



**MEETING AGENDA
SESSION OF THE COMMISSION MEETING
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, APRIL 5, 2022 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 of Six New Firefighters
- 3.B Proclamation - National Fair Housing Month
- 3.C Proclamation - Denim Day 2022
- 3.D Presentation of Retirement Watch to Pat Fisher
- 3.E Employee of the Month for April - Jeanette Flaherty

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

- 4.A Public Hearing - First Reading - Ordinance Amending Part II, Chapter 4: Alcoholic Beverages - Proposed Ordinance #22-07

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, FLORIDA, TITLE V, LICENSES AND BUSINESS REGULATIONS, CHAPTER 4, ALCOHOLIC BEVERAGES; UPDATING AND REORGANIZING LANGUAGE THROUGHOUT CHAPTER 4; ADDING A DEFINITION OF A STOCK MEAL; AMENDING SECTION 4-2, LOCATION OF ESTABLISHMENT, ZONING; AMENDING SECTION 4-5 REGULATION OF RESTAURANTS; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING FOR 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 March 15, 2022 meeting
- 7.B Central Services Fuel Tank Spill Bucket Replacements
- 7.C Weston 4 Hundred - Final Plat (DRC# 20-00104)
- 7.D Change Order No. 4 with Gomez Construction for the Security Improvements at Kissimmee Gateway Airport

- 7.E Interlocal Agreement between Osceola County and the City of Kissimmee for the Shingle Creek Regional Trail Phase 2B Project
- 7.F Local Agency Program Supplemental Agreement No.1 with the Florida Department of Transportation for the Design of the Connect Kissimmee Complete Streets Project
- 7.G Agreement with AECOM for Design Services for the Connect Kissimmee Complete Streets Project
- 7.H Change Orders No. 1 and No. 2 to Amend the Contract with Schuller Contractors, Inc. for the Toho–Valencia Trail II Project
- 7.I State Housing Initiatives Partnership (SHIP) Owner Occupied Rehabilitation Agreement between City of Kissimmee, Habitat for Humanity of Greater Orlando and Osceola County, and Lucy Rodrigues
- 7.J Temporary Easement for Large Scale Active Shooter Exercise
- 7.K Acceptance of the Fiscal Year 2021 Orlando/Orange County Urban Area Security Initiative (UASI) Region Funding for a License Plate Reader Program

8. DISCUSSION ITEMS

- 8.A Downtown Kissimmee Community Redevelopment Agency Funding for the Design and Engineering of the Connect Kissimmee Complete Streets Project
- 8.B Approval of a Downtown Kissimmee Community Redevelopment Agency Pioneer Project Incentive Program Agreement with Z Family Assets, LLC
- 8.C Appointment to the MetroPlan Orlando Citizen Advisory Committee

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 Commission Meeting 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 of Six New Firefighters

Request

Staff requests that these six (6) new firefighters be sworn in as City of Kissimmee Fire Department firefighters.

Explanation

Six new employees have been hired by the City of Kissimmee Fire Department to fill current openings. These employees have completed an extensive orientation and have now been assigned to a shift and station.

Staff 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 Taylor Farmer
Firefighter Gabriel Ramos
Firefighter Xavier Indart
Firefighter Wyatt Calderon
Firefighter Cynthia Sayers
Firefighter Alexander Hebra

Department: Fire
Presenter: James Walls

Attachment(s):

None

ITEM 3.B

Proclamation - National Fair Housing Month

Request

Presentation of a Proclamation in honor of National Fair Housing Month.

Explanation

The Secretary of HUD proclaimed April 2022 as "National Fair Housing Month", and asked all CDBG Entitlement Communities to join in celebrating the freedom of housing choices and fair housing opportunities.

Department: Development Services

Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation - National Fair Housing Month

ITEM 3.C

Proclamation - Denim Day 2022

Request

Request the City Commission present a Proclamation in honor of "Denim Day 2022."

Explanation

NA

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation - Denim Day

ITEM 3.D

Presentation of Retirement Watch to Pat Fisher

Request

Presentation of a retirement watch to Pat Fisher, who is retiring from the City after 22 years of dedicated service as a Code Enforcement Officer.

Explanation

Pat Fisher has served the citizens of Kissimmee for 22 years. Known affectionately as "Fish" to co-workers, citizens and business owners, Pat has been a Code Enforcement Officer for his entire career with the City. He is one of the longest tenured Code Officers in the history of the City.

In 22 years, Pat handled almost 18,000 Code Enforcement cases, with over 99 percent of those cases being closed before the case needed to go to Special Magistrate, Code Enforcement Board or County Court. Pat exemplified the City's philosophy of "education over punishment" in regards to Code Enforcement and interaction with the citizens and business owners of Kissimmee.

Pat received the City of Kissimmee Employee of the Month Award in November 2020, an award given by his peers.

One of Pat's most memorable moments at the City was his portrayal of Santa Claus for children visiting City Hall. He even had his own Santa suit and beard to wear.

Pat had multiple accreditations from the Florida Association of Code Enforcement and numerous other certificates and accreditations, including his Housing Certification.

The people of the City of Kissimmee thank Pat for his hard work and dedication in making Kissimmee a great place to live and work.

Your City family and the people of Kissimmee, wish you the best in your retirement and sincerely thank you for making a difference for 22 years.

Department: Development Services

Presenter: Craig Holland

Attachment(s):

None

ITEM 3.E

Employee of the Month for April - Jeanette Flaherty

Request

That the City Commission join the City Manager in recognizing Jeanette Flaherty, Parks & Recreation, as April's Employee of the Month.

Explanation

It is a pleasure to announce that Jeanette Flaherty is Employee of the Month for April. Jeanette has been Secretary for the Parks & Recreation Department for over 2 years.

In the short time that Jeannette has been here, she has stepped up to assist her department and its customers. She quickly got acquainted with the City's resources and key personnel to be able to easily assist her internal and external customers – it's all part of the personal experience she delivers to help customers find exactly what they need.

Throughout staffing fluctuations, Jeanette has been constant in assisting with the Department's service and functions. The community expects a certain customer experience from Parks & Recreation and Jeanette has helped with that continuity. Her attitude and perseverance have been a great asset. For this, and more, the City is pleased to recognize Jeanette.

Department: Human Resources & Risk Management

Presenter: Mike Steigerwald

Attachment(s):

None

ITEM 4.A

Public Hearing - First Reading - Ordinance Amending Part II, Chapter 4: Alcoholic Beverages - Proposed Ordinance #22-07

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, FLORIDA, TITLE V, LICENSES AND BUSINESS REGULATIONS, CHAPTER 4, ALCOHOLIC BEVERAGES; UPDATING AND REORGANIZING LANGUAGE THROUGHOUT CHAPTER 4; ADDING A DEFINITION OF A STOCK MEAL; AMENDING SECTION 4-2, LOCATION OF ESTABLISHMENT, ZONING; AMENDING SECTION 4-5 REGULATION OF RESTAURANTS; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE

Request

Requesting approval of amendments to the alcoholic beverages ordinance.

Explanation

This is a request to amend Part II, Chapter 4: Alcoholic Beverages in the Code of Ordinances. The amendments are as follows:

- Updating minor language throughout the ordinance.
- Adding the transect zones established by the Form-Based Code area and removing zoning districts that no longer exist.
- Updating seating for the Downtown Community Redevelopment Area (CRA), per statutory changes.
- Adding a definition of Stock Meal and clarifying what qualifies as a restaurant.
- Decreasing the square footage of the minimum building size needed to allow the retail sale of intoxicating liquors in package only (liquor stores), other than beer and wine, from 12,000-square feet to 5,000-square feet and removing the standard that these establishments must be in a major shopping center.

Recommendation

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Ashley Cornelison

Attachment(s):

1. Chapter 4: Alcoholic Beverages_Underline-Strikethrough
2. Chapter 4: Alcoholic Beverages_Clean
3. Proposed Ordinance 22-07
4. Advertisement

ITEM 7.A**Approval of City Commission Minutes from the March 15, 2022 meeting****Request**

Request Commission approval of the March 15, 2022 Commission Minutes.

Explanation

Minutes of the Commission meeting held on Tuesday, March 15, 2022 are attached for approval.

Recommendation

Staff recommends Commission approval.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Commission

Presenter: Mike Steigerwald

Attachment(s):

1. Commission Minutes - March 15, 2022

ITEM 7.B

Central Services Fuel Tank Spill Bucket Replacements

Request

Approval to replace two (2) fuel tank spill buckets at the Central Services Complex in the amount of \$59,925.10 using the City's continuing services contract with Accurate Power & Technology.

Explanation

On May 27, 2021, the Facilities Management Division received a non-compliance letter from Orange County Environmental Protection regarding the Breach of Integrity test on the tank sumps. There were no prior reports available. Subsequently, on August 9, 2021, the Facilities Management Division issued a work order to Accurate Power & Technology (AP&T) for the City's annual fueling testing and inspection. The work required hydrostatic testing and inspection of tank sumps, spill buckets, dispenser sump, tank monitors, line leak detector, and overfill protection testing. After several tests were completed, Drew Fuel Environmental Services (DFS), a specialized subcontractor of AP&T, determined that the sumps for the underground storage tanks (UST) are required to be cleaned, pressure washed and degreased to inspect the current conditions of the UST components. It is important to note, this tank is the source of fuel for the Central Services backup generator.

The DFS personnel performed multiple testing procedures while cleaning the underground storage tank components and found that the water in the sumps had petroleum residue. Thus, this contaminated water was removed and disposed of properly in accordance with the Federal, State, and local laws and regulations as detailed in the DFS site-specific health and safety plan. Once testing was completed, it was determined that the diesel spill bucket must be replaced. Given the gasoline spill bucket is similar in age and its condition is only marginally better, it was determined in the best interest of the City to replace both spill buckets. Slater Corporation, another specialized subcontractor of AP&T, provided a quote to replace both spill buckets. The scope of work is described in detail in the attached proposal form.

The estimated cost to replace the two (2) existing fuel tank spill buckets with new double wall spill buckets is \$59,925.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
56045606-506393	CS2234	Decrease	59,926.00	59,925.10

Financial Summary:

Sufficient funds are available in the above referenced account to cover the fuel tank spill bucket replacements located at the Central Services Complex.

Recommendation

City of Kissimmee

Staff recommends Commission approval to replace two (2) fuel tank spill buckets at the Central Services Complex in the amount of \$59,925.10 using the City's continuing services contract with Accurate Power & Technology.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):

1. Accurate Power & Technology Proposal
2. Work Order Form
3. Accurate Power & Technology Agreement

ITEM 7.C**Weston 4 Hundred - Final Plat (DRC# 20-00104)****Request**

Requesting City Commission approval of the final plat known as Weston 4 Hundred.

Explanation

The owner of the property, Weston 4 Hundred LLC, is requesting final plat approval without a guarantee, as this was reviewed as a Minor Subdivision in accordance with the Land Development Code. This property is located west of Lawrence Silas Boulevard, between Neptune Road and Oak Street, and combines several underlying lots and a portion of unplatted property into a single lot for development purposes.

Recommendation

Staff recommends approval of the final plat for the Weston 4 Hundred.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. Weston 4 Hundred Vicinity Map
2. Weston 4 Hundred Final Plat

ITEM 7.D**Change Order No. 4 with Gomez Construction for the Security Improvements at Kissimmee Gateway Airport****Request**

Approval of Change Order No. 4 with Gomez Construction Company for the Airport Security Improvements Project in the amount of \$6,140.00 using project AP2103 funds.

Explanation

Change Order No.4 Kissimmee Airport Security Improvements includes furnishing and installing two (2) new safety entrance and exit ground loops for the Dyer Boulevard gate and approximately 35 linear feet of underground conduit/wire from the access card reader to the gate controls.

The Amendment to the Public Transportation Grant Agreement with the Florida Department of Transportation (FDOT) dated August 3, 2021 Item No. 7.D reflects the overall estimated project costs increased to \$435,553.00 for FDOT total project costs with this additional work approved. Under this grant, FDOT will cover 80% (\$4,912.00) and the Airport will cover 20% (\$1,228.00). Adequate funds are available for project AP2103.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
47000381-381008	AP2103	Increase	\$1,228.00	
47070106-506393	AP2103	Decrease	\$1,228.00	
47000334-334410	AP2103	Increase	\$4,912.00	
47070106-506393	AP2103	Increase	\$4,912.00	

Financial Summary:

FDOT will pay 80% of this Change Order No. 4, totaling \$4,912.00. In addition, airport funds allocated in AP2103 will be used to cover 20% of this Change Order, \$1,228.00.

Recommendation

Staff recommends Commission approval of Change Order No. 4 with Gomez Construction, for Airport Security Improvements Project in the amount of \$6,140.00.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Airport
Presenter: Shaun Germolus

Attachment(s):

1. Change Order No. 4 - Gomez Construction Co.
2. EXECUTED FM 438442-2-94-01 (G1S63) Amnd. 1 PTGA for Secu...ents at Kissimmee Gateway Airport.
3. CC 08-03-2021 7.D Change Order Gomez and PTGA Amendment No. 1

ITEM 7.E

Interlocal Agreement between Osceola County and the City of Kissimmee for the Shingle Creek Regional Trail Phase 2B Project

Request

Approval to enter into an agreement with Osceola County for the lease of County property to construct, operate and maintain the Shingle Creek Regional Trail Phase 2B segment to be located on County property.

Explanation

The County owns the property located south of the Osceola Parkway right-of-way and west of the Weston Reserve subdivision, which is part of the Shingle Creek Regional Trail Phase 2B project.

The County has agreed to lease the property to the City for the purpose of constructing, operating, and maintaining this portion of the Shingle Creek Regional Trail system.

There is no cost associated with this lease. Staff has determined that the County's terms and conditions are acceptable.

Recommendation

Staff recommends approval to enter into an agreement with Osceola County for the lease of County property to construct, operate and maintain the Shingle Creek Regional Trail Phase 2B segment to be located on County property.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. Shingle Creek Trail Interlocal Agreement

ITEM 7.F

Local Agency Program Supplemental Agreement No.1 with the Florida Department of Transportation for the Design of the Connect Kissimmee Complete Streets Project

Request

Approval of the resolution authorizing the Mayor to execute and deliver the Local Agency Program (LAP) agreement and further authorizes the City Manager to execute and deliver to the Florida Department of Transportation (FDOT) any subsequent documentation and amendments to FDOT for the design of Connect Kissimmee Complete Streets Project, FPN: 437472-2-38-01.

Explanation

Initial funding in the amount of \$1,430,000 has already been granted by FDOT and accepted by the City Commission for this project. This supplemental agreement will provide for an additional \$206,514 which will result in total grant funding of \$1,636,514. While there is no City match required for this grant, the City will be required to cover ineligible items associated with the project in the amount of \$223,697.00, bringing the total project to \$1,860,211. The additional \$223,697.00 needed will be covered by the City of Kissimmee Downtown CRA fund.

Recommendation

Staff recommends Commission approval of the attached resolution authorizing the Mayor to execute and deliver the LAP Agreement and further authorize the City Manager to execute and deliver any subsequent documentation and amendments to FDOT for the design of Connect Kissimmee Complete Streets Project, FPN: 437472-2-38-01.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. Original Executed LAP Agreement
2. LAP Resolution for Supplemental Agreement No. 1
3. LAP Supplemental Agreement No. 1

ITEM 7.G

Agreement with AECOM for Design Services for the Connect Kissimmee Complete Streets Project

Request

Approval to enter into an agreement with AECOM for design services for the Connect Kissimmee Complete Streets Project (FPN: 437472-2-38-01) in the amount of \$1,860,210.81. Funding for this project will be provided by the Florida Department of Transportation and the City of Kissimmee.

Explanation

On July 20, 2021, the Commission authorized staff to negotiate a design services agreement with AECOM following solicitation of professional services via RFP 2021-002.

This project consists of the design of improvements to provide safety and efficient operations for all modes of transportation within the downtown Kissimmee area. Project limits are along Emmett Street, Broadway and Main Street from John Young Parkway (US 17/92) to Vine Street (US 192). The total project length is approximately 1.452 miles. The project scope is based on Alternative Number No.1 from the 2017 corridor study.

The design improvements will include milling and resurfacing along with the reconfiguration of the existing typical section to accommodate new bike lanes along Emmett Street, shared bike lanes (sharrows) along Broadway, and increased width of the existing bike lanes along Main Street. A roundabout is proposed at the intersection of Emmett Street/Stewart Avenue/Ruby Avenue. The roundabout will require the reconfiguration of the Kissimmee Police Station parking lot.

Additional lighting is proposed along the corridor within the project limits. There will also be design improvements to side streets on the north side of Broadway which will include reduction of lane widths, reconstructed on-street parking with brick roadway pavers and 8-inch ribbon curb to designate parking locations, similar to the side streets on the south side of Broadway. One full span overhead gateway located at the intersection of Emmett Street and John Young Parkway will be designed to match the intersection of Main Street and Vine (US 192). A vertical gateway with black ironwork and mirroring the current signage located in downtown Kissimmee will be designed to distinguish the Historic Downtown area.

FDOT has programmed \$1,860,210.81 for the design of the Connect Kissimmee Complete Streets project. This amount includes items for reimbursement totaling \$1,636,514.88 and items not eligible in the amount of \$223,697 found to be essential to complete the project. All ineligible items will be funded by the City through the Downtown CRA fund (subsequent agenda item).

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
15145656 506393	TBD	Increase	1,860,211	1,636,514
15100334 334490		Increase	1,636,514	
10610506 506393	TBD	Decrease	1,860,211	223,697

Financial Summary:

Through the City's participation in Metroplan Orlando, the City has been able to secure funding from the FDOT by means of a Local Agency Program (LAP) agreement (FPN 437472-2-38-01) in the amount of \$1,636,514 and the City of Kissimmee Downtown CRA fund in the amount of \$223,697 for the design of the Connect Kissimmee Complete Streets Project.

Recommendation

Staff recommends the City Commission approval of the attached agreement with AECOM for design services of the Connect Kissimmee Complete Streets Project.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. Design Agreement Package with AECOM

ITEM 7.H

Change Orders No. 1 and No. 2 to Amend the Contract with Schuller Contractors, Inc. for the Toho–Valencia Trail II Project

Request

Approval of Change Orders No. 1 and 2 to increase the contract time due to inclement weather conditions, and to increase the contract amount by \$30,837.70 for unforeseen ADA compliance related issues using funds transferred from the Professional Services account.

Explanation

On October 5, 2021, the City entered into a contract with Schuller Contractors, Inc. to provide construction services for the Toho-Valencia Trail II Project in the amount of \$320,718.84. This project is being funded by a Florida Department of Transportation (FDOT) grant in the amount of \$297,735 in addition to \$22,984 from the Recreation Impact Fee Fund. The requested change orders are as follows:

1. Change Order No. 1: During construction, the City of Kissimmee and the Engineer of Record determined the need to remove and replace the six-inch concrete sidewalk, install an additional ten feet of handrail and provide two six-inch PVC pipes for drainage under the sidewalk. The contractor has requested a change order to extend the contract time by 14 calendar days for the additional work stated above. Costs totaling \$5,000.98 are associated with this change order. This amount is classified as federal aid ineligible.
2. Change Order No. 2: The existing driveway crossings were found to be outside of ADA Compliance by exceeding the required cross-slopes; the City and Engineer of Record submitted a proposed plan for this issue which includes removal and replacement of the sidewalk along the driveways. The contractor has requested a change order to extend the contract time by 9 calendar days for the additional work. Costs totaling \$25,836.72 are associated with this change order. Part of the cost for this change order will be covered by the FDOT grant (\$24,836.76 and 4 days are federal aid eligible, \$999.96 and 5 days are federal aid ineligible).

Change Orders No. 1 and 2 have a total contract time extension of 23 days and total cost in the amount of \$30,837.70.

These change orders extend the original overall contract time from 120 days to 143 calendar days, which will extend the construction end date from March 29, 2022 to April 22, 2022.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
15145656 506393 00145203 503131	PW1837	Increase Decrease	6,001.00 6,001.00	

Financial Summary:

City of Kissimmee

Adequate funds for these change orders are available in the Professional Services account. \$6,001.00 will be transferred from professional services to PW1837 upon Commission approval.

Recommendation

Staff recommends Commission approval of Change Orders No. 1 and 2 under the contract with Schuller Contractors, Inc. for the Toho – Valencia Trail II Project in the amount of \$30,837.70 and the transfer of funds from the Professional Services account to cover these expenses.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):

1. Change order #1 Supporting Documents
2. Change Order #2 Supporting Documents
3. Fully executed contract

ITEM 7.I

State Housing Initiatives Partnership (SHIP) Owner Occupied Rehabilitation Agreement between City of Kissimmee, Habitat for Humanity of Greater Orlando and Osceola County, and Lucy Rodrigues

Request

Approval to execute the State Housing Initiatives Partnership (SHIP) Rehabilitation Certification and Agreement between the City of Kissimmee, Lucy Rodrigues, and Habitat for Humanity of Greater Orlando and Osceola County, Inc. in the amount of \$95,985.60 for the rehabilitation of 110 N. Palm Avenue.

Explanation

The homeowner of the property located at 110 N. Palm Street, Lucy Rodrigues, has been qualified and meets all of the requirements of the City's Owner Occupied Rehabilitation Program. The approved general contractor for the City's program, Habitat for Humanity of Greater Orlando and Osceola County (Habitat), has provided a quote of \$95,985.60 to complete the rehabilitation work needed on the property, which includes \$1,500 to cover the closing costs. After completion of the rehabilitation, the mortgage and the note will be modified to reflect changes in the funding amount in the event costs change during construction.

Per the program's guidelines, the assistance will be provided in the form of a forgivable deferred loan with a term of 30 years as long as the homeowner does not default on the conditions of the loan. Default on the loan during the 30 years will occur if: (1) the property goes into foreclosure; (2) death of all recipients on the mortgage; (3) rental property; (4) sale of the property prior to the thirty (30) year anniversary of closing; or, (5) cash equity is taken out within the thirty (30) year loan term. The thirty (30) year loan term is a result of the rehab dollar amount being over \$75,000.

This rehabilitation project is being funded by the City's State Housing Initiatives Partnership (SHIP) program.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
11225108-508282	11221	Decrease	384,416	95,985.60

Financial Summary:

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

Recommendation

Staff recommends approval to execute the State Housing Initiatives Partnership (SHIP) Rehabilitation Certification and Agreement between the City of Kissimmee, Lucy Rodrigues, and City of Kissimmee

Habitat for Humanity of Greater Orlando and Osceola County, Inc. in the amount of \$95,985.60 for the rehabilitation of 110 N. Palm Avenue and related closing costs.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter:

Attachment(s):

1. Signed Owner Occupied Rehabilitation Agreement_110 N Palm Avenue

ITEM 7.J

Temporary Easement for Large Scale Active Shooter Exercise

Request

Requesting approval of a temporary easement to allow personnel to participate in a multi-agency, large-scale active shooter exercise on April 15, 2022 in Lake Buena Vista.

Explanation

The Kissimmee Fire Department is requesting approval to participate in a multi-agency, large-scale active-shooter exercise that is being hosted by the Reedy Creek Improvement District. The exercise will be held on April 15, 2022 at the Crossroads of Lake Buena Vista shopping plaza. This exercise is meant to help increase proficiency and preparedness in these ever-increasing situations should the need arise.

The Florida Department of Transportation is providing the location for this exercise but requires any participating agencies to obtain a temporary easement from them as the property owner for liability purposes. This easement has been reviewed and approved by the City Attorney's office.

Recommendation

Staff recommends approval of this temporary easement to allow personnel to participate in a multi-agency, large-scale active-shooter exercise on April 15, 2022.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Fire

Presenter:

Attachment(s):

1. Easement

ITEM 7.K

Acceptance of the Fiscal Year 2021 Orlando/Orange County Urban Area Security Initiative (UASI) Region Funding for a License Plate Reader Program

Request

Acceptance of the 2021 Orlando/Orange County Urban Area Security Initiative (UASI) Region Funding Allocated for a License Plate Reader Program.

Explanation

The Urban Areas Security Initiative (UASI) Program assists high-threat, high-density Urban Areas in efforts to build and sustain the capabilities necessary to prevent, protect against, mitigate, respond to, and recover from acts of terrorism. The UASI program is intended to provide financial assistance to address the unique multi-discipline planning, organization, equipment, training, and exercise needs of high-threat, high-density Urban Areas, and to assist these areas in building and sustaining capabilities to prevent, protect against, mitigate, respond to, and recover from threats or acts of terrorism using the Whole Community approach. The Orange County Sheriff's Office (sub-recipient) and the Florida Division of Emergency Management (recipient) entered into a contract on March 12, 2022, for the Orange County Sheriff's Office to administer and comply with the FY21 Homeland Security NOFO and 2 CFR Uniform Guidance.

The Police Department has been awarded \$50,000 for the License Plate Reader Program. This purchase will be made by the Orange County Sheriff's Office; therefore, funding will not be directly distributed to the City for this purchase.

