



**COMMISSION AGENDA
SESSION OF THE CITY COMMISSION TO BE HELD AT THE
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, NOVEMBER 2, 2021
6:00 PM**

1. MEETING CALLED TO ORDER

“As a courtesy to others, please silence all electronic devices during the meeting.”

“Citizens desiring to speak under Hear Audience shall submit a request form for the City Clerk prior to the meeting. Forms are available at the door or from the City Clerk.”

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

3. PROCLAMATIONS AND SPECIAL PRESENTATIONS

3.A PROCLAMATION - MOBILITY WEEK 2021

The request is for the City Commission to present a Proclamation in honor of "Mobility Week 2021."

3.B EMPLOYEE OF THE MONTH FOR NOVEMBER

That the City Commission join the City Manager in recognizing Harmony Bohannon, Development Services, as November's Employee of the Month.

3.C SERVICE AWARDS FOR JULY, AUGUST AND SEPTEMBER

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

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

None.

5. PUBLIC HEARINGS

None.

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 HANDLING OF ROUTINE MISCELLANEOUS BUSINESS OF THE CITY COMMISSION. THE CITY COMMISSION IN ONE MOTION MAY ADOPT THE ENTIRE AGENDA. THE MOTION FOR ADOPTION IS NON-DEBATABLE AND MUST RECEIVE UNANIMOUS APPROVAL. BY REQUEST OF ANY INDIVIDUAL MEMBER, ANY ITEM MAY BE REMOVED FROM THE CONSENT AGENDA AND PLACED UPON THE REGULAR AGENDA FOR DEBATE.

7.A COMMISSION MINUTES APPROVAL

Request Commission approval of the October 5, 2021 and October 19, 2021 Commission Minutes.

7.B BUS SERVICE AGREEMENT BETWEEN LYNX AND THE CITY OF KISSIMMEE FOR FY 2021-2022

Approval of the FY 2021-2022 Bus Service Agreement between Lynx and the City of Kissimmee for LYNX Route 709 (Kissimmee Connector).

7.C DONATION OF MSA ALTAIR 5-GAS DETECTOR SYSTEM FOR THE FIRE DEPARTMENT

Acceptance of the donation of a MSA Altair 5-gas detector system from the East Central Florida Regional Planning Council for use by the City of Kissimmee Fire Department (KFD) as part of a federal Pipeline and Hazardous Materials Safety Administration Technical Assistance Grant.

7.D DISPOSAL OF CITY ASSETS

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

7.E BUDGET TRANSFER TO SOLID WASTE DIVISION ACCOUNTS

Approval to transfer \$107,661 from the regular salaries & wages account to cover outstanding balances.

7.F PROJECTS TO BE CARRIED FORWARD TO FY 2021-2022

Approval to increase the FY 2021-2022 budget to continue funding certain projects that were approved in prior years.

7.G TASK WORK ORDER NO. 2 TO KIMLEY HORN AND ASSOCIATES, INC. FOR DESIGN SERVICES OF THE MANN STREET ROADWAY EXTENSION PROJECT

Approval of Task Work Order No. 2 to Kimley Horn and Associates, Inc (KHA) for the Mann Street Roadway Extension Project in the amount of \$130,097.00 and budget transfer from the Stormwater Utility Funds.

7.H BUDGET AMENDMENT TO ADD AN ADDITIONAL AIRPORT OPERATIONS COORDINATOR POSITION

Commission approval of an amendment to the Airport budget to add a new full-time Airport Operations Coordinator position.

7.I ECONOMIC DEVELOPMENT QUALIFIED TARGETED INDUSTRY INCENTIVES CONTRACT FOR CIRRUS AIRCRAFT

Staff seeks approval of the Kissimmee Economic Development Incentives contract with Qualified Targeted Industry (QTI) eligible company Cirrus Aircraft.

8. DISCUSSION ITEMS

8.A KISSIMMEE MAIN STREET ANNUAL UPDATE FOR FISCAL YEAR 2020-2021

Kissimmee Main Street annual update for Fiscal Year 2020-2021.

