MEETING AGENDA
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, MAY 21, 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 Swearing in Ceremony for Eight New Police Officers

3.B Swearing in Ceremony for Four New Firefighters

3.C Promotion of Sergio Concepcion to Fire Engineer

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

4.A Public Hearing - First Reading - Proposed Ordinance # 24-01 - Amending the City's Lien Ordinance

AN ORDINANCE AMENDING THE CODE OF ORDINANCE FOR THE CITY OF KISSIMMEE, CHAPTER 2, ADMINISTRATION, ARTICLE VI, FINANCE, CREATING DIVISION 4, LIEN POLICY; PROVIDING FOR THE ENFORCEMENT AND COLLECTION OF LIENS AND ASSOCIATED FEES; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE

4.B Public Hearing - First Reading - Proposed Ordinance #24-06 - Repealing the Citizens' Police Review Board

AN ORDINANCE REPEALING THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, FLORIDA, CHAPTER 2, ADMINISTRATION, ARTICLE III, BOARDS AND COMMISSIONS, DIVISION 11, CITIZENS' POLICE REVIEW BOARD, SECTIONS 2-364, 2-365, AND 2-366; AND PROVIDING AN EFFECTIVE DATE

5. PUBLIC HEARINGS

6. HEAR AUDIENCE

Anything requiring a vote will be heard at a later time.

7. CONSENT AGENDA

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

7.A Approval of City Commission Minutes from the May 7, 2024 meeting

7.B Accept sponsorship from Pineapple Healthcare

7.C Helping Emergency Responders Obtain Support Grant from the Florida Department of Health for FY2024

7.D School Crossing Guard Contract for the 2024/2025 School Year

- 7.E Ministerial Approval of Fire Pension Board Fifth Member
- 7.F Amendment No. 1 to Public Transportation Grant Agreement from the Florida Department of Transportation for the Business Airpark Improvements
- 7.G Mowing Contract Renewal for City Rights of Way
- 7.H Knightsbridge Phase 2 – Final Plat
- 7.I Sale of Dumpster Containers to Waste Pro of Florida, Inc.
- 7.J Approval of an Agreement with International Towers, LLC for Radio Tower Inspections and Maintenance
- 7.K Lyndell Drainage Improvements Project Construction Award
- 7.L Lyndell & Bermuda Drainage Improvements Project Construction, Engineering & Inspection Services Award
- 7.M Investment Advisor Services with PFM Asset Management

8. DISCUSSION ITEMS

- 8.A Annual Advisory Board vacancies with terms ending May 31, 2024

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
Swearing in Ceremony for Eight New Police Officers

Request

Swearing in and administering of Oath for eight new Police Officers.

Explanation

The Kissimmee Police Department requests to hold a swearing in and administering of oath ceremony for eight newly hired Police Officers before the Commission. Conducting this ceremony at a City Commission Meeting serves as a formal introduction to the Mayor, City Commissioners, the citizens, and the community, and instills formality and professionalism at the start of the officers' careers with the City of Kissimmee.

The new Police Officers to be sworn in are:

Matthew Gumtie
Ezequiel A. Mestre-Valentin
Javier Montalvo
Keandre J. Moreno-Pearson
Cecilia J. Navarro
Hysom M. Sabet
Bryan Tran
Jason C. Wint

Department: Police
Presenter: Betty Holland

Attachment(s):
1. (s) Swearing Oath New Officers - 05.21.2024

ITEM 3.B
Swearing in Ceremony for Four New Firefighters

Request

Staff requests that our four (4) new employees be sworn in as City of Kissimmee firefighters.

Explanation

The Kissimmee Fire Department hired four (4) firefighters on April 14, 2024, to fill current openings.

The Fire Department requests that these employees be sworn-in in front of the City Commission to reflect the professionalism and respect their jobs deserve. This will also allow the Commissioners an opportunity to meet the new firefighters that will be serving this city.

The firefighters to be sworn in are:

Firefighter Jakob Bush
Firefighter Emily Lewis
Firefighter Jesus Pineda
Firefighter Mark Waller

Department: Fire
Presenter: James Walls

Attachment(s):
1. (S) Oath of Office for Four New Firefighters

ITEM 3.C
Promotion of Sergio Concepcion to Fire Engineer

Request

Staff requests that Sergio Concepcion be sworn into his newly appointed position of Fire Engineer.