Recommendation

Staff recommends Commission acceptance of the UASI funding and authorization for the City Manager to execute the required documents to accept the award.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter:

Attachment(s):

1. 2021 ORLANDO-ORANGE UASI MOA_Final_Secure
2. Fully Executed_Orange County FY2021 UASI Agreement R0500

ITEM 8.A

Downtown Kissimmee Community Redevelopment Agency Funding for the Design and Engineering of the Connect Kissimmee Complete Streets Project

Request

Approval of Downtown Kissimmee Community Redevelopment Agency funding for the design and engineering of the Connect Kissimmee Complete Streets project.

Explanation

On July 20, 2021, the Commission authorized staff to negotiate a design services agreement for this project with AECOM following solicitation of professional services via RFP 2021-002.

This project consists of the design of improvements to provide safety and efficient operations for all modes of transportation within the downtown Kissimmee area. Project limits are along Emmett Street, Broadway and Main Street from John Young Parkway (US 17/92) to Vine Street (US 192). The total project length is approximately 1.452 miles. The project scope is based on Alternative Number No.1 from the 2017 corridor study.

The design improvements will include milling and resurfacing along with the reconfiguration of the existing typical section to accommodate new bike lanes along Emmett Street, shared bike lanes (sharrows) along Broadway, and increased width of the existing bike lanes along Main Street. A roundabout is proposed at the intersection of Emmett Street/Stewart Avenue/Ruby Avenue. The roundabout will require the reconfiguration of the Kissimmee Police Station parking lot.

Additional lighting is proposed along the corridor within the project limits. There will also be design improvements to side streets on the north side of Broadway which will include reduction of lane widths, reconstructed on-street parking with brick pavers and 8-inch ribbon curb to designate parking locations, similar to the side streets on the south side of Broadway. One full span overhead gateway located at the intersection of Emmett Street and John Young Parkway will be designed to match the intersection of Main Street and Vine (US 192). A vertical gateway with black ironwork and mirroring the current signage located in downtown Kissimmee will be designed to distinguish the Historic Downtown area.

The Florida Department of Transportation (FDOT) has programmed \$1,860,210.81 for the design of the Connect Kissimmee Complete Streets project. This amount includes items for reimbursement totaling \$1,636,514.88 and a local contribution in the amount of \$223,697 for items not eligible but found to be essential to complete the project. The project consists of improvements primarily within the downtown Kissimmee area that meet the goals and objectives of the Downtown Kissimmee Community Redevelopment Master Plan. Therefore, staff recommends the CRA provide additional funds in the amount of \$223,697 for this project.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10610506 - 506393		Decrease	\$750,000	223,697.00

Financial Summary:

The CRA has the funds budgeted and available to support this project.

Recommendation

Staff recommends approval of Downtown Kissimmee Community Redevelopment Agency funding for the design of the Connect Kissimmee Complete Streets project.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services
Presenter: Samia Singleton

Attachment(s):

None

ITEM 8.B

Approval of a Downtown Kissimmee Community Redevelopment Agency Pioneer Project Incentive Program Agreement with Z Family Assets, LLC

Request

Approval of a Downtown Kissimmee Community Redevelopment Agency Pioneer Project Incentive Program Agreement with Z Family Assets, LLC, for property located at 308 Broadway.

Explanation

One of the goals of the Downtown Kissimmee Community Redevelopment Agency (CRA) is to use developer incentives to encourage private sector investment in downtown Kissimmee, in turn increasing property values and economic opportunity.

In October 2021, the City Commission approved Kissimmee Operation Business Boost, which included the Downtown Kissimmee CRA Pioneer Project Incentive Program (PPIP). PPIP provides assistance for mixed-used, residential or commercial projects based on factors, such as significant capital investment, job creation and construction of residential units. Staff evaluates each application and recommends approval of awards on a case by case basis using a TIF (Tax Increment Financing) analysis to ensure grant awards do not exceed anticipated investment returns.

Z Family Assets, LLC submitted a PPIP application for the redevelopment of the historic Makinson Hardware building. This redevelopment is an approximately 18,000 square foot mixed-use project that will include 4,680 square feet of restaurant/retail space, 2,600 square feet of executive office mini-suites, 1,755 square feet of climate-controlled storage, and 10 residential apartments, located at 308 Broadway in downtown Kissimmee. The total project cost is approximately \$2.4 million, which includes an estimated construction cost in excess of \$900,000.

Z Family Assets, LLC's application requested a cash grant in the amount of \$350,000 to assist in funding the preservation and restoration of the historically significant Makinson Hardware building and business legacy for the City of Kissimmee through adaptive reuse of the building and property, and to bring people and events to downtown Kissimmee.

The proposed project meets the PPIP Policy's definition of a Pioneer Project since it is a mixed-use commercial and residential project, that will:

- 1) Increase the CRA's population through the proposed addition of 10 new market rate residential units downtown;
- 2) Develop an innovative project that will attract significant attention to the CRA district through the adaptive reuse of one of the City's oldest and most historic buildings;
- 3) Create the opportunity for new jobs downtown through the addition of more than 7,000 square feet of restaurant and office space.

Staff performed a TIF analysis to calculate the new annual tax increment generated from the proposed project projected out to 2035, using the square footage and current taxable value per square foot based on comparable properties in downtown Kissimmee. The current tax increment generated from the subject property is \$46,110 annually. The TIF analysis resulted in an estimated total of \$236,871 to be generated from the property post-development during that time-period. The net difference between the new tax increment generated and the current tax increment is \$190,761.

City of Kissimmee

Therefore, staff recommends approving the award of a PPIP grant to Z Family Assets, LLC in the amount of \$191,000.

<i>County Millage</i>	0.006700
<i>City Millage</i>	0.004625
<i>Square Feet</i>	18,414
<i>Current taxable value per sq ft</i>	14.950581

2022	2035	
Current Annual Tax Increment	New Annual Tax Increment	Difference
\$46,110	\$236,871	\$190,761

The attached agreement memorializes the grant award, responsibilities and commitments of the Downtown Kissimmee CRA and Z Family Assets. The grant will be awarded on a reimbursement basis upon completion of the Makinson Hardware building redevelopment project.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
106-10610508-508282		Decrease		191,000

Financial Summary:

The Downtown Kissimmee CRA has funds available in the Aids to Private Organizations account to support this grant.

Recommendation

Staff recommends Commission approval of a Downtown Kissimmee Community Redevelopment Agency Pioneer Project Incentive Program Agreement with Z Family Assets, LLC, located at 308 Broadway.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services
Presenter: Samia Singleton

Attachment(s):

1. 3.28.2022 DKCRA PPIP Agreement 308 Broadway
2. EXHIBIT A DKCRA PPIP Policy
3. EXHIBIT B PPIP Application
4. EXHIBIT C Project Description

ITEM 8.C

Appointment to the MetroPlan Orlando Citizen Advisory Committee

Request

Staff requests Commission direction regarding the appointment of a non-voting citizen representative to MetroPlan's Community Advisory Committee.

Explanation

Staff was recently notified by MetroPlan Orlando of the need for the Commission to consider a new appointment for the following position:

MetroPlan Community Advisory Committee - At-Large citizen representative: MetroPlan has informed us that the Commission's current appointee, Mr. Edmund Cid, has not attended a committee meeting in over a year. This position represents the voice of the citizens of Kissimmee on transportation planning matters. As a result, staff requests the Commission consider replacing Mr. Cid with a new citizen representative to the committee.

Applications for the vacant position are attached to the agenda for consideration.

Recommendation

Staff recommends that the Commission make a citizen appointment the MetroPlan Community Advisory Committee.

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. (2022) MPO Bryant Coleman Update Application (3-10-2022)
2. (2022) MPO Amanda Wilkerson Updated Application (03-09-2022)
3. (2021) 07-15-2021 MPO and OCLCB Kimberly McEachern (Osceola County (07-15-2021)
4. (2015) 11-02-2015 MPO _ HPB _ PAB Joni Dougherty Application (11_02_2015) _ Requested Updated Application 3_9_2022

ITEM 9.A
City Manager

Request

Explanation

Recommendation

REQUESTED CITY COMMISSION ACTION:

Department: City Manager

Presenter:

Attachment(s):

None

ITEM 9.B

City Attorney

Request

Explanation

Recommendation

REQUESTED CITY COMMISSION ACTION:

Department: City Manager

Presenter:

Attachment(s):

None

ITEM 9.C
City Commission

Request

Explanation

Recommendation

REQUESTED CITY COMMISSION ACTION:

Department: City Manager

Presenter:

Attachment(s):

None