***** CITY COMMISSION MEETING IS RECESSED AS THE CITY COMMISSION AND WILL CONVENE AS THE CRA BOARD *****

8.B KISSIMMEE MAIN STREET SERVICES AGREEMENT FOR FISCAL YEAR 2021-2022 (CRA FUND PORTION)

Approval of a new service agreement with Kissimmee Main Street for FY 2021-2022.

***** CITY COMMISSION IS ADJOURNED AS THE CRA BOARD AND WILL RECONVENE AS THE CITY COMMISSION *****

8.C KISSIMMEE MAIN STREET SERVICES AGREEMENT FOR FISCAL YEAR 2021-2022 (GENERAL FUND PORTION)

Approval of the General Fund funded portion of a new service agreement with Kissimmee Main Street for Fiscal Year 2021-2022.

8.D 2022 CITY COMMISSION MEETING CALENDAR

Request City Commission approval to establish the Commission meeting calendar for 2022.

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 STATUTE 286.26, PERSONS NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE OFFICE OF THE CITY CLERK, 101 CHURCH STREET, KISSIMMEE, FL 34741, (407) 518-2309.

ITEM 3.A
PROCLAMATION - MOBILITY WEEK 2021

Request

The request is for the City Commission to present a Proclamation in honor of "Mobility Week 2021."

Explanation

N/A

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation-Mobility Week.2021

ITEM 3.B

EMPLOYEE OF THE MONTH FOR NOVEMBER

Request

That the City Commission join the City Manager in recognizing Harmony Bohannon, Development Services, as November's Employee of the Month.

Explanation

The City of Kissimmee is honored to announce that the Employee of the Month for November is Harmony Bohannon, Fire Inspector for the Development Services Department. Harmony just passed her second City anniversary.

Harmony hit the ground running when she came to the City. She eagerly absorbed the City fire codes and inspection techniques. She quickly assisted with all aspects of the job from new and maintenance inspections, special events plan review, attending meetings, and Business Tax Receipts (BTR) inspections. Harmony developed a BTR procedure that is now being implemented by the Building Division which explains to the customers what the requirements are for scheduling and completing the BTR inspections. She also started a new process for the permit techs to help customers schedule and complete BTR inspections.

Harmony has coordinated smoke detector installation training between the Red Cross and the Fire Department. Additionally, she created a bilingual fire extinguisher training class for a nonprofit group. She accepts any task given to her and goes out of her way to work with customers' schedules or difficulties. For these, and all her qualities, the City of Kissimmee would like to recognize her.

Department: Human Resources & Risk Management
Presenter: Mike Steigerwald

Attachment(s):

None

ITEM 3.C

SERVICE AWARDS FOR JULY, AUGUST AND SEPTEMBER

Request

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

Explanation

Five

Benjamin Burnett	Parks & Recreation
Robert Baptist	Fire
Andres Campuzano	Police
Emerson Godin Koehler	Police
Crystal Muniz	Development Services
Joseph Pascal	Police
Imer Robles	Fire
Devin Sprenger	Fire

Ten

Lisando Ramirez	Public Works & Engineering
Lacey Santone	Police
Shannon Taylor	Police

Fifteen

Keith Arsenault	Police
Stacy Legel	Police
Ali Brewington	Public Works & Engineering
Erika Castellucci	Police
Takeya Close	Police
Jesus Garcia	Police
Preeti Tuladhar	Information Technology

Twenty

Scott Bowman	Police
Eric Gentry	Fire
Mark Grigg	Information Technology
Ryan Johndro	Police
Desiree Matthews	City Manager
Ben O'Neal	Fire

Twenty-five

Brandon Retherford	Police
Douglas Etheredge	Development Services
Craig Putriment	Police

Thirty

David Richards	Parks & Recreation
Wayne Groves	Public Works & Recreation

Thirty-five

Glory Seley	Fire
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Department: Human Resources & Risk Management
Presenter: Mike Steigerwald

Attachment(s):

None

ITEM 7.A
COMMISSION MINUTES APPROVAL

Request

Request Commission approval of the October 5, 2021 and October 19, 2021 Commission Minutes.

Explanation

Minutes of the Commission meetings held on October 5, 2021 and October 19, 2021 are attached for approval.

Recommendation

Staff recommends Commission approval.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter:

Attachment(s):

1. Commission Minutes - October 5 2021
2. Commission Minutes - October 19 2021

ITEM 7.B

BUS SERVICE AGREEMENT BETWEEN LYNX AND THE CITY OF KISSIMMEE FOR FY 2021-2022

Request

Approval of the FY 2021-2022 Bus Service Agreement between Lynx and the City of Kissimmee for LYNX Route 709 (Kissimmee Connector).

Explanation

The Kissimmee Connector (LYNX Route 709) began service in January 2019 to provide service to downtown, the Kissimmee Intermodal Station, and major destinations such as Osceola Regional Medical Center, Advent Health Hospital, Osceola Government Complex, and the Lakefront Park. This is a free service for riders.

Up until now, the Florida Department of Transportation (FDOT) and the City of Kissimmee have shared the operational costs for this service through a Service Development Grant awarded to LYNX in November 2016. That grant has now expired and the City of Kissimmee is responsible for 100% of the operational costs.

This Bus Service Agreement covers the one-year period from October 1, 2021 to September 30, 2022.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00125103-503434		Decrease	\$480,812.10	\$480,812.10

Financial Summary:

A total of \$480,812.10 is budgeted for this contract; \$283,683.10 from prior years and \$197,129 in FY 2022.

Recommendation

Approval of the FY 2021-2022 Bus Service Agreement between Lynx and the City of Kissimmee for LYNX Route 709 (Kissimmee Connector).

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Development Services
Presenter:

Attachment(s):

1. FY22 Bus Service Agreement with Lynx signatures_for CC

ITEM 7.C

DONATION OF MSA ALTAIR 5-GAS DETECTOR SYSTEM FOR THE FIRE DEPARTMENT

Request

Acceptance of the donation of a MSA Altair 5-gas detector system from the East Central Florida Regional Planning Council for use by the City of Kissimmee Fire Department (KFD) as part of a federal Pipeline and Hazardous Materials Safety Administration Technical Assistance Grant.

Explanation

In 2020, the East Central Florida Regional Planning Council's Local Emergency Planning Committee (LEPC) successfully applied for a US Department of Transportation Pipeline and Hazardous Materials Safety Administration (PHMSA) Technical Assistance Grant (TAG) on behalf of our region (CFDA #20.710). The grant entailed conducting a gap analysis of response capabilities to pipeline emergencies. They created a GIS map with existing gas pipelines throughout our region and overlaid existing fire station locations within 1/2 – 1 mile of the pipeline.

The goal of the project is to identify smaller agencies who do not have Type I or Type II Hazardous Materials Response Teams. Those fire stations identified would be the first to respond to a pipeline emergency/incident. Using the PHMSA grant funding, MSA Altair 5-Gas Detector Systems, including charging and calibration stations, were purchased and will be donated to the agencies/departments identified. KFD has been selected as one of the departments they wish to donate the equipment to.

The following Altair 5-gas detection system was purchased:

MSA-10116928: (1) Altair 5-Gas Detector color (LEL, O2, CO, H2S) with 10-ft sampling line, 1-ft probe; Serial #00179838

MSA-10048280: (1) 34L Gas Cylinder 1.45% CH4, 15%O2, 60 CO, 20 H2S (Calibration Gas); Lot #XXXXXX

MSA-10105756: (1) Cylinder Holder Assembly: GX2 Electronic, Regulator; Serial #12200077

MSA-10128628: (1) Galaxy GX2, Altair 5/5X, 1 valve, no charging; Serial #12200165

The equipment was purchased from Ten-8 Fire Equipment, Inc. at a cost of \$4,143.19.

By agreeing to accept the equipment, the City of Kissimmee accepts responsibility for the equipment and all costs associated with the maintenance and training of employees on the use of the equipment. The equipment is brand new in the original packaging and all warranties will be transferred to the City.

Recommendation

Staff recommends approval for the acceptance of this equipment.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Fire

Presenter:

City of Kissimmee

Attachment(s):

None

ITEM 7.D
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 the authority of the City Commission.” Therefore, staff is requesting approval to dispose of the items included on the attached list.

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

Recommendation

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.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Finance

Presenter:

Attachment(s):

1. Auction COK11'21

ITEM 7.E

BUDGET TRANSFER TO SOLID WASTE DIVISION ACCOUNTS

Request

Approval to transfer \$107,661 from the regular salaries & wages account to cover outstanding balances.

Explanation

In order to complete the closeout for FY 2020-21, the following transfers are necessary to ensure funds are available for expenses incurred up to September 30, 2021. A budget transfer is necessary to provide funds to cover the following accounts: Solid Waste Disposal Fee (41145713-504347) in the amount of \$83,165 and Vehicle Maintenance (41145713-504649) in the amount of \$24,496.

Thus, staff is requesting to transfer a total of \$107,661 from available funds within personal services accounts from the FY2020-21 budget.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
41145711-501212		Decrease	\$115,883	\$107,661
41145713-504347		Increase	-\$83,165	\$83,165
41145713-504649		Increase	-\$24,496	\$24,496

Financial Summary:

Funding is needed to cover operating expense account shortfalls using available funds in personal services accounts.

Recommendation

Staff recommends approval to transfer funds to close out expenses for FY2020-21 in the amount of \$107,661 to cover Solid Waste Disposal Fees and the Vehicle Maintenance accounts within the Solid Waste Division.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

City of Kissimmee

Attachment(s):

None

ITEM 7.F

PROJECTS TO BE CARRIED FORWARD TO FY 2021-2022

Request

Approval to increase the FY 2021-2022 budget to continue funding certain projects that were approved in prior years.

Explanation

Attached is a listing of projects that are being recommended for carryover to the FY2021-2022 budget. To expedite the carry forward process, staff has prepared the carry forward schedule based upon expenditures and transfers posted as of September 30, 2021. Consequently, staff requests Commission approval to carry forward the projects/accounts in an amount not to exceed the final adjusted balance at September 30, 2021.

After all accruals and budget transfers have been posted after the year-end, these amounts will be adjusted, if necessary. The projects/accounts that are being carried forward took longer than twelve months to complete or were delayed for some other reason. Most of these are capital projects; however, a few items are budgeted in other accounts. The carry forward of the funds in the projects and accounts listed was anticipated during preparation of the budget and will not adversely affect reserves for the current budget year.

Recommendation

Staff recommends Commission approval to carryover funds not to exceed the final adjusted balance for the projects/accounts on the attached list.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Finance

Presenter:

Attachment(s):

1. 2021 CarryFwd List for Commission Approval - Sept 30 2021 FINAL

ITEM 7.G

TASK WORK ORDER NO. 2 TO KIMLEY HORN AND ASSOCIATES, INC. FOR DESIGN SERVICES OF THE MANN STREET ROADWAY EXTENSION PROJECT

Request

Approval of Task Work Order No. 2 to Kimley Horn and Associates, Inc (KHA) for the Mann Street Roadway Extension Project in the amount of \$130,097.00 and budget transfer from the Stormwater Utility Funds.

Explanation

On July 6, 2021, the City entered into a Continuing Services Agreement (RFQ 2021003) with KHA to provide engineering design services for surveying, civil engineering, and plans production necessary for the development of construction documents. Mann Street is a local street that currently has an unpaved segment that, once paved, will provide transportation system connectivity from MLK Boulevard to Hill Street.

This Task Work Order will provide design services for the following components of the project: roadway design, drainage design, signing and pavement markings, maintenance of traffic, landscaping, and lighting design, in addition to survey and utility coordination.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10345656-506393	GT2208	Increase	\$80,000	\$80,000
40945203-503131		Decrease	\$300,000	\$50,097

Financial Summary:

The not to exceed amount for Mann Street Roadway Extension Project is \$130,097.00. There is \$80,000 budgeted for this project, and upon approval of a budget transfer of \$50,097 from the Stormwater Utility fund, there will be adequate funds to cover the design services for this project.

Recommendation

Staff recommends City Commission approval for Task Work Order No. 2 under the Engineering Continuing Services contract with Kimley Horn and Associates, Inc. for the Mann Street Roadway Extension Project.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. Work Order #2- Design Mann St._KH Signed_VA_Signed
2. TWO2_Mann Street Extension from MLK Jr. Blvd to Hill Street_2021-10-04_Rev 2021-10-20_Approved VA

ITEM 7.H

BUDGET AMENDMENT TO ADD AN ADDITIONAL AIRPORT OPERATIONS COORDINATOR POSITION

Request

Commission approval of an amendment to the Airport budget to add a new full-time Airport Operations Coordinator position.

Explanation

The new airport operations position will inspect and monitor daily airfield conditions to ensure a safe and secure environment for aircraft operations. Currently, the airport's staff includes two full-time airport operation coordinators. However, the airport's weekly schedule demands three full-time individuals to maintain operations. From 2019 to 2021, the airport recognized a 24% increase in aircraft operations. These numbers are expected to continue to increase in the future. Duties of the additional position would include responding to airfield emergencies/incidents, wildlife dispersing, airfield escorts, and construction/maintenance coordination. This position will also help with the increase in aircraft traffic, scheduled construction projects, economic development, increased security enhancement procedures and preventive maintenance projects.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
46170100-509276		Decrease	73,131	
46170101-501212		Increase	48,754	
46170101-502323		Increase	24,377	

Financial Summary:

The total cost, including benefits, for this new position for the current fiscal year is \$73,131 and will be funded from Airport Reserves. The increased revenue projections incorporated into the Airport budget resulting from the revised fees and new lease activity are expected to more than cover this additional expenditure.

Recommendation

Staff recommends Commission approval to add a new Airport Operations Coordinator position.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport
Presenter:

Attachment(s):
None

ITEM 7.I

ECONOMIC DEVELOPMENT QUALIFIED TARGETED INDUSTRY INCENTIVES CONTRACT FOR CIRRUS AIRCRAFT

Request

Staff seeks approval of the Kissimmee Economic Development Incentives contract with Qualified Targeted Industry (QTI) eligible company Cirrus Aircraft.

Explanation

Cirrus Aircraft is a luxury airplane manufacturer that is expanding its business model to offer aircraft owners storage, maintenance, and pilot training. The company is expanding its footprint to Kissimmee Gateway Airport in two phases. Phase 1 entails an approximate \$1 million investment to remodel and outfit the existing hangar facility at 4314 Aviation Drive. In the next couple of years the company will expand its operation as phase 2, anticipating the creation of 3 new facilities off Dyer Blvd.

Cirrus Aircraft is a QTI aerospace eligible company that is expecting to hire 31 employees in Phase 1 with a company average wage of \$70,000 (162% above the Osceola County 2021 Average Wage). Based on the information provided in the Economic Development Incentives Application, the company is eligible for the following incentives:

5 Day Building Permit Fast Track Process	In Kind Value
Aerospace Equipment Grant	\$25,000 Max Cash Value
Brownfield Building Permit Fee Waiver	Estimated \$8,441 Cash Value
Building Life Safety or ADA Retrofit Rebate	\$25,000 Max Cash Value
Chamber of Commerce Membership	\$450 Cash Value
Hire Local Grant	\$25,000 Max Cash Value
KUA Commercial Line Extension Fee Waiver	Starting Cash Value \$10,000 provided by KUA
Access Osceola TV Commercial Creation	\$1,500 In Kind Value

The total incentive package amounts to over \$95,391 (\$83,891 cash value from the City). NOTE: The City's Economic Development Incentives are performance based, which require companies to fulfill their job creation, meet the company wage obligations and make stated investments within our community before any cash incentives are paid out.

Recommendation

Staff recommends approval of the City of Kissimmee Economic Development Incentive Agreement with Cirrus Aircraft.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter:

Attachment(s):

1. Cirrus Aircraft Econ Dev Incentive Contract 11-21

ITEM 8.A

KISSIMMEE MAIN STREET ANNUAL UPDATE FOR FISCAL YEAR 2020-2021

Request

Kissimmee Main Street annual update for Fiscal Year 2020-2021.

Explanation

In October 2020, the City Commission and Downtown Kissimmee Community Redevelopment Agency (CRA) approved an agreement with Kissimmee Main Street (KMS), which expired on September 30, 2020. Per the Agreement, KMS shall provide an Annual Report, which is attached, due by October 1, 2021, that outlines the following:

1. Summary of website and social media activity.
2. Summary of all events, including events that KMS hosted as well as events that they participated in but were hosted by business owners in the District.
3. Summary of newsletter distribution.
4. Summary of business recruitment efforts.
5. Summary of business retention efforts.
6. Summary of market analysis and shopper surveys.
7. Summary of business membership and past year comparisons.

KMS has fulfilled the requirements of the Agreement, providing all Quarterly Reports for this fiscal year, including the Annual Report.

Per the agreement, KMS responsibilities are:

A. Business Recruitment:

1. Conduct shopper surveys and market analysis to identify the types of businesses desired within the Main Street District.
2. Develop and implement an effective plan to promote vacant properties within the Main Street District.
3. Maintain current information on downtown business demographics, posted on the KMS website and available to the City's Development Services Department and Economic Development Office.
4. Develop a marketing plan that promotes businesses and events in the District, and coordinate with the City's Communication and Public Affairs team to ensure cohesive messaging with the City.
5. Promote and support the New Business Start -Up Grant in partnership with Kissimmee Utility Authority.
6. Work to explain the City building and renovation processes to prospective business owners in coordination with Development Services and other City Departments.

B. Business Retention:

1. Create and distribute a Main Street newsletter that contains relevant business information and promotes downtown events.
2. Coordinate or assist with events and activities with businesses in the area to promote existing businesses in the Main Street District.
3. Work with the University of Central Florida Business Incubator, the Small Business Development Center, and Prospera to provide assistance to small businesses in the Main Street District.

4. Help Main Street District businesses navigate the City permitting processes, signage processes and act as a general liaison between the City and the Main Street District businesses.

Recommendation

Kissimmee Main Street will provide the Commission with their annual update for Fiscal Year 2020-2021.

REQUESTED CITY COMMISSION ACTION:

No Action

Department: Development Services

Presenter: Samia Singleton

Attachment(s):

1. 2020-2021 Annual Report
2. City of Kissimmee Q4 Report
3. KMS 2021 Membership

ITEM 8.B

KISSIMMEE MAIN STREET SERVICES AGREEMENT FOR FISCAL YEAR 2021-2022 (CRA FUND PORTION)

Request

Approval of a new service agreement with Kissimmee Main Street for Fiscal Year 2021-2022.

Explanation

On October 27, 2020, the City Commission and the Downtown Kissimmee Community Redevelopment Agency (CRA) approved the City of Kissimmee Funding Agreement with the Kissimmee Main Street Program, which expired on September 30, 2021. Under the Agreement, Kissimmee Main Street provides business recruitment and retention services supporting and furthering small businesses throughout Downtown Kissimmee.

In addition to attracting significant attention to Downtown Kissimmee with its annual signature events, Main Street has provided downtown businesses with critically needed support services, such as:

- Assisting new businesses with navigating local and state ordinances and regulations
- Assisting with basic business functions, such as business plans, finance and marketing
- Connecting downtown businesses to COVID-19 recovery resources and funding

Main Street has demonstrated its position as a valuable resource partner to the City and CRA. Staff is requesting approval of a new Agreement for FY 2021-2022 to allow Main Street to continue to provide business recruitment and retention services in Downtown Kissimmee.

Per the Agreement, Main Street responsibilities are:

A. Business Recruitment:

1. Conduct shopper surveys and market analysis to identify the types of businesses desired within the Main Street District.
2. Develop and implement an effective plan to promote vacant properties within the Main Street District.
3. Maintain current information on downtown business demographics. This information shall be posted on the Main Street website and available to the City' s Development Services Department as well as the City' s Economic Development Department.
4. Develop a marketing plan that promotes businesses and events in the Main Street District. Main Street shall work and meet regularly with the City' s Communication and Public Affairs team to ensure all marketing plans work cohesively with the City' s overarching message.
5. Promote and support the New Business Start -Up Grant in partnership with Kissimmee Utility Authority.
6. Work to explain the City building and renovation processes to prospective business owners. Main Street shall work with Development Services and other City Departments to develop a full understanding of the processes for the City' s permitting and code enforcement offices.

B. Business Retention:

1. Create and distribute a Main Street newsletter that contains relevant business information and promotes downtown events.
2. Coordinate or assist with events and activities with businesses in the area to promote existing businesses in the Main Street District.
3. Work with the University of Central Florida Business Incubator, the Small Business Development Center, and Prospera to provide assistance to small businesses in the Main Street District.
4. Help Main Street District businesses navigate the City's permitting processes, signage processes and act as a general liaison between the City and the Main Street District businesses.

This Agreement also requires the City/CRA to provide resources and training to Main Street staff in support of business assistance efforts.

Upon approval of this Agreement, the CRA will provide Main Street with a total of \$50,000; \$30,000 for salaries and benefits and \$20,000 for administrative expenses, which will be distributed quarterly in \$5,000 increments, contingent on the CRA receiving the quarterly report from Main Street.

Additionally, in September 2021, Main Street submitted a formal request for a funding increase for salaries and benefits in the amount of \$4,734. The City will provide Main Street with a total of \$119,734 for salaries and benefits, which includes the funding increase.

The Main Street Board has approved and signed the new Agreement.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10610508-508282		Decrease	\$50000	\$50000

Financial Summary:

Funding is budgeted in the Downtown CRA Fund.

Recommendation

Staff recommends approval of a new service agreement with Kissimmee Main Street for Fiscal Year 2021-2022, from October 1, 2021 to September 30, 2022.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Samia Singleton

Attachment(s):

1. 2021-2022 Main Street Funding Agreement 10-21-2021
2. KMS Funding Increase Request

ITEM 8.C

KISSIMMEE MAIN STREET SERVICES AGREEMENT FOR FISCAL YEAR 2021-2022 (GENERAL FUND PORTION)

Request

Approval of the General Fund funded portion of a new service agreement with Kissimmee Main Street for Fiscal Year 2021-2022.

Explanation

On October 27, 2020, the City Commission and the Downtown Kissimmee Community Redevelopment Agency (CRA) approved the City of Kissimmee Funding Agreement with the Kissimmee Main Street Program, which expired on September 30, 2021. Under the Agreement, Kissimmee Main Street provides business recruitment and retention services supporting and furthering small businesses throughout Downtown Kissimmee. The agreement also funds two full time positions for Kissimmee Main Street.

In addition to attracting significant attention to Downtown Kissimmee with its annual signature events, Main Street has provided downtown businesses with critically needed support services, such as:

- Assisting new businesses with navigating local and state ordinances and regulations
- Assisting with basic business functions, such as business plans, finance and marketing
- Connecting downtown businesses to COVID-19 recovery resources and funding

Main Street has demonstrated its position as a valuable resource partner to the City and CRA. Staff is requesting approval of a new Agreement for FY 2021-2022 to allow Main Street to continue to provide business recruitment and retention services in Downtown Kissimmee.

Per the Agreement, Main Street responsibilities are:

A. Business Recruitment:

1. Conduct shopper surveys and market analysis to identify the types of businesses desired within the Main Street District.
2. Develop and implement an effective plan to promote vacant properties within the Main Street District.
3. Maintain current information on downtown business demographics. This information shall be posted on the Main Street website and available to the City' s Development Services Department as well as the City' s Economic Development Department.
4. Develop a marketing plan that promotes businesses and events in the Main Street District. Main Street shall work and meet regularly with the City' s Communication and Public Affairs team to ensure all marketing plans work cohesively with the City' s overarching message.
5. Promote and support the New Business Start -Up Grant in partnership with Kissimmee Utility Authority.

6. Work to explain the City building and renovation processes to prospective business owners. Main Street shall work with Development Services and other City Departments to develop a full understanding of the processes for the City's permitting and code enforcement offices.

B. Business Retention:

1. Create and distribute a Main Street newsletter that contains relevant business information and promotes downtown events.
2. Coordinate or assist with events and activities with businesses in the area to promote existing businesses in the Main Street District.
3. Work with the University of Central Florida Business Incubator, the Small Business Development Center, and Prospera to provide assistance to small businesses in the Main Street District.
4. Help Main Street District businesses navigate the City's permitting processes, signage processes and act as a general liaison between the City and the Main Street District businesses.

This Agreement also requires the City/CRA to provide resources and training to Main Street staff in support of business assistance efforts.

Upon approval of this Agreement, the CRA will provide Main Street with a total of \$50,000; \$30,000 for salaries and benefits and \$20,000 for administrative expenses, which will be distributed quarterly in \$5,000 increments, contingent on the CRA receiving the quarterly report from Main Street.

Additionally, in September 2021, Main Street submitted a formal request for a funding increase for salaries and benefits in the amount of \$4,734.

The City thought it's General Fund will provide Main Street with a total of \$119,734 for salaries and benefits, which includes the funding increase.

The Main Street Board has approved and signed the new Agreement.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00125103-503434		Decrease	\$344,129	\$119,734

Financial Summary:

The remained of the total funds needed are being provided by the Downtown Kissimmee CRA in Agenda Item 8.B.

Recommendation

Staff recommends approval of the General Fund funded portion of a new service agreement with Kissimmee Main Street for Fiscal Year 2021-2022, from October 1, 2021 to September 30, 2022.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Samia Singleton

Attachment(s):

1. 2021-2022 Main Street Funding Agreement 10-21-2021
2. KMS Funding Increase Request

ITEM 8.D

2022 CITY COMMISSION MEETING CALENDAR

Request

Request City Commission approval to establish the Commission meeting calendar for 2022.

Explanation

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

Since the Commission holds its meetings on the 1st and 3rd Tuesday of each month, these dates are checked first to confirm there is no conflict with City holidays. For 2022, none of the City holidays fall on the 1st or 3rd Tuesday. However, due to the meeting dates and the way the Christmas and New Year holidays fall during the week, staff recommends cancelling the January 4, 2022 Commission Meeting.

After any discussion, staff recommends the Commission accept the full calendar for 2022, including the dates as listed for the Annual Commission Retreat, Budget Workshop, City Manager and City Attorney Annual Evaluations, and the Budget Hearings. The Budget Hearings have been tentatively scheduled for the 1st and 3rd Tuesday in September. However, the City is statutorily required to yield our adoption dates to Osceola County and the Osceola School District. In order to comply, the dates will be confirmed later in the year.

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

Recommendation

After Commission discussion, staff recommends approval of the 2022 City Commission Meeting Calendar with the cancellation of the January 4, 2022 meeting.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. 2022 Commission Meeting Calendar