrastructure, Inc.
- Bentley Group, Inc

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 each agreement is for five (5) years unless otherwise terminated.

Recommendation

Approval of the Architectural/Engineering Services master agreements with Baker Barrios Architects, Inc., Colliers Engineering & Design, Inc., CPH, LLC, The Lunz Group, WSP USA Environmental & Infrastructure, Inc., and Bentley Group, Inc.

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

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):

1. (S) Baker Barrios Architects (Revised Exhibit A)
2. (S) Colliers Engineering & Design, Inc.
3. (S) CPH, LLC
4. (S) The Lunz Group
5. (S) WSP USA Environmental & Infrastructure, Inc.
6. (S) Bentley Group, Inc (Revised Exhibit A)

ITEM 7.H
Master Services Agreement with Rubicon Global, LLC for Solid Waste Division

Request

Approval of an agreement with Rubicon Global, LLC (Contract # 20240237) to provide route optimization tools for the Solid Waste Division.

Explanation

To enhance efficiencies within the Solid Waste Division, the Division began exploring options and opportunities to streamline operations while leveraging other investments that have already been made by the City. During this process, the Division identified Rubicon Global, LLC. as a leading provider of software that enhances the efficiency of solid waste operations.

Rubicon directly integrates into the vehicle's onboard telematics device, which currently provides video and vehicle diagnostic information to the Fleet Division. Together, these devices will help provide the drivers with accurate routing information while making a positive impact on the operation's expenses. Additionally, the system will provide for the digital capturing of driver's mandatory pre- and post-drive vehicle inspections and will streamline daily load ticket reporting, which is currently a manual paper process.

Rubicon has agreed to partner with the City for a "Pilot to Contract" experience in which there is no risk or financial cost to the City for the first three (3) months of service. If the City determines the program is not beneficial or does not meet its needs, the program can be terminated at no cost.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
41145713-505455		Decrease	$45,100	$45,088

<u>Financial Summary:</u>

Rubicon Global, LLC was selected given its technical features and direct integration with Samsara, the existing vehicle telematics system. Rubicon is currently the only solid waste route optimization partner of Samsara, and therefore is being considered a single source purchase.

The Year 1 cost, which includes the first year of service and implementation expenses, totals $45,088. The remaining years of the agreement will cost $26,688 annually.

Recommendation

Approval of a 39-month agreement with Rubicon Global, LLC totaling $98,464 over the length of the agreement for the provision of route optimization and solid waste management operations software.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):
1. (S) Rubicon MSA Kissimmee Pilot to Contract
2. Single Source - Rubicon & Samsara Solid Waste Partner

ITEM 7.I
Agreement with SSD International, Inc to purchase night vision and thermal optics for SWAT rifles

Request

Commission approval of the Agreement with SSD International Inc. (Contract #20240236) for the purchase of night vision and thermal optics with forfeiture funds available in the Law Enforcement Trust Fund (LETF).

Explanation

KPD seeks to purchase four (4) night vision and two (2) thermal optics for use by Kissimmee Police Department's SWAT team from SSD International, Inc. under State Term Contract No. 46000000-21-STC for $53,276. Additionally, KPD seeks to purchase these items with Law Enforcement Trust Fund (LETF) monies, which is authorized under F.S. 932.7055 and requires Commission approval.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
01330736 506494 01330730 509275		Increase Decrease		$53,276 $53,276

Financial Summary:

Full funding for this purchase is available through the State Forfeiture Fund.

Recommendation

Commission approval of the Agreement with SSD International, Inc. for the purchase of night vision and thermal optics through proceeds from the Law Enforcement Trust Fund.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police
Presenter: Betty Holland

Attachment(s):
1. LETF Purchase Night Vision-Thermal Optics Memorandum of Approval-Chief-City Assistant Attorney
2. (S) Agreement SSD International for Rifle Sights Night Vision-Thermal Optics

ITEM 7.J
Emergency Medical Transportation Billing and Collection and Ground Ambulance Data Collection Services Contract

Request

Approval of Contract with Advanced Data Processing, Inc. (ADP) (Contract # #20240234) using account 00135103-503434 (Other Contract Services) and authorization for the City Manager to execute any extensions or amendments of this contract.

Explanation

Since March 1, 2015, the City has contracted with ADP for emergency medical services billing and collection services. This single-source contract seeks to continue ADP's provision of emergency medical services and billing and collection services to the City.

