



**MEETING AGENDA
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, DECEMBER 20, 2022 AT 6:00 PM**

- 1. MEETING CALLED TO ORDER**
- 2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**
- 3. PROCLAMATIONS AND SPECIAL PRESENTATIONS**
- 4. PUBLIC HEARINGS - FIRST AND SECOND READINGS**

- 4.A Public Hearing - Final Reading - An Ordinance amending the Zoning Map from City Planned Mixed Use Development (PMUD) to City Multiple Family Medium Density Residential (RC-1): Ivey Creek, ZMA-22-0006 - Proposed Ordinance 22-21

AN ORDINANCE AMENDING ORDINANCE NO. 3068 KNOWN AS THE CITY OF KISSIMMEE LAND DEVELOPMENT CODE, REZONING THE PROPERTY HEREINAFTER DESCRIBED, REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE.

DUE TO HURRICANE NICOLE AND ADVERTISING/NOTICE REQUIREMENTS, THIS ITEM IS CONTINUED TO THE JANUARY 17, 2023 CITY COMMISSION MEETING

- 5. PUBLIC HEARINGS**

- 5.A Resolution Approving an Inventory List of Municipally Owned Property
- 5.B Program Year 2021-2022 Community Development Block Grant Consolidated Annual Performance and Evaluation Report

- 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 December 6, 2022 meeting
- 7.B Design Services Agreement with The Lunz Group for the City of Kissimmee Fire Station No. 15 Project
- 7.C Approval of Participation in Law Enforcement Support Office Program
- 7.D Approval to purchase Rescue Boats from Coastal Rescue Solutions
- 7.E Approval of the Agreement to select the Training Platform from NEOGOV

- 7.F Community Development Block Grant (CDBG) FY 2022 Funding Agreement and related subrecipient agreements for different programs - Dream Builders Summer Camp; Homeless Outreach and Navigation Program; Building Strong Families Continuing Education Program; and CHORE Program.
- 7.G JDC Shop Parcel - Final Plat (DRC# SR-22-0003)
- 7.H First Amendment to Economic Development Incentive Agreement - FL Coach Inc.
- 7.I 2022 Affordable Housing Advisory Committee (AHAC) Incentives Strategies Report - Review of Affordable Housing Incentive Strategies and Recommendations
- 7.J HOME Program Agreement Between the City of Kissimmee and Osceola Mental Health, Inc. DBA Park Place Behavioral Health Care (Dillingham Apartments) and Subordination Agreement
- 7.K Purchase of equipment from Stryker Medical for New Rescue 16
- 7.L Disposal of City Assets
- 7.M Amendment No. 13 to the Professional Service Agreement with AVCON, Inc.
- 7.N Recommendation to Award Construction Contract, Notice to Procure and Notice to Proceed to Hubbard Construction for Taxiway E Extension and Install Taxiway E Lighting
- 7.O Interlocal Agreement with Osceola County and Tohopekaliga Water Authority Pertaining to the Acquisition of Retail Water, Wastewater, and Reclaimed Water Retail Services of the Sunbridge Stewardship District.

8. DISCUSSION ITEMS

CITY COMMISSION RECESSES AND CONVENES AS CRA BOARD

- 8.A Approval of the first renewal of the Agreement with Artistic Holiday Designs for the design and installation of downtown holiday decorations.

CRA ADJOURNS AND RECONVENES AS CITY COMMISSION

- 8.B Advisory Board Vacancy - Board of Adjustment

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 4.A

Public Hearing - Final Reading - An Ordinance amending the Zoning Map from City Planned Mixed Use Development (PMUD) to City Multiple Family Medium Density Residential (RC-1): Ivey Creek, ZMA-22-0006 - Proposed Ordinance 22-21

AN ORDINANCE AMENDING ORDINANCE NO. 3068 KNOWN AS THE CITY OF KISSIMMEE LAND DEVELOPMENT CODE, REZONING THE PROPERTY HEREINAFTER DESCRIBED, REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE.