Explanation

On May 16, 2024, Sergio Concepcion was promoted to the position of Engineer. This vacancy was created by the retirement of David D'Eramo.

Department: Fire
Presenter: James Walls

Attachment(s):
1. (S) Oath of Office for Sergio Concepcion

ITEM 4.A
Public Hearing - First Reading - Proposed Ordinance # 24-01 - Amending the City's Lien Ordinance

AN ORDINANCE AMENDING THE CODE OF ORDINANCE FOR THE CITY OF KISSIMMEE, CHAPTER 2, ADMINISTRATION, ARTICLE VI, FINANCE, CREATING DIVISION 4, LIEN POLICY; PROVIDING FOR THE ENFORCEMENT AND COLLECTION OF LIENS AND ASSOCIATED FEES; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE

Request

Request approval of the First Reading of Proposed Ordinance #24-01.

Explanation

In 2010, the City enacted Ordinance #2766, establishing the collection of service charges for all outstanding liens, special assessments, fees, and fines. The "lien search" process involves staff from multiple departments researching and compiling necessary data and generating an official letter regarding an assessment of each parcel. At the time of the ordinance's enactment, the pricing index was set at $30 for a standard search and $75 for an expedited search. Recently, the City received data from other surrounding government entities that offer the same services, which indicated that the current fee structure being utilized is no longer in line with the industry standards for the region and state.

In an effort to not undercharge for the services provided, staff is requesting approval of an amendment to the ordinance to update the current fee structure to a flat rate service charge, set by Resolution of the Commission, starting at $100 for all requests and establishing a lien policy. The proposed increase will ensure that employee time and labor costs are covered, as well as the expenses the City incurs for using the software needed to facilitate these requests.

Recommendation

Approval of the First Reading of Proposed Ordinance # 24-01

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

Approve

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):
1. Osceola News Gazette Advertisement (Publication Date 05-16-2024)
2. Proposed Ordinance #24-01 Amending the Code of Ordinances for Collection of Liens. Final

ITEM 4.B

Public Hearing - First Reading - Proposed Ordinance #24-06 - Repealing the Citizens' Police Review Board

AN ORDINANCE REPEALING THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, FLORIDA, CHAPTER 2, ADMINISTRATION, ARTICLE III, BOARDS AND COMMISSIONS, DIVISION 11, CITIZENS' POLICE REVIEW BOARD, SECTIONS 2-364, 2-365, AND 2-366; AND PROVIDING AN EFFECTIVE DATE

Request

Approval of the First Reading of the Proposed Ordinance #24-06 repealing the Citizens' Police Review Board (CPRB).

Explanation

On July 01, 2024, State law will preempt the City's Citizen's Police Review Board from investigating complaints or misconduct by KPD officers. Since this was the primary role of the board, staff recommends that the board be disbanded. This ordinance will repeal the City ordinances related to the City's Citizen's Police Review Board in order to comply with State law.

Recommendation

Approval of the First Reading of the Proposed Ordinance #24-06 repealing the Citizens' Police Review Board (CPRB).

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

Approve

Department: City Attorney
Presenter: Curtis Mcgehee

Attachment(s):

1. Proposed Ordinance #24-06 - Repealing CPRB
2. Business Impact Estimate for CPRB Repeal
3. Osceola News Gazette Advertisement (CPRB) (Publication Date 05-16-2024)

ITEM 7.A
Approval of City Commission Minutes from the May 7, 2024 meeting

Request

Request Commission approval of the May 7, 2024 Commission Minutes.

Explanation

Minutes of the Commission meeting held on May 7, 2024 are attached for approval.

Recommendation

Staff recommends Commission approval.

REQUESTED CITY COMMISSION ACTION:

Department: City Commission
Presenter:

Attachment(s):
1. (S) - City Commission Meeting Minutes - May 7, 2024 Meeting

ITEM 7.B
Accept sponsorship from Pineapple Healthcare

Request

Approval to accept sponsorship from Pineapple Healthcare for PrideFest Kissimmee event in the amount of $10,000, and execute agreement, City contract #20240340.

Explanation

In April 2024, Pineapple Healthcare approached the City of Kissimmee requesting to sponsor the PrideFest Kissimmee event on June 1, 2024. Both parties have agreed upon a sponsorship package in the amount of $10,000 to enhance PrideFest with new activations and additional marketing for the event. In exchange for the $10,000 sponsorship, the City of Kissimmee agrees to provide custom activation and 10 x 20 vendor space for promotional materials, sponsor logo/mention on social media posts, radio advertisements and event stage. The Parks and Recreation Department would like the City Commission's approval to accept the funds and use them toward operating expenses for PrideFest Kissimmee.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00150663-505252 00100366-366001		Increase Increase	$10,000 $10,000	

Financial Summary:

A budget amendment will be needed to increase both the expense account and the revenue account accordingly.

Recommendation

Approve the acceptance of the sponsorship from Pineapple Healthcare for the PrideFest Kissimmee event in the amount of $10,000 and execute contract #20240340.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Parks & Recreation
Presenter:

Attachment(s):
1. (S) Pineapple Healthcare Sponsorship Agreement

ITEM 7.C
Helping Emergency Responders Obtain Support Grant from the Florida Department of Health for FY2024

Request

Approval for the Kissimmee Police Department (KPD) to apply for funding from the Helping Emergency Responders Obtain Support (HEROS) Grant Program through the Florida Department of Health (DOH).

Explanation

The Florida Department of Health has announced the availability of grant funds to state and local units of government through the Helping Emergency Responders Obtain Support (HEROS) Program at the Florida Department of Health. The HEROS Program allows state and local governments to become equipped with Naloxone which is an opioid antagonist that helps to treat opioid overdoses. The funding distribution is based on the number of staff members trained to use naloxone, the organization type and the number of overdoses per year within the organization's jurisdiction. KPD is requesting 250 units of Naloxone at a cost of $7,500.

After receiving training, each uniformed KPD employee will carry Naloxone while on duty. When such KPD employees respond to overdoses, KPD employees will be able to administer Naloxone to the individual experiencing an overdose while on scene.

Recommendation

Approval for KPD to apply for a grant from the HEROs Program in order to obtain 250 units of Naloxone at a cost of $7,500.

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

Approve

Department: Police
Presenter:

Attachment(s):
1. Hero announcement

ITEM 7.D
School Crossing Guard Contract for the 2024/2025 School Year

Request

Approve the Annual Crossing Guard Contract between the City and All City Management Services (Contract #20230132).

Explanation

All City Management Services has managed the City's crossing guard services for the last several years. Their service includes the management, hiring, and staffing of the crossing guards for the City during the regular school year and summer school session. The current contract expires on June 30, 2024. All City Management Services has competitive pricing based on the industry standard, and they have historically fulfilled the operational obligations of the contract without issue. The new contract, requiring the mayor's signature, and pricing information is attached to this request.

Based on an hourly billing increase from $27.82 to $29.46, the annual estimated expense increased from $661,670.88 to $700,676.64. The price is based on 180 days of school in the regular session and 20 days of summer school. The City has 34 crossing sites requiring 3 hours of service per day, 7 sites requiring 3.5 hours of service per day and 1 site requiring 2.5 hours of service per day. Only a portion of these sites are staffed during the summer school session.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00130603 503434		Increase		700,677

Financial Summary:

The existing purchase order; PO24000328, covers funding through September 30, 2024. In the fiscal year beginning October 1, 2024, the account number for this contract is 00130603-503434.

Recommendation

Approval of contract #20230132, between the City of Kissimmee and All City Management Services for the 2024/2025 school year and for the Mayor to sign the contract.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police
Presenter:

Attachment(s):

1. All City Management Services Inc - Client Pricing Worksheet 2024-2025
2. (S) Agreement for Crossing Guard Services

ITEM 7.E
Ministerial Approval of Fire Pension Board Fifth Member

Request

Request City Commission approval of the ministerial appointment of Dan Garaguso Jr. as the fifth (5th) member of the Fire Pension Board.

Explanation

The City Commission appoints two (2) members to the Fire Pension Board and the fire employees elect two (2) additional members. The State Statute requires the four (4) members to then appoint the fifth (5th) board member. At the May 7, 2024, Fire Pension Meeting, Dan Garaguso Jr. was recommended for re-appointment as the fifth (5th) member.

The Fire Pension Ordinance states that upon receipt of the recommendation, the City Commission shall, as a ministerial duty, approve the appointment of the fifth (5th) Trustee. The full Fire Pension Board met on May 7, 2024, and voted to make their selection. The term for the vacancy will expire on September 30, 2025.

Recommendation

Staff and the Fire Pension Board recommend approval.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager
Presenter:

Attachment(s):
None

ITEM 7.F
Amendment No. 1 to Public Transportation Grant Agreement from the Florida Department of Transportation for the Business Airpark Improvements

Request

Approval of Amendment No. 1 to the Public Transportation Grant Agreement (PTGA) from the Florida Department of Transportation (FDOT) for the Business Airpark Development (Phase II) at Kissimmee Gateway Airport in the amount of $393,750.00, Grant Master No. BUSAIRD-S.

Explanation

The Airport was awarded a grant in the amount of $440,000.00 for infrastructure development (utility extensions, earthwork, stormwater, pavements, etc.) for the Airport Business Airpark (Phase II). This was adopted by Resolution by the City Commission on May 16, 2023, Item 7.L.

FDOT is offering a grant amendment in the amount of $393,750.00 for infrastructure development (utility extensions, earthwork, stormwater, pavements, etc.) for the Business Airport (Phase II) project. The Business Airpark at Aviation Way was initiated over ten years ago for aviation economic development. Developers have now proposed the final layout of aviation facilities, requiring final site improvements. These infrastructure improvements will be required for the final site preparation and allow development to support aviation economic development. The City will oversee the bid and construction of these improvements and will retain ownership of the improvements.

The developer, T28, LLC, who signed an MOU on May 16, 2023, agreeing to contribute $110,000.00 (20%), will provide the local match required under the PTGA.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
47000334-334410 47000389-389401 47070106-506393		Increase Increase Increase	315,000 78,750 393,750	

<u>Financial Summary:</u>

Portions of this project are funded by the Florida Department of Transportation (80%) and the private developer T28, LLC (20%). The total project amount is $943,750.00 with each agency funding the following amounts:

$440,000.00 FDOT approved by Commission on May 16, 2023
$110,000.00 T28, LLC MOU approved by Commission on May 16, 2023

FDOT-PTGA (Grant #: 452965-1-94-01) - $315,000
T28, LLC - $78,750

The revised project total is $943,750.00.

Recommendation

Approval of Amendment No. 1 to the Public Transportation Grant Agreement (PTGA) from the Florida Department of Transportation (FDOT) for the Business Airpark Development (Phase II) at Kissimmee Gateway Airport in the amount of $393,750.00, Grant Master No. BUSAIRD-S.

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

Approve

Department: Airport
Presenter:

Attachment(s):
1. (S) Amendment #1 PTGA to Sponsor 452965-1 Airpark Development Ph-II at ISM
2. Executed PTGA to Sponsor 452965-1-94-01 (G2L26) Business Airpark Development at Kissimmee
3. T28, LLC City Of Kissimmee Mou Business Airpark Development May 16, 2023

ITEM 7.G
Mowing Contract Renewal for City Rights of Way

Request

Authorization to renew contract #20230268 with Aero Groundtek, LLC for mowing services along certain City Rights of Way in the amount of $481,950 for twelve (12) months.

Explanation

On July 20, 2021 the City approved a contract with Aero Groundtek, LLC. Public Works is now requesting to renew the existing contract for right-of-way mowing throughout the City on a regular basis. The contract is for a period of 36 months with the option to renew, upon mutual agreement of the Parties, for two (2) twelve (12) month periods. This will be the first twelve-month renewal. The renewal price will increase from $11,200 per cycle to $13,387.50.

Currently, the Department is responsible for mowing over 165 acres of street medians and shoulders throughout the City. This includes landscaped roundabouts and island medians. A total of five (5) street segments have been added to the contract. Two new street segments have been dedicated and added to the contract including (1) Flora Boulevard – from Thacker Avenue to John Young Parkway, and (2) Golden Knight Boulevard – from Poinciana Boulevard to End, including a traffic circle. The third street segment was annexed from the County, (3) Central Avenue – from Columbia Avenue to north of Hilda Street. The fourth and fifth segments are existing right-of-way but were not included in the original contract. (4) Hangar Road – from Jack Calhoun Drive to 3rd Street, and (5) Pershing Street – south side from Jack Calhoun Dr. to Clay Street.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00145303-503434		Decrease		$481,950

Financial Summary:

Funding for fiscal year 2024-25 is included in the proposed budget. Funding is readily available in the General Fund – Other Contract Services for the remainder of the current fiscal year.

Recommendation

Approval to renew existing mowing services contract (#20230268) in the amount of $481,950 with Aero Groundtek, LLC for 12 months with City Manager authorization to renew for a period not to exceed one (1) twelve (12) month period, upon mutual written agreement of the Parties.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):
1. (S) Contract & Attachment

ITEM 7.H
Knightsbridge Phase 2 – Final Plat

Request

Requesting City Commission approval of the final plat known as Knightsbridge Phase 2 (DRC # SR-23-0007), with a performance guarantee and agreement (Contract #20240337).

Explanation

The owner of the property, AG EHC II (LEN) MULTI STATE 2 LLC, is requesting final plat approval with a performance guarantee, in accordance with the City's Land Development Code (LDC) requirements. This is a Major Subdivision, as defined in LDC §14-3, and was reviewed using the City's preliminary and final plat procedures.

The property is located southeast of S. Poinciana Boulevard and north of Old Tampa Highway and is zoned SRPUD. The 79.37+/- acre parcel is being subdivided into (29) twenty-nine tracts and (220) two hundred twenty fee-simple lots for development purposes. All tracts and lots are to be privately owned and maintained.

The owners posted a performance guarantee in the amount of $12,777,889.19 and entered into a performance guarantee agreement with the City to guarantee the construction of the required subdivision improvements for Knightsbridge Phase 2 (DRC# SR-22-0014) until their completion, inspection, and certification by the City of Kissimmee, as required by LDC §14-3-43(A).

This subdivision plat has been prepared in accordance with Land Development Code and Florida Statutes Chapter 177 requirements.

Recommendation

Approval of the Knightsbridge Phase 2 final plat, with performance guarantee/agreement.

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

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):
1. (S) Final Plat
2. (S) Performance Guarantee Agreement
3. Performance Guarantee
4. Vicinity Map

ITEM 7.I
Sale of Dumpster Containers to Waste Pro of Florida, Inc.

Request

Approval to sell dumpster containers to Waste Pro of Florida, Inc. for $675,847.70

Explanation

On July 19, 2022, the city approved the purchase of 1,013 dumpster containers as part of the Solid Waste division's expansion into commercial solid waste collection services within the city limits.

Since then, the economic climate and commercial waste management industry have changed. Kessler Consulting, Inc. was contracted to conduct a final study and analysis with final recommendations, which led to the city's decision not to move forward with the planned expansion. Therefore, the front-end loader (FEL) dumpster containers are no longer needed. The city received the following proposals for the containers.

- $512,899.00 - Waste Management, Inc.
- $675,847.70 - Waste Pro of Florida, Inc.

Waste Pro of Florida, Inc. has agreed to purchase these from the city as is and will cover all expenses for pick-up and delivery.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
35945716 506494 35900364 364000	SA2203-359-506494	Increase Increase	$675,847.70 $675,847.70	

Financial Summary:

The proceeds from the sale of the containers will be returned to the Series 2022A Capital Improvement Refunding Revenue Bond fund account to be used later for another eligible project in the future.

Recommendation

Approve the sale of the containers to Waste Pro of Florida, Inc. for the sum of $675,647.70

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):
1. (S) Letter of Intent WP (Signed)

ITEM 7.J

Approval of an Agreement with International Towers, LLC for Radio Tower Inspections and Maintenance

Request

Approval of an agreement with International Towers, LLC for inspections, maintenance, and hourly work as needed for the City's radio communications tower (Contract # 20240334).