Under this contract, the City will also receive ground ambulance data collection services to comply with newly imposed Centers for Medicare and Medicare Services data collection and reporting requirements. For emergency medical services billing and collection, ADP receives a percentage of net collections or a flat-rate fee for each billing or notification sent. For ground ambulance data collection services, ADP shall receive $35,000 annually using 00135103-503434 (Other Contract Services).

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00135103-503434		Decrease	$35,000	$35,000

Financial Summary:

Funding is budgeted in the Other Contract Services account.

Recommendation

Approval for the Mayor to sign a Contract with Advanced Data Processing, Inc., and authorization for the City Manager to execute any extensions or amendments of this contract.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Fire
Presenter:

Attachment(s):

City of Kissimmee

1. (s) Kissimmee FL - Single Source Agreement with ADPI 11.22.23 FINAL

ITEM 7.K
Re-allocation of HOME Funds for the Acquisition of the Super 8 Motel

Request

Approval of the re-allocation of HOME funds used to purchase the property known as the Super 8 Motel.

Explanation

On June 6, 2023, the City allocated $576,117 of HOME funds to be applied towards the purchase of the property located at 1815 W Vine Street and 1515 Hollywood Street, also known as the Super 8 Motel. However, after doing a reconciliation exercise with Osceola County, which is the HOME Consortium Lead Agency, it was established the HOME funds should be reallocated across outstanding project years. The total allocation is unchanged.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
11325108508282	HUD-OTHR OPER-AIDS PRIV 11318	Decrease		270,763
11325108508282	HUD-OTHR OPER-AIDS PRIV 11319	Decrease		13,006
11325108508282	HUD-OTHR OPER-AIDS PRIV 11320	Decrease		57,038
11325108508282	HUD-OTHR OPER-AIDS PRIV HOME2022	Decrease		235,310

Financial Summary:

There is no fiscal impact on the General Fund.

Recommendation

Approve the re-allocation of HOME funds to purchase the property known as the Super 8 Motel.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services
Presenter:

Attachment(s):
None

ITEM 7.L
Budget Transfer For Airport Security Enhancement Project

Request

Approval to transfer Airport funds from Fund 461 to Fund 470 for a Security Enhancement Project (AP2103), due to overage that is not eligible for state grant reimbursement in the amount of $7,141.26.

Explanation

The Airport Security Enhancement Project has additional costs not eligible for grant reimbursement allocated in Airport Fund 461 and is required to be transferred to Fund 470. This project upgraded the access control system for all the entry gates at the airport.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
46170100-509276 47070106-506393	AP2103 AP2103	Decrease Increase	7,142 7,142	7,142 7,142

Financial Summary:

Portions of this project are funded by the Florida Department of Transportation and the Kissimmee Gateway Airport. The total project amount is $444,479.08 with each agency funding the following amounts.

FDOT-PTGA (FM No.: 4492651-94-01) - $355,583.26
Kissimmee Gateway Airport: AP2102 - $88,895.82

Recommendation

Approval to transfer Airport Funds from Fund 461 to Fund 470 for a Security Enhancement Project (AP2103) in the amount of $7,142.00.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport
Presenter:

Attachment(s):
None

ITEM 7.M
Lakefront Park Security Improvements

Request

Approval of an agreement with Miller Electric, Inc. (Contract # 20240233) to install close-circuit cameras and the required infrastructure within Lakefront Park.

Explanation

As part of the City Commission's goal to provide for a safe and livable community, the City has continued to make investments in the necessary infrastructure to support the expansion of its camera system at various parks, venues, and buildings.

This project would expand the existing infrastructure within the park to support the installation of closed-circuit cameras that can be used to help keep visitors and staff safe while providing better situational awareness during events. The project was designed to add safety elements to the park while maintaining the visual esthetics of the amenities and park elements.

The infrastructure and cameras added as part of this project will connect to the City's existing system, further leveraging previous investments and providing for a common operating platform.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00110706-506393	SSEM002C	Decrease	$156,515	$156,514.14

<u>Financial Summary:</u>

The City has engaged Miller Electric, Inc. as the vendor to purchase and install all necessary hardware for the project. The procurement and pricing for the project is based on a piggyback agreement (Contract # 20240233) for an awarded contract issued by the Osceola County Board of County Commissioners under RFP-21-12227-TP. The current agreement is valid until April 30, 2024.

Recommendation

Approve the contract with Miller Electric, Inc. to install close-circuit cameras and the required infrastructure within Lakefront Park.

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

Approve

Department: City Manager
Presenter:

Attachment(s):

1. Miller Electric Co. Proposal (Redacted)

ITEM 7.N
Airport Administrative, Operational and Asset Management Software Agreement

Request

Approval to award EPIC Engineering & Consulting Group, LLC, (Contract #20240174) in the amount of $84,495 for Simplify i3 Software Services to digitally manage airport operational, administrative, and asset data programs for a 5-year term.

Explanation

EPIC has designed a software program tailored to assist managing the Kissimmee Gateway Airport's daily operational duties. The software will assist and record daily airfield safety/security inspections, maintenance programs, lease management, safety training programs and other data management. This is a five (5) year program and EPIC will provide technical support services and customize the program as necessary to meet demand.

Support Period	Date From/To	List Price	Discount Amount	Payment Amount Due
Year 1	10/01/2023 -09/30/2024	$40,000	$24,400	$15,600
Year 2	10/01/2024 -09/30/2025	$41,600	$25,376	$16,224
Year 3	10/01/2025 -09/30/2026	$43,264	$26,291	$16,873
Year 4	10/01/2026 -09/30/2027	$44,995	$27,447	$17,548
Year 5	10/01/2027 -09/30/2028	$46,795	$28,545	$18,250

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
46170103-505455		Decrease	84,495	84,495

Financial Summary:

Funding has been budgeted for this project in the Airport Fund.

Recommendation

Approval to award EPIC Engineering & Consulting Group, LLC, in the amount of $84,495 for Simplify i3 Software Services to digitally manage airport operational, administrative, and asset data programs for a 5-year term.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport
Presenter:

Attachment(s):
1. (S) Epic Agreement Munis Contract No. 20240174 Airport 46170103-505455

ITEM 7.O
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, junked or scrapped 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

Staff recommends Commission approval to remove these items from the City’s equipment inventory listing and to send those items to the auction for disposition.

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

Approve

Department: Finance
Presenter:

Attachment(s):
1. February 2024 Asset Disposal

ITEM 7.P
Mill Slough waterway debris removal contract award

Request

Approval to award the contract for the removal of debris along the Mill Slough waterway to Crowder Gulf (Contract #20230037) for $218,000.

Explanation

On August 18, 2023, the City was awarded a $266,067.29 grant from the United States Department of Agriculture (USDA), Natural Resources Conservation Service (NRCS) Emergency Watershed Protection Program. The City has a match of non-federal Funds of $80,140.75.

On January 16, 2024, the City accepted the award of the grant. Due to the time constraints of the grant, staff is requesting to use the Disaster Recovery and Debris Management contract with Crowder Gulf (Contract #20230037) for this project to meet the May 31, 2024, completion of the tasked deadline set by the NRCS grant (Contract #20240222). The contractor will remove Hurricane Ian debris from two main locations along Mill Slough waterway, which will include an estimated 20 fallen/dead trees and debris. The task also includes the hauling and the disposal along with any fees associated with the work.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
15045206-506393	SW24XX	Decrease	$346,208.04	$218,000

Financial Summary:

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

Recommendation

Approval to award the removal of debris along the Mill Slough waterway to Crowder Gulf in the amount not to exceed $218,000.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):
1. Proposal - Kissimmee - Mill Slough 01092024

2. Work Order

ITEM 7.Q

Consent to Sub-Lease Between Sunstate Aviation Holdings, LLC and Sunstate Aviation Flight School, LLC

Request

Approval of Consent to Sub-Lease between Sunstate Aviation Holdings, LLC and Sunstate Aviation Flight School, LLC

Explanation

Sunstate Aviation Holdings, LLC, has a current ground rental lease at the Kissimmee Gateway Airport to operate limited commercial aviation services. One such service is flight instruction. Sunstate Aviation Holdings, LLC, created a separate organization for these services and has registered the business as Sunstate Aviation Flight School, LLC. Sunstate Aviation Holdings, LLC recently sold Sunstate Aviation Flight School, LLC, to the Academy of Aviation and will continue offering flight instruction d/b/a Sunstate Aviation Flight School, LLC. Attached is an introductory letter from President/Owner Christopher Richards.

Recommendation

Approval of Consent to Sub-Lease between Sunstate Aviation Holdings, LLC and Sunstate Aviation Flight School, LLC

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

Approve

Department: Airport
Presenter:

Attachment(s):
1. (S) Sunstate Consent to Sub-Lease Munis Contract No. 20240223
2. AOA Letter of Intent 2024

ITEM 7.R
Aston Square Easements

Request

Approval of several easements to effectuate completion of water and sewer line connection and a lift station for the Aston Square project and City property currently leased by the Osceola Chamber of Commerce. The easements include: a Utility Easement between the City, Toho Water Authority, and the Chamber of Commerce; a Sanitary Sewer Easement between the City, the Developer and the Chamber of Commerce; and a Water Main Easement between the City and the Developer.

Explanation

The City owns certain real property located at 1425 E. Vine Street, (the Osceola County Chamber of Commerce Property). Park Square MF, LLC, and its affiliate, Aston Square Kissimmee MF, LLC, are currently developing the adjacent property known as Aston Square (DRC#18-00145), which includes retail, commercial, and residential uses. The City Commission approved a Temporary Construction Easement in November 2023 that allowed the Developer to commence site work while awaiting further review from Toho Water Authority (TWA) regarding the construction of water main lines and a lift station, designed to benefit both the Ashton Square project and the City-owned property.

The Utility Easement and the Sanitary Sewer Easement relate to the installation and connection of certain sanitary sewer facilities to be situated on both the City Property and the Park Square MF Property. There are existing sanitary sewer facilities situated on the City Property, but neither TWA nor Park Square MF, LLC have an easement to utilize such facilities. The lift station (which is to be conveyed to TWA), situated on the adjacent property owned by Park Square MF, LLC, will connect to the sanitary sewer facilities situated on the City Property. As such, both Park Square MF and TWA require an easement to connect to and utilize the facilities.

The Water Main Easement Agreement relates to the installation and connection of certain water mains from the property owned by Aston Square Kissimmee MF, LLC, through Tract C (as set forth on the Plat of Pebble Creek) and into the existing water main situated within Sand Run Road. Since the City owns both Sand Run Road and Tract C (as set forth on the Plat of Pebble Creek), Aston Square Kissimmee MF, LLC is requesting an easement over said areas so that it can provide water main connections to the multifamily project situated directly to the South of Sand Run Road.

Recommendation

Approval of the Utility Easement, Sanitary Sewer Easement and the Water Main Easement associated with the Aston Square project.

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

Approve

Department: City Attorney
Presenter:

Attachment(s):

1. (S) Water Main Easement Agreement (City to Aston Square)
2. (S) Easement (City to TOHO) -- Park Square
3. (S) Sanitary Sewer Easement Agreement (Park Square MF and City)

ITEM 8.A
Freebee presentation and contract renewal

Request

Request approval to renew a contract with Freebee for a microtransit service from March 2024 through March 2025 under contract # 20230057 at a cost of $405,390.

Explanation

In September 2022, the City Commission voted to replace the fixed-route Kissimmee Circulator bus service with a point-by-point microtransit service, Freebee. Freebee services began on March 13, 2023, and the first full month (April 2023) resulted in 394 passengers and the last full month of service (December 2023) yielded 1,446 passengers, meaning there has been a 267% increase in ridership since the start of the service. In less than a year, Freebee ridership has exceeded the last month of the Kissimmee Circulator, which was in place for three years, by 18%.

Due to the success of this program, staff is requesting approval of a contract to continue the service from March 2024 through March 2025.

Staff will provide a presentation to update the Commission on the service provided over the first year of operation.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00125103-503434		Decrease	$405,390	$405,390

Financial Summary:

There is adequate funding budgeted for the Freebee contract. There is no cost increase from the previous year.

Recommendation

Recommending City Commission approval to renew the contract for the Freebee service from March 2024 through March 2025.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services
Presenter: Ashley Cornelison

Attachment(s):

1. CC Presentation 02.20.2024
2. Freebee Service Area
3. (S) Freebee Contract (Revised Date)
4. RES 28-2022 Delegating Authority Freebie Contract Amendments (12-06-2022)

ITEM 8.B
Community Project Funding Discussion

Request

Commission discussion on Community Project Funding submissions for FY 2025.

