



**MEETING AGENDA
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, MAY 7, 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- 55th Annual Professional Municipal Clerks Week

3.B Proclamation- Foster Youth Connection Month

3.C Proclamation- Lupus Awareness Month

3.D Proclamation- Economic Development Week

3.E Employee of the Month for May

3.F Recognition of Certified Municipal Clerk Designation

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

4.A Public Hearing - Second and Final Reading - Re-adoption of Ordinance #3092 to comply with the Florida Department of Commerce's transmittal requirements

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 April 16, 2024 Airport Workshop and Commission meeting

7.B Accept Energy Efficiency and Conservation Block Grant

7.C First Amendment to the Hurricane Housing Recovery Program Subrecipient Agreement between the City of Kissimmee and Kissimmee Oaks Housing I

7.D Award bid for Dyer Boulevard and Ballpark Road Traffic Signal

7.E Additional subscriptions with Axon Enterprise, Inc.

7.F State Housing Initiatives Partnership (SHIP) Owner Occupied Rehabilitation Agreement for 1124 Lindsay Way, Kissimmee, 34744

7.G Purchase of Solid Waste Garbage Trucks

7.H End Human Trafficking Grant Award

7.I Resolution to accept grant funding from the Florida Department of Transportation for Airfield Lighting Upgrades

- 7.J Fire Station Prototype Design Project
- 7.K Authorization to apply for the 2024 Patrick Leahy Bulletproof Vest Partnership Program
- 7.L Award RFP2024-003 Rose Hill Cemetery Columbarium
- 7.M Approval to Award Johnson Controls Building Solutions, LLC, a Fire Alarm System Installation and Monitoring Services Contract for the Haven on Vine

8. DISCUSSION ITEMS

CITY COMMISSION RECESSES AND CONVENES AS THE COMMUNITY REDEVELOPMENT AGENCY BOARD

- 8.A Presentation of the Downtown CRA Annual Comprehensive Financial Report for the year ended September 30, 2023
- 8.B Presentation of the Vine Street CRA Annual Comprehensive Financial Report for the year ended September 30, 2023
- 8.C Memorandum of Understanding between the City of Kissimmee and Orlando Economic Partnership

COMMUNITY REDEVELOPMENT AGENCY BOARD ADJOURNS AND RECONVENES AS THE CITY COMMISSION

- 8.D Presentation of the Annual Comprehensive Financial Report for the year ended September 30, 2023
- 8.E 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- 55th Annual Professional Municipal Clerks Week

Request

To Present a Proclamation to the City Clerk's staff in honor of Municipal Clerks week (May 5-11).

Explanation

N/A

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation- 55th Annual Professional Municipal Clerks Week

ITEM 3.B

Proclamation- Foster Youth Connection Month

Request

To present the Foster Youth Connection proclamation to Jeff and Ashley Call, Founders of Legacy's Gift, Inc.

Explanation

N/A

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation- Foster Youth Connection 2024 (Revised)

ITEM 3.C

Proclamation- Lupus Awareness Month

Request

To present a proclamation to Denise Rivera, Lupus Advocate from the Lupus Foundation.

Explanation

N/A

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation- Lupus Awareness Month 2024 (Revised)

ITEM 3.D

Proclamation- Economic Development Week

Request

To present a proclamation to Ms. Shannon McAleavey of Orlando Economic Partnership in honor of Economic Development Week.

Explanation

N/A

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation- Economic Development Week

ITEM 3.E

Employee of the Month for May

Request

That the Commission join the City Manager in recognizing Annette Tillett of the Police Department as the Employee of the Month for May.

Explanation

The City is pleased to honor Annette Tillett as the Employee of the Month for May. Annette has been with the City for over 9 ½ years and currently serves as a Records Clerk II for the Kissimmee Police Department.

Annette has consistently demonstrated a remarkable willingness to assist her colleagues and lend a helping hand whenever needed. Her readiness to provide guidance and support, coupled with her eagerness to train others, has significantly enhanced the team's overall productivity and cohesion.

Annette's patience and proactive approach have been instrumental in ensuring that tasks are completed efficiently and effectively. She consistently remains one step ahead, anticipating challenges and implementing solutions in a timely manner. Her dedication to excellence is truly commendable and serves as a source of inspiration for her peers.

Additionally, Annette's positive attitude and friendly demeanor have contributed immensely to fostering a collaborative and enjoyable work environment. She is always the first to initiate friendly conversations, creating a welcoming atmosphere that encourages open communication and camaraderie among team members. For this and more, the City would like to recognize Annette Tillett.

Department: Human Resources & Risk Management

Presenter: Mike Steigerwald

Attachment(s):

None

ITEM 3.F**Recognition of Certified Municipal Clerk Designation****Request**

Presentation to recognize Tameara Crespo, Deputy City Clerk, as a Certified Municipal Clerk.

Explanation

Gwen Peirce, representing the Central East District for the Florida Association of City Clerks (FACC) will make a presentation to recognize Tameara Crespo who was recently awarded her CMC Certification (Certified Municipal Clerk). This prestigious distinction is awarded after several years of continued education and experience. IIMC grants the CMC designation only to those Municipal Clerks who complete demanding educational requirements, and who have a record of significant contributions to their local government, community and state.

Department: City Manager

Presenter:

Attachment(s):

None

ITEM 4.A

Public Hearing - Second and Final Reading - Re-adoption of Ordinance #3092 to comply with the Florida Department of Commerce's transmittal requirements

Request

Re-adopt Ordinance #3092 to comply with the Florida Department of Commerce's 10 working day transmittal requirement.

Explanation

Ordinance #3092, the Hilliard Isle Land Use Amendment (LUPA-22-0006) was adopted at the January 16, 2024, City Commission meeting. Pursuant to Florida Statute 163.3184(3) after adoption by the City Commission, all comprehensive plan amendments must be transmitted to the state, Florida Department of Commerce, within ten (10) working days. The documents were not transmitted within that time-frame, and therefore rejected. To cure the error, the City must re-adopt the Ordinance and re-transmit it to the Florida Department of Commerce, Bureau of Community Planning & Growth. There are no changes proposed to the previously adopted Ordinance #3092.

Recommendation

Re-adopt Ordinance #3092 to comply with Florida Commerce's 10 working day transmittal requirement.

REQUESTED CITY COMMISSION ACTION:

Adopt

Department: Development Services

Presenter: Brenda Ryan

Attachment(s):

1. ORD 3092 - Hilliard Isle Land Use Amendment (LUPA-22-0006)
2. Florida Commerce 23-01ESR Letter
3. City Commission Ad

ITEM 7.A

Approval of City Commission Minutes from the April 16, 2024 Airport Workshop and Commission meeting

Request

Request Commission approval of the April 16, 2024 Commission meeting and Airport Workshop minutes.

Explanation

Minutes of the Commission meeting and Workshop held on April 16, 2024 are attached for approval.

Recommendation

Staff recommends Commission approval.

REQUESTED CITY COMMISSION ACTION:

Department: City Commission

Presenter:

Attachment(s):

1. (S) - CCM MIN APR 16 2024 (Airport Workshop)
2. (S) - CCM MIN APR 16 2024 (Commission Meeting)

ITEM 7.B

Accept Energy Efficiency and Conservation Block Grant

Request

Accept the Energy Efficiency and Conservation Block Grant (EECBG) from the U.S. Department of Energy to retrofit the existing lighting at Fortune Road Athletic Complex with LED lights in the amount of \$135,670 and authorize the City Manager to approve and sign documents pertaining to the grant.

Explanation

The Parks and Recreation Department asked the Commission for approval to apply for the Energy Efficiency and Conservation Block Grant on June 6, 2023. The grant application was submitted on February 29, 2024 and accepted/approved on April 8, 2024. This grant will allow for the retrofitting of existing softball field stadium lights at the Fortune Road Athletic Complex with LED lights without requiring the City to match any funding. Additionally, Parks requests to amend the budget as shown below.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
15100334-334700	EECBG ST2410	Increase	\$135,670	\$450,000
15150106-506393		Increase	\$585,670	
10450106-506393		Decrease		

Financial Summary:

A Budget Adjustment will be needed to increase the Revenue account and the EECBG Grant project for the funds received by the grant in the amount of \$135,670 as well as a Budget Transfer from the Sales Tax project (ST2410) to the Grant project (EECBG) in the amount of \$450,000. This will give the project a total of \$585,670.

Recommendation

Accept Energy Efficiency and Conservation Block Grant and allow City Manager to sign documents pertaining to the grant.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Parks & Recreation

Presenter:

Attachment(s):

City of Kissimmee

1. EECBG Program Voucher Application - Kissimmee
2. Fwd_ U.S. Department of Energy EECBG Program Voucher Application Preapproval - Kissimmee

ITEM 7.C

First Amendment to the Hurricane Housing Recovery Program Subrecipient Agreement between the City of Kissimmee and Kissimmee Oaks Housing I

Request

Approve and execute the First Amendment to contract number #2024-0109, Hurricane Housing Recovery Program (HHRP) Subrecipient Agreement between the City of Kissimmee and Kissimmee Oaks Housing I, Inc. to cover additional expenses.

Explanation

The City of Kissimmee was awarded \$79,230 in funding from the Florida Housing Finance Corporation (FHFC) under the Hurricane Housing Recovery Program (HHRP) back in February 2023 and received additional allocations within the next months, totaling \$157,796. Thus, the total HHRP award received by the City from the FHFC to cover damages from Hurricanes Ian and Nicole was \$237,026. The City Commission approved and executed contract number #2024-0109, to provide funding to Kissimmee Oaks Housing I (aka Osceola Council on Aging, Inc.) for their project Oak Leaf Landings, which endured damage during Hurricane Ian in an amount of \$90,346.07. Shortly after that award was made, the Council on Aging contacted staff asking if their award could be increased because of the need for more funding to cover additional costs for the renovations and to pay for relocation costs of the affected households in the multifamily complex. All the requested expenses are eligible under the HHR Program.

On January 22, 2024, the City received a waiver for the 65% set aside requirements for homeownership and the 75% construction set aside requirements. Thus, providing remaining HHRP funding for this project is allowable. If the Commission approves this request, all of its HHRP funds will be spent. The additional HHRP funds will be given to the Council on Aging as a grant.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
11225103 503434	SHIP HHRP		\$146,679.93	\$146,679.93

Financial Summary:

This amendment will increase the Kissimmee Oaks Housing I funding amount to \$237,026. There is no fiscal impact on the General Fund since this is a grant-funded project.

Recommendation

Approval and execution of the First Amendment to HHRP Subrecipient Agreement between the City of Kissimmee and Kissimmee Oaks Housing I, Inc. to cover additional expenses.

REQUESTED CITY COMMISSION ACTION:

City of Kissimmee

Approve

Department: Development Services

Presenter:

Attachment(s):

1. (S) HHRP First Amendment

ITEM 7.D

Award bid for Dyer Boulevard and Ballpark Road Traffic Signal

Request

Approval to award the bid to Traffic Engineering & Management, LLC for construction of a traffic signal at the intersection of Dyer Blvd and Ballpark Road, to amend/increase project ST1621 by \$230,000, and transfer the funds from projects ST2407 and ST2404 (Contract #20240285).

Explanation

This agenda item is for the construction of the traffic signal at the intersection of Dyer Blvd and Ballpark Rd. This intersection has experienced a significant number of angle and sideswipe crashes, which may be reduced by the addition of a traffic signal. The design of this signal has been completed, and the project is ready for the construction phase.

In order to expedite the process, the City is utilizing existing continuing services contracts that Osceola County has with various contractors which specialize in Traffic Signal construction. To ensure this process was cost-effective, the Public Works & Engineering department requested three (3) proposals from all continuing service contractors. The lowest construction proposal/bid amount that was received was \$749,341 from Traffic Engineering & Management, LLC, which was consistent with the construction cost estimate prepared by the department.

Additionally, the department estimates \$50,000 for the construction engineering & inspection (CEI) work for this signal, bringing the total amount to be \$799,341. To utilize the remaining fund as the contingency, the department is requesting to transfer \$100,000 from project ST2407 and \$130,000 from project ST2404 to cover the construction and CEI services associated with this project.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
35545206-506393	ST1621	Increase	\$230,000	
10445406-506393	ST2407	Decrease	\$100,000	
10445206-506393	ST2404	Decrease	\$130,000	

Financial Summary:

Adequate funding will be readily available in the sales tax account project ST1621 with the approved budget transfers. Project strings from the sales tax fund will be attached.

Recommendation

Approval of the budget transfer request and award of the bid to Traffic Engineering & Management, LLC in the amount of \$749,341 to construct a fully operational traffic signal at the intersection of Dyer Blvd and Ballpark Road.

City of Kissimmee

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S)Agreement between City of Kissimmee and TEAM
2. ILA Traffic Signal Design and Construction between City of Kissimmee and Osceola County
3. Amendment #4 Continuing Service Contract TEAM and Osceola County

ITEM 7.E

Additional subscriptions with Axon Enterprise, Inc.

Request

Approval to enter into an agreement with Axon Enterprise, Inc. (Contract #20240281) for a two (2) year payment term for additional multiple public safety subscriptions.

Explanation

The Kissimmee Police Department (KPD) is currently in year 3 of a 5-year agreement with Axon Enterprise, Inc. This company provides KPD with a bundled public safety equipment program composed of body cameras, conducted electronic weapons and electronic evidence storage. KPD seeks to purchase additional subscriptions from Axon so that more sworn personnel and community service officers will have body worn cameras.

The quotation is to add the extra body worn cameras and related subscriptions until August 2026, throughout the remaining term of the agreement. The total expense of \$126,295.82 is due in two installments. In fiscal year 2024, \$61,909.72 can be funded by funds available in the current fiscal year's budget to be transferred into the Capital Lease account 00190707-507171 and the second payment in FY2025 of \$64,386.10 is to be added to the fiscal year 2025 budget process.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00130203 505455	PD2339	Decrease		12,033.00
00130206 506393		Decrease		10,551.00
00130203 505257		Decrease		8,073.00
00130403 503434		Decrease		12,757.00
00130203 505259		Decrease		18,496.00
00190707 507171		Increase		61,910.00

Financial Summary:

Funding would be transferred from the above accounts into Capital Lease for the first year's payment of \$61,909.72 with the 2nd year payment of \$64,386.10 added to the FY2025 budget process.

Recommendation

Approval to increase the number of subscriptions for the remaining 2-year agreement with Axon Enterprise, Inc.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Police

Presenter:

Attachment(s):

1. Axon Enterprises Estimated Contract 040924
2. AXON Master Services and Purchasing Agreement 08112021

ITEM 7.F

State Housing Initiatives Partnership (SHIP) Owner Occupied Rehabilitation Agreement for 1124 Lindsay Way, Kissimmee, 34744

Request

Approval for the Mayor to execute the State Housing Initiatives Partnership (SHIP) Agreement, Contract #20240039, with Osceola Council on Aging, LLC and Norman Alan Fraser.

Explanation

On August 16, 2022, the City Commission approved a partnership with the Osceola Council on Aging (the Council) to coordinate the rehabilitation project for 1124 Lindsay Way, Kissimmee, 34744. After conducting a number of inspections and requesting quotes from contractors, the Council determined that it would be most cost-effective to demolish the single family structure and reconstruct it. The Council proposes to replace the structure with a manufactured built home. The proposed cost of the project is \$300,000. This amount includes a line item for 10% contingency, in addition to demolition, storage, relocation and project management costs.

This project will be funded with SHIP funds. The City's investment will be secured by a mortgage in favor of the City with an affordability period of 30 years.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
11225103 503434	SHIP2022	Decrease	\$730,030	\$300,000

Financial Summary:

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

Recommendation

Approval for the Mayor to execute the State Housing Initiatives Partnership (SHIP) Agreement, Contract #20240039, with Osceola Council on Aging, LLC and Norman Alan Fraser.

REQUESTED CITY COMMISSION ACTION:

Approve
Execute

Department: Development Services
Presenter:

Attachment(s):

City of Kissimmee

1. (S) COA Construction Agreement -1124 Lindsay Way

ITEM 7.G

Purchase of Solid Waste Garbage Trucks

Request

Approval for the purchase of two (2) garbage trucks in the amount of \$897,354 from Florida Kenworth LLC.

Explanation

The Solid Waste Division is seeking approval to purchase two (2) garbage trucks via Florida Sheriff's Cooperative Purchasing Program from Florida Kenworth LLC to replace SA106 and SA107 per vehicle replacement schedule. There is \$898,000 in Project #SA2400 in the budget to cover the purchase of these two (2) trucks.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
41145716-506495	SA2400	Decrease	\$898,000	\$897,354

Financial Summary:

There is \$898,000 in Project #SA2400 in the budget to cover the purchase of these two (2) trucks.

Recommendation

Approval to purchase two (2) garbage trucks in the amount of \$897,354.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. 2025 ACX64 NewWay ASL

ITEM 7.H

End Human Trafficking Grant Award

Request

Approval to accept the End Human Trafficking Grant from Florida Alliance to End Human Trafficking in the amount of \$5,725.00 (Grant #FLALL24) and approval to amend the budget accordingly.

Explanation

On January 31, 2024, notification was received that the Kissimmee Police Department was awarded \$5,725.00. These monies will assist Law Enforcement in enhancing efforts to combat human trafficking and protect the community.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
15100334-334200		Increase	5,725.00	
15130403-505455		Increase	5,725.00	

Financial Summary:

This is a reimbursement grant. Once an expense has been paid, the organization will be billed by the City to be reimbursed.

Recommendation

Staff recommends the acceptance of the End Human Trafficking Grant from Florida Alliance to End Human Trafficking.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter:

Attachment(s):

1. 2023 Florida Alliance to End Human Trafficking Law Enforcement Grant Application
2. Kissimmee PD application
3. Acceptance with paperwork pending
4. FINAL KISSIMMEE PD - DSO GRANT AWARD AGREEMENT

City of Kissimmee

ITEM 7.I

Resolution to accept grant funding from the Florida Department of Transportation for Airfield Lighting Upgrades

Request

Approval to accept, by Resolution, a Public Transportation Grant Agreement (PTGA) from Florida Department of Transportation (FDOT) for Airfield Lighting Upgrades in the amount of \$28,745.00, Grant Master No. AirF Light.

Explanation

FDOT is offering a grant for two airport lighting upgrades. The Airport utilizes equipment to close the runway in the event of an emergency or for maintenance purposes. The equipment consists of two portable lighted "X's" that require LED upgrades to properly function and provide the proper safety appearance.

The second upgrade would replace Runway 06, Runway End Identifier Lights (REIL's). These lights act as strobe lights to assist a pilot to identify the runway end, especially in times of lower weather visibility. The lights have currently stopped working, are aged, and are no longer supported by the manufacturer, requiring the purchase of new lights.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
46170106-506393	AP2400	Decrease	7,186	
47070106-506393	AP2400	Increase	7,186	
47000334-334410	AP2400	Increase	28,745	

Financial Summary:

Airport funds are budgeted in the current fiscal year, allocated in AP2400 Fund 461 to be transferred to Fund 470 (Grants). Portions of this project are funded by the Florida Department of Transportation (80%) and the Kissimmee Gateway Airport (20%). The total project amount is \$35,931 with each agency funding the following amounts.

FDOT-PTGA - \$28,745.00

Kissimmee Gateway Airport - \$7,186.00

Recommendation

Approval of the Resolution to accept an FDOT PTGA for Airfield Lighting Upgrades in the amount of \$28,745, Grant Master No. AirF Light.

REQUESTED CITY COMMISSION ACTION:

City of Kissimmee

Approve

Department: Airport

Presenter:

Attachment(s):

1. (S) Resolution PTGA for Airfield lighting upgrades
2. (S) PTGA to Sponsor 454683-1-94-01 Lighting Upgrades at ISM

ITEM 7.J

Fire Station Prototype Design Project

Request

Request approval of Contract #20240133 with The Lunz Group as the architect to provide the city with a turn-key fire station prototype design using the Sales Tax Fund at a cost of \$449,000.

Explanation

On August 4, 2023, the city paused the design of Kissimmee Fire Station No. 15 at 3280 Martin Luther King Blvd., located on Kissimmee Airport property. After much deliberation, the city decided it was in the best interest to relocate the proposed fire station. Working with the Fire Department, three potential locations were identified to best serve the community, meet response time requirements and provide optimal service coverage. During this time, it was determined that incorporating a prototype design would be beneficial for future fire stations. Early February 2024, the city contacted The Lunz Group for site concept drawings for three potential locations: Mill Run, Lakeside, and northern Thacker Avenue. Mill Run would be selected as the first location where the fire station prototype would be built. In the future, the other two locations will utilize the same fire station prototype.

Staff is requesting the approval of the negotiated agreement and scope of service, which include but are not limited to the following:

1. The schematic design will include a review of the program and other information furnished by the owner and shall review laws, codes, and regulations. Lunz Group shall give a preliminary evaluation of the owners' program, schedule, budget for the cost of the work, project site, and proposed procurement. A design meeting will be held with the key stakeholders.
2. Design development documents based on the owner's approval of schematic design documents. Lunz Group will prepare design development documents for owners' approval. The design development document shall illustrate and describe the development of the approved schematic documents and shall consist of drawings and other documents including plans, section elevation, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the project as to architectural, mechanical, and electrical systems.
3. Construction documents based on the owner's approval of the design document and on the owner's authorization of any adjustments in the project requirements. The Lunz Group shall prepare construction documents that shall illustrate and describe the further development of the approved design development documents and shall consist of drawings and specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the work.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10435106-506292	ST2418	Decrease	\$475,000	\$449,000

City of Kissimmee

Financial Summary:

Adequate funds are available in the Sales Tax Fund to cover the cost.

Recommendation

Request approval of the agreement with The Lunz Group to provide a turn-key fire station prototype design at a cost of \$449,000.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. The Lunz Group Architectural Engineering Service Master Agreement
2. (S) Fire Station Prototype Design Proposal

ITEM 7.K

Authorization to apply for the 2024 Patrick Leahy Bulletproof Vest Partnership Program

Request

Authorization to submit an application for the 2024 Patrick Leahy Bulletproof Vest Partnership Program from the U.S. Bureau of Justice Assistance.

Explanation

The City is eligible to submit application for the 2024 Patrick Leahy Bulletproof Vest Partnership Program from the Bureau of Justice Assistance. These monies will be allocated for the partial funding of bulletproof vests as outlined in the application. The City will budget for the balance of the expenses.

Recommendation

Staff recommends authorization to submit the required application for the 2024 Patrick Leahy Bulletproof Vest Partnership Program from the Bureau of Justice Assistance.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter:

Attachment(s):

1. bvp-fact-sheet
2. Patrick Leahy Bulletproof Vest Partnership _ Overview _ Office of Justice Programs

ITEM 7.L

Award RFP2024-003 Rose Hill Cemetery Columbarium

Request

Award RFP2024-003 for the Rose Hill Cemetery Columbarium (contract #20240327) to Monument Warehouse LLC in the amount of \$69,740.

Explanation

The Parks and Recreation Department along with the Procurement Division advertised RFP2024-003 for columbariums at the Rose Hill Cemetery on February 11, 2024 with a sealed bid opening date of March 8, 2024. This bid was advertised through the Orlando Sentinel, Demand Star and Vendor Link with a total of 752 vendors notified, of which 15 of them downloaded the bid package. Three bids were submitted for the opening, with only one qualified bid that included the concrete slab, columbarium and installation. Staff is asking to award the bid and execute the agreement to the lowest qualified bid Monument Warehouse LLC.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00150506-506393	PR2412	Decrease	\$105,510	\$69,740

Financial Summary:

A budgeted project PR2412 account 00150506-506393 is available to cover this contract.

Recommendation

Award RFP2024-003 for the Rose Hill Cemetery Columbarium (contract 20240327) to Monument Warehouse LLC in the amount of \$69,740 and execute their agreement.

REQUESTED CITY COMMISSION ACTION:

Approve
Execute

Department: Parks & Recreation
Presenter:

Attachment(s):

1. agenauth.RFP2024-003 Rose Hill Cemetery Columbarium
2. (S) Monument Warehouse Agreement Columbarium

City of Kissimmee

ITEM 7.M

Approval to Award Johnson Controls Building Solutions, LLC, a Fire Alarm System Installation and Monitoring Services Contract for the Haven on Vine

Request

Approval to purchase a fire alarm system through Johnson Controls under the Sourcewell Cooperative Purchasing Agreement.

Explanation

The City purchased the old Super 8 hotel, now known as the Haven on Vine. We are in the process of converting the property into apartment units and emergency housing. The development includes studio apartments, two-bedroom apartments, providing low to moderate-income residential housing and bridge housing and emergency housing.

The existing fire alarm system is old and obsolete and needs to be replaced. The new system must seamlessly integrate with the existing city's alarm system. The selected system is proprietary and essential for synchronization with existing systems in city facilities and for ensuring ease of maintenance.

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

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
15110106-506292	HAVENHL205	Decrease	\$210,000	210000

Financial Summary:

This project is being funded and authorized under State Grant #HL205.

Recommendation

Staff recommends approving the contract with Johnson Controls Building Solutions, Inc. for the Haven on Vine fire alarm installation in an amount not to exceed \$210,000.00.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager
Presenter:

City of Kissimmee

Attachment(s):

1. (S) - 5.1.2024 COK- Johnson Controls Agreement- Haven
2. City of Kissimmee Hotel - Fire Alarm Sourcewell Agreement
3. City of Kissimmee - Hotel All Buildings - Fire Alarm Layout with Updated Codes - 2024
(Exempt)

ITEM 8.A

Presentation of the Downtown CRA Annual Comprehensive Financial Report for the year ended September 30, 2023

Request

Acceptance of the Downtown CRA Annual Comprehensive Financial Report for the year ended September 30, 2023.

Explanation

The Downtown Community Redevelopment Agency Annual Comprehensive Financial Report for the year ended September 30, 2023 was issued in April 2023. The City's external auditors, Purvis Gray & Company, LLP, have given the City an unmodified opinion which means the financial statements conform with generally accepted accounting principles and present fairly, in all material respects, the financial position of the City and the results of its operations.

Purvis Gray & Company, LLP, will be present to answer any questions the Commission may have about the audited financial statements or the required communication letter.

Recommendation

Accept the Downtown CRA Annual Comprehensive Financial Report for the year ended September 30, 2023.

REQUESTED CITY COMMISSION ACTION:

Accept

Department: Finance

Presenter: Tavia Ritchie

Attachment(s):

1. 2023 kissimmee community redevelopment agency
2. 11368AR23 Final SAS114 City of Kissimmee CRA

ITEM 8.B

Presentation of the Vine Street CRA Annual Comprehensive Financial Report for the year ended September 30, 2023

Request

Acceptance of the Vine Street CRA Annual Comprehensive Financial Report for the year ended September 30, 2023.

Explanation

The Vine Street Community Redevelopment Agency Annual Comprehensive Financial Report for the year ended September 30, 2023 was issued in April 2023. The City's external auditors, Purvis Gray & Company, LLP, have given the City an unmodified opinion which means the financial statements conform with generally accepted accounting principles and present fairly, in all material respects, the financial position of the City and the results of its operations. Purvis Gray & Company, LLP, will be present to answer any questions the Commission may have about the audited financial statements or the required communication letter.

Recommendation

Accept the Vine Street CRA Annual Comprehensive Financial Report for the year ended September 30, 2023.

REQUESTED CITY COMMISSION ACTION:

Accept

Department: Finance

Presenter: Tavia Ritchie

Attachment(s):

1. 2023 kissimmee vine street community redevelopment agency
2. 11368AR23 Final SAS114 Kissimmee Vine Street CRA

ITEM 8.C

Memorandum of Understanding between the City of Kissimmee and Orlando Economic Partnership

Request

Approval of a Memorandum of Understanding between the City of Kissimmee and Orlando Economic Partnership for economic development and revitalization in the Vine Street Community Redevelopment Agency district. (Contract #20240303)

Explanation

The Orlando Economic Partnership (OEP) is a regional economic and community development organization based in Orlando, and a longstanding partner in the City of Kissimmee's growth and development. The City's Strategic Plan includes the goal of a "Stronger Economy with More Quality Jobs", and the top priority of "Job Training and Workforce Development."

In addition, one of the goals of the Vine Street Community Redevelopment Agency (CRA) is to "Revitalize and redevelop properties to attract new jobs and housing throughout the corridor."

The proposed Memorandum of Understanding (MOU) between the City of Kissimmee and OEP outlines collaborative efforts that will support the redevelopment initiatives in the CRA district and further the goals of both the City and CRA. Collaborative efforts outlined in the MOU include:

1. Market Analysis and Planning
2. Business Attraction and Retention
3. Grant and Funding Identification
4. Community Engagement and Stakeholder Collaboration
5. Capacity Building and Training

The City's Office of Economic Development staff, including CRA staff, will work closely with OEP to implement the efforts outlined in the MOU. The efforts outlined in the MOU will complement the goals, objectives and priorities envisioned in the CRA master plan update. There is no cost associated with this MOU since the City is a member of OEP.

Recommendation

Approval of a Memorandum of Understanding between the City of Kissimmee and Orlando Economic Partnership for economic development and revitalization in the Vine Street Community Redevelopment Agency district.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development

Presenter: Arthur Tomerlin

Attachment(s):

1. (S) Memorandum of Understanding COK and OEP

City of Kissimmee

ITEM 8.D

Presentation of the Annual Comprehensive Financial Report for the year ended September 30, 2023

Request

Acceptance of the Annual Comprehensive Financial Report for the year ended September 30, 2023.

Explanation

The Annual Comprehensive Financial Report for the year ended September 30, 2023 was issued in April for the City of Kissimmee. The City's external auditors, Purvis Gray & Company, LLP, have given the City an unmodified opinion which means the financial statements conform with generally accepted accounting principles and present fairly, in all material respects, the financial position of the City and the results of its operations.

Purvis Gray & Company, LLP, will be present to answer any questions the Commission may have about the audited financial statements or the required communication letter.

Recommendation

Accept the Annual Comprehensive Financial Report for the year ended September 30, 2023.

REQUESTED CITY COMMISSION ACTION:

Accept

Department: Finance

Presenter: Tavia Ritchie

Attachment(s):

1. 2023 Kissimmee ACFR
2. 11368ACFR23 Final SAS114 City of Kissimmee

ITEM 8.E

Toho Water Authority Board Reappointment

Request

Approval to reappoint John McAleenan to the Toho Board of Supervisors for a second term as Supervisor #4.

Explanation

John McAleenan is one of the two city appointees and is currently serving in the position of Board Supervisor #4 in the Toho Water Authority Board of Supervisors. Mr. McAleenan is interested in continuing to serve on the board for a second term.

Recommendation

To reappoint John McAleenan for a second term (October 1, 2024 to September 30, 2027) as Supervisor #4 of the Toho Water Board of Supervisors.

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. Toho Board McAleenan Board Term Extension