Explanation

International Towers, LLC was selected by Osceola County under RFP-23-13656-PC to perform various types of work on radio communication towers and equipment owned by the County as part of the maintenance of the Osceola County Public Safety Radio System. Some of that system's equipment is co-located on the City's existing radio communications tower, making International Towers, LLC familiar with the site.

The County's agreement with International Towers, LLC it is limited to equipment associated with the public safety radio system. However, structural inspections and other work are performed on the tower on an as needed basis. With International Towers, LLC already being familiar with the City's tower, staff has engaged them to enter into a piggyback agreement to ensure that only a single vendor performs work on the Tower for consistency purposes.

Recommendation

Approval of a piggyback agreement with International Towers, LLC to perform inspections, maintenance, and as-needed work.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager
Presenter:

Attachment(s):

1. (S) Piggyback Agreement with International Towers, LLC

ITEM 7.K
Lyndell Drainage Improvements Project Construction Award

Request

Approval of Task Work Order No. 1 to American Persian Engineering & Construction, LLC (APEC) contract #20240056 for the construction of the Lyndell (Renee Terrace) Drainage Improvements for $1,030,373.50.

Explanation

The residents of the Renee Terrace subdivision contacted the City shortly after the annexation of their neighborhood about severe drainage issues resulting in repeated flooding. On August 3, 2021, the city awarded the study and the design of the Renee Terrace subdivision to Metro Consulting Group, LLC. The design has been finalized, and staff recommends utilizing APEC for the construction under the existing Continuing Services Contract (IFB 2022-002) approved by the commission on June 21, 2022.

This project was subdivided into two phases based on the drainage improvement needs identified in the study. The construction cost for Phase No. 1 is $487,344.00, and Phase No. 2 is $543,029.50, totaling $1,030,373.50.

The total project cost includes a contingency amount of $79,259.50.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
40945206-506393	SW2313	Decrease	150,000	
40945206-506393	SW2314	Increase	150,000	
40945206-506393	SW2314	Decrease	1,161,045.00	1,030,373.50

Financial Summary:

Adequate Funds are available in the Stormwater Utilities Funds, as shown in the above table.

Recommendation

Approval for Task Work Order No. 1 under the Continuing Services contract with APEC to construct the Lyndell Drainage Improvements Project.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):
1. (S) APEC WO #1 - Lyndell Drainage Improv
2. APEC Lyndell Proposal
3. APEC - Fully Executed Agreement

ITEM 7.L
Lyndell & Bermuda Drainage Improvements Project Construction, Engineering & Inspection Services Award

Request

Approval of Task Work Order No. 1 to DRMP, Inc. contract #20230253 for Construction, Engineering & Inspection (CEI) services for the Lyndell (Renee Terrace) & Bermuda Drainage Improvements in the amount of $195,050.00.

Explanation

The residents of the Renee Terrace and adjacent Bermuda Estates subdivisions have experienced severe drainage issues resulting in repeated flooding events. On August 3, 2021, the City awarded contracts to two engineering firms to analyze flooding concerns in the two subdivisions. Metro Consulting Group, LLC. was assigned the Renee Terrace subdivision project, and Kimley-Horn and Associates, Inc. was assigned the Bermuda Estates subdivision project. The designs have been finalized, and staff recommends utilizing DRMP for the CEI under the existing Surveying Continuing Service Contract (RFQ 2022-003) approved by the Commission on April 15, 2022.

The CEI cost for the Lyndell and Bermuda Drainage Improvement projects is $195,050.00.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
40945206 506393	SW2401	Decrease	$ 200,000.00	$ 195,050.00

Financial Summary:

Adequate funds are available in the project fund for the CEI services associated with this project.

Recommendation

Approval of Task Work Order No. 1 to DRMP, Inc. for CEI services for the Lyndell (Renee Terrace) & Bermuda Drainage Improvements in the amount of $195,050.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):
1. (S) DRMP WO #1 - Lyndell & Bermuda Drainage Improv

2. DRMP, CEI Proposal -Lyndell & Bermuda Project
3. DRMP, Inc. – Fully Executed Agreement

ITEM 7.M
Investment Advisor Services with PFM Asset Management

Request

Approval of Agreement for Investment Advisory Services (Contract #20240336) with PFM Asset Management, LLC

Explanation

The City of Kissimmee seeks to utilize Brevard's County's solicitation for investment management services awarded to PFM Asset Management LLC to maximize earnings on the City’s investment portfolio of surplus funds. Professional management for a portfolio of this size is both cost-effective and in the best interest of the City’s cash management function. As the investment advisor, PFM will present management, investment selection, and procedural change recommendations for the portfolio in accordance with the laws of the State of Florida and the investment policies and procedures established by the City. While under contract, PFM must maintain active status with the Securities and Exchange Commission under the Investment Advisor’s Act of 1940 to provide financial advice in a non-discretionary capacity.

The additional investment earnings realized through professional management is projected to exceed the additional cost of this service.

Recommendation

Approval of the Agreement for Investment Advisory Services with PFM Asset Management, LLC

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

Approve

Department: Finance
Presenter:

Attachment(s):
1. (S) -Agreement between COK and PFM Asset Management (piggyback Brevard)

ITEM 8.A
Annual Advisory Board vacancies with terms ending May 31, 2024

Request

The Commission is requested to appoint or reappoint members to fill vacancies for boards with terms ending May 31, 2024.

Explanation

The following board member terms are expiring May 31, 2024. The assigned Commissioner will have thirty (30) days to make an appointment. All members will be appointed/reappointed to serve a three (3) year term. At the end of the 30-day assignment, Commissioners who have active vacancies will need to request an extension or the appointment will automatically rotate to the next Commissioner in the rotation.

Commissioner Rotation:	Date Assigned:	Commissioner Appointment Expires:	Advisory Board:	Board Term Expires:	Requirements:
Seat # 5 - Mayor Gonzalez Current Board Member: **Andrew Jeng (Horng)** is seeking reappointment	05/21/2024	06/18/2024	Board of Adjustment	05/31/2027	Member must be a City resident.
Seat # 1 - Castano Current Board Member: **Niles Chalifoux** is seeking reappointment	05/21/2024	06/18/2024	Board of Adjustment	05/31/2027	Member must be a City resident.
Seat # 2 - Eady Current Board Member: Debra Rosado **is not** interested in seeking reappointment. ***One (1) application on file**	05/21/2024	06/18/2024	Historic Preservation Board	05/31/2027	Member may be a City resident or non-City resident; non-residents must either own real property or maintain a business office within the City, with a preference in a historical district.
Seat # 3 - Alvarez Current Board Member: **Edgar Silva** is seeking reappointment	05/21/2024	06/18/2024	Historic Preservation Board	05/31/2027	Member must be a City resident.
Seat # 4 - Martinez Current Board Member: **Maria Lebron** is seeking reappointment	05/21/2024	06/18/2024	Historic Preservation Board	05/31/2027	Member must be a City resident.

Seat # 5 - Mayor Gonzalez Current Board Member: **Albert Dorsey** is seeking reappointment	05/21/2024	06/18/2024	Parks and Recreation Board	05/31/2027	Member must be a City resident.
Seat # 1 - Castano Current Board Member: **Brunilda "Vanessa" Alvarez** is seeking reappointment	05/21/2024	06/18/2024	Parks and Recreation Board	05/31/2027	Member must be a City resident.
Seat #2 - Eady Current Board Member: **Diana Marrero-Pinto** is seeking reappointment	05/21/2024	06/18/2024	Planning Advisory Board	05/31/2027	Member may be a City resident or non-City resident; non-residents must either own real property or maintain a business office within the City
Seat # 3 - Alvarez Current Board Member: Fatima Santiago **is not** interested in seeking reappointment. ***One (1) application on file***	05/21/2024	06/18/2024	Planning Advisory Board	05/31/2027	Member must be a City resident.

Recommendation

The Commission reappoint members who wish to continue serving and to make appointments to fill any vacancies for terms expiring on May 31, 2024.

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):
1. HPB Applicant - Amber Croft
2. PAB Applicant - Aaron Sabino