Explanation

Rep. Darren Soto accepts submissions from state and local governments and eligible non-profits for consideration for the Community Project Funding appropriation process. Each year, the City submits one (1) project for funding consideration based on Commission priorities and community needs, since this funding mechanism provides an opportunity for local governments to secure funding via their congressional delegation. In previous years, the City received funding for the Berlinsky House and submitted a request for the Haven on Vine -Motel Conversion Project for FY 2024, which is still in consideration.

The submission process for FY 25 will begin in March and staff would like to review potential City projects and a request from Kissimmee Main Street for Special Event Expansion. Funding requests are usually capped at $1 million and, based on the nature of the request, may require a financial match. The appropriation requirements for FY25 are not yet available, so additional city projects may be considered to ensure the best project is submitted.

Potential City Projects include:

<u>Kissimmee Gateway Business Airpark South-Utility Improvements</u>

The City of Kissimmee's vision is to have an employment center of statewide impact developed at this location. It is extremely rare to have acreage of this size, with airfield access and a strategic location becoming developable. Increasing the median income in the region is a top priority that can only be accomplished through job creation and quality capital investment and the Kissimmee Gateway Airport has a unique opportunity to create new aviation uses. Approximately 163± acres make up the Southwest Quadrant of ISM. This property, previously operated as a Golf Course which generated over $100,000 in revenues annually, is now the epicenter of development potential within the city limits.

The airport accommodates general aviation air service 24-hours a day with two paved airport runways at 5,000 and 6,000 feet, respectively. There are two Fixed-Based Operators (FBOs) on-site as well as several flight training schools, new T-hangars, box hangars, and a new aerospace park.

The provision of electricity and water to the site will make the land site ready. The property is exceptionally well suited for aircraft manufacturing, maintenance/repair/overhaul operations, flight training, and other related aviation uses. Of particular note, is recent interest coming from electric vertical take-off and landing (eVTOL) manufacturing and assembly operations.

This request is intended to make the site of 163± airport acres ready for development through capital improvements to both the transmission and distribution power network. Any new development will require increased capacity through the addition of a substation and feeder lines within the Kissimmee Utility Authority (KUA) service area. The current capacity is 5MW but needs to be increased to at least 20MW. More than four (4) prospective businesses with the potential to add up to 4,000 jobs have identified ISM as a potential site for relocation or expansion, but the lack of power capacity prevented further consideration.

In addition, these improvements will advance and fortify site readiness of 163± airport acres by completing 3,500 feet of corridor infrastructure improvements to the site. This work would include the excavation and grading necessary to prepare the undeveloped areas for capital improvements to both the transmission and distribution power network within the Kissimmee Utility Authority (KUA) service area by increasing the power generation and distribution from 5MW to 20MW.
City Request: $500,000
City Match: $100,000

Columbia Avenue Complete Streets Improvements (Complete Streets)- Phase I (Design)

This request is for project improvements which include the following: 6 ft widening of road to create a 4-lane urban roadway network, repositioning and/or widening of side sidewalks, 4 ft of bike lane, relocation of existing drainage and drainage improvements, resurfacing of existing 3-lanes of roadway. The project improves 2.3 miles of roadway and non-vehicular access to a busy corridor of retail centers, walk-able schools and low-income apartment communities.
Total project cost estimate: $8.3M
Request: $700,000
City match: $400,000

Main Street's proposed project is attached.

Recommendation

Commission direction on project submissions.

REQUESTED CITY COMMISSION ACTION:

Commission Direction

Department: City Manager
Presenter: Desiree Matthews

Attachment(s):
1. Main Street CPF

ITEM 8.C
Toho Water Authority Board Reappointment

Request

Approval to reappoint Henry Thacker to the Toho Water Authority Board of Supervisors for a second term as Board Chairman.

Explanation

Henry Thacker is one of the two city appointees and presently is serving in the position of Board Chairman in the Toho Water Authority Board of Supervisors. Mr. Thacker is interested in continuing to serve on the board for a second term.

Recommendation

To reappoint Henry Thacker for a second term (October 1, 2023 to September 30, 2026) as Board Chairman of the Toho Water Authority Board of Supervisors.

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. REAPPOINT Henry Thacker 2024 - signed