DUE TO HURRICANE NICOLE AND ADVERTISING/NOTICE REQUIREMENTS, THIS ITEM IS CONTINUED TO THE JANUARY 17, 2023 CITY COMMISSION MEETING

Request

Explanation

Recommendation

DUE TO HURRICANE NICOLE AND ADVERTISING/NOTICE REQUIREMENTS, THIS ITEM IS CONTINUED TO THE JANUARY 17, 2023 CITY COMMISSION MEETING

REQUESTED CITY COMMISSION ACTION:

Department: Development Services

Presenter: Brenda Ryan

Attachment(s):

None

ITEM 5.A

Resolution Approving an Inventory List of Municipally Owned Property

Request

Approval of a Resolution adopting an inventory list of municipally owned property that is appropriate for use as affordable housing.

Explanation

Per Section 166.0451 of the Florida Statutes, municipalities in the State of Florida are required to prepare an inventory list of all municipally owned real property within its jurisdiction that is appropriate for use as affordable housing. During a recent review of all of the municipally owned properties, staff identified the following lots:

- 1) 219 N Randolph Avenue - Parcel ID Number 21-25-29-1690-000T-0029 (previously on the list)
- 2) Ernest Street - Parcel ID Number 28-25-29-2042-0001-00E0
- 3) 1007 Palmway Street - Parcel ID Number 22-25-29-1990-0019-0110
- 4) 504 Canterbury Lane - Parcel ID Number 28-25-29-1170-000A0180
- 5) Poinciana Circle - Parcel ID Number 15-25-29-1290-000A-0190

The Housing and Community Development staff presented its findings to the Affordable Housing Advisory Committee (AHAC) and they are also recommending adoption of the list. The recommendation is listed in the 2022 AHAC Report. The list must be reviewed and approved by the City Commission at a public hearing and it should be updated every three years. The inventory list will be updated again in 2025.

The final goal is to utilize the above properties to increase the supply of permanently affordable housing. Staff will bring back any future action on these properties to the City Commission for approval.

Recommendation

Staff recommends approval of a resolution adopting an inventory list of municipally owned property that is appropriate for use as affordable housing.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Frances DeJesus

Attachment(s):

1. (S) Resolution - Inventory List of Municipally Owned Property That is Appropriate For Use as Affordable Housing

ITEM 5.B

Program Year 2021-2022 Community Development Block Grant Consolidated Annual Performance and Evaluation Report

Request

Approval of the Program Year 2021-2022 Community Development Block Grant (CDBG) Consolidated Annual Performance and Evaluation Report (CAPER).

Explanation

The Consolidated Annual Performance and Evaluation Report (CAPER) is required by the Department of Housing and Urban Development (HUD) to evaluate the City of Kissimmee's use of the Community Development Block Grant (CDBG) funds for the previous year. The report provides a summary of the accomplishments and an accounting of the allocation and expenditure of the CDBG funds. For the Program Year 2021-2022, the City of Kissimmee received \$769,084 in funding. Throughout the year, funds were provided to local partners and they were spent on addressing the city's affordable housing, public services, and public facilities and infrastructure previously identified goals and priority needs. The following accomplishments were met:

- \$80,000 for code enforcement activities intended to assist in the preservation of the existing housing stock and relevant commercial structures. It was anticipated that the activities were going to generate over 700 notices. Accomplishments: 699 cases were handled (of those, 335 were residential).
- \$50,000 to the Community Hope Center to assist at least 50 chronically homeless individuals and families through entry into a coordinated assessment system that provides ranking, referrals, and assistance such as rapid rehousing. Accomplishments: 150 persons were assisted.
- \$30,000 to the Parks and Recreation Department to provide full scholarships for homeless children to attend the City of Kissimmee's summer recreation program. Accomplishments: 50 children were assisted.
- \$155,268 was set aside to pay for the acquisition and/or rehabilitation of a motel/hotel or other multifamily housing site to be operated as an emergency shelter and bridge housing. Accomplishments: None.
- \$150,000 was allocated to pay for the design and survey for the Hill Street Sidewalk Extension Project. Accomplishments: None
- \$150,000 to the Opportunity Center, a nonprofit that provides services to adults with disabilities, to rehabilitate their building located at 310 N. Clyde Avenue. Accomplishments: 1 facility was renovated.
- In addition, the City awarded \$67,000 from FY 2019 funding to the Council on Aging to complete minor rehabilitation in five homes. Accomplishments: 5 homes were rehabilitated.

As required by the City's CDBG Citizen Participation Plan, the report was made available for public comment on Monday, December 5 through Monday, December 19, 2022. No public comments were received.

This report and related documents will be submitted to HUD for final approval. If requested by HUD, staff will make minor corrections without further review by the City Commission unless those corrections are substantive changes affecting the intent of the report.

Recommendation

Approval of the Program Year 2021-2022 Community Development Block Grant (CDBG) Consolidated Annual Performance and Evaluation Report (CAPER).

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Frances DeJesus

Attachment(s):

1. CAPER2022

ITEM 7.A**Approval of City Commission Minutes from the December 6, 2022 meeting****Request**

Request Commission approval of the December 6, 2022 Commission Minutes.

Explanation**Recommendation**

Staff recommends approval of the minutes.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Commission

Presenter:

Attachment(s):

1. (S) December 6, 2022 City Commission Minutes

ITEM 7.B

Design Services Agreement with The Lunz Group for the City of Kissimmee Fire Station No. 15 Project

Request

Approval of the design services agreement with The Lunz Group for the City of Kissimmee Fire Station No.15 project in the amount of \$788,129.80. The funds are budgeted and available in the Sales Tax Fund.

Explanation

The City of Kissimmee Fire Department sought submittals from architects for architectural and design services for the construction of a new Fire Station No. 15 to service the growing local population. This Fire Station will border the Kissimmee Gateway Airport and will provide services including structural firefighting, emergency medical service (EMS), and Aircraft Rescue & Fire Fighting (ARFF). The City envisions a split floor plan design, with the ARFF service being with the Airport secure boundary.

RFQ2022-002 was legally advertised on February 6, 2022. The Request for Qualifications (RFQs) submissions were due on March 4, 2022. Four companies submitted RFQs. The selection committee met on Tuesday, March 15, 2022, to evaluate and score the proposals, at which time they selected the top two firms to return for interviews. The firms were interviewed on April 5, 2022 and the consensus of the selection committee was to request that the Commission authorize staff to enter into a contract with the highest-ranked proposer, the Lunz Group of Lakeland, Florida.

- The Lunz Group - Lakeland, Florida
- Schenkel & Shulz - Orlando, Florida
- Bentley Architects & Engineering - Longwood, Florida
- ForeFront Architect - Clermont, Florida

A recommendation of award was posted, and no protests were received.

The selection committee was comprised of staff from the Fire Department, the Kissimmee Gateway Airport, and the Public Works & Engineering Department. Scoring consideration was based on, but not limited to, the firm's experience with similar types of completed projects.

The Facilities Construction and Maintenance Manager will act as the Owner's Representative for the design and construction phase of the project.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10435106-506292	ST2302	Decrease	6,500,000	\$788,129.80

Financial Summary:

Funds for this project are available in the Fire Station No. 15 Sales Tax project in the FY23 budget.

Recommendation

Staff recommends the City Commission approval of the design services agreement with The Lunz Group for the City of Kissimmee Fire Station No.15 project in the amount of \$788,129.80

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter: Robert Masiku

Attachment(s):

1. (S) Fire Station No. 15 Design Agreement
2. (S) Kissimmee FS No. 15 Work Order

ITEM 7.C

Approval of Participation in Law Enforcement Support Office Program

Request

The Police Department (KPD) requests the Commission to authorize KPD to participate in the Law Enforcement Support Office Program (LESO) Program and for the Commission to authorize the Chief of Police to sign and execute the State Plan of Operation (SPO) between the State of Florida and KPD for participation in the LESO Program and the SPO Addendum.

Explanation

The LESO Program allows the U.S. Department of Defense to transfer surplus property, including small arms and ammunition, that the U.S. Secretary of Defense determines is suitable to be used by such agencies in law enforcement activities. Items eligible for transfer generally should focus on counter-drug/counter-terrorism, disaster-related emergency preparedness or border security activities, under such terms prescribed by the U.S. Secretary of Defense. The LESO Program is also commonly referred to as the "1033 Program."

KPD currently participates in the LESO Program and seeks authority from the Commission to continue to do so in the future. KPD has received Winchester M14 Rifles and M1 Carbine Rifles from the LESO Program that are solely used by KPD's Honor Guard during Honor Guard activities. KPD intends to seek the transfer of a high-water vehicle for disaster-related emergency preparedness from the LESO Program should the Commission authorize participation.

In order to participate in the LESO Program, the Chief of Police must sign and execute the State Plan of Operation (SPO) between the State of Florida and KPD for participation in the LESO Program and the SPO Addendum. Presidential Executive Order (EO) 14074 "Advancing Effective, Accountable Police and Criminal Justice Practices to Enhance Public Trust and Public Safety" requires KPD to notify the Commission of its intent to request property from the LESO Program and the local community of its request for property transfers, including existing transfer contracts or grants through the LESO Program as a condition of participation in the LESO Program.

Accordingly, KPD has attached the following "Notification to Civilian Governing Body and Local Community." KPD has also posted the "Notification to Civilian Governing Body and Local Community" to the City's website and posted notices at City Hall and the office of the Kissimmee Police Department.

Recommendation

The Police Department recommends that the Commission authorize KPD to participate in the LESO Program and authorize the Chief of Police to sign and execute to sign and execute the State Plan of Operation (SPO) between the State of Florida and KPD for participation in the LESO Program and the SPO Addendum.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter:

City of Kissimmee

Attachment(s):

1. 1033 Program - Notification to Civilian Governing Body and Local Community English Version signed
2. 1033 Program - Notification to Civilian Governing Body and Local Community Spanish Version signed
3. SPO_Addendum_2022
4. State of Florida State Plan of Operations (SSD)

ITEM 7.D

Approval to purchase Rescue Boats from Coastal Rescue Solutions

Request

Fire Department requests permission to purchase a 2 boat/trailer package from Coastal Rescue Solutions.

Explanation

The Fire Department is requesting to purchase a 2 boat/trailer package from Coastal Rescue Solutions. The package includes two boats on one trailer.

As demonstrated by Hurricane Ian and the associated flooding, rescue boats need to be included in the Fire Department fleet. Although we were able to secure resources from other agencies, this tandem boat/trailer package will enable us to provide quick, lifesaving rescues when called upon and will keep our personnel from having to wade in deep water which may be contaminated, or infested with snakes, alligators, etc. Additionally, these boats will also be able to assist with rescue and recovery on Lake Tohopekaliga.

Boat number one is a 16-foot flat-bottom boat with a 60-hp motor. This unit is a rescue boat that can support operations on local ponds, flooded areas, and Lake Tohopekaliga. This unit features a light rack with light bar, a night vision light package, a depth finder with sonar, a sunshade, and a front rescue rack. Boat number two is a 16-foot, heavy-duty, inflatable Zodiac boat with a manual 25-hp motor. This boat is portable and capable of being carried from location to location. Both boats are transported on one 20-foot tandem trailer.

The total boat/trailer package is \$64,568.00 and is a sole source purchase. We are requesting to fund this new project with some of the funding originally allocated for a Driving Simulator with Trailer (Project ST2300) in our approved FY23 Capital Budget. This will leave us with enough money in ST2300 to purchase the Driving Simulator, but without the Trailer. We are currently researching locations where the Driving Simulator can be permanently mounted.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10435106 506494	ST2300	Decrease	64,568	64,568
10435106 506494	ST23XX	Increase	64,568	64,568

Financial Summary:

A new Capital Project will be set up for this project, and funding will be transferred from ST2300/Driving Simulator with Trailer to the new project. Both projects will be in account 10435106 506494.

Recommendation

Approval to purchase a 2 boat/trailer package from Coastal Rescue Solutions and to transfer the funds from ST2300 for this new project.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Fire

Presenter:

Attachment(s):

1. Coastal Rescue Solutions - Quote
2. Coastal Rescue Solutions - Sole Source Letter

ITEM 7.E

Approval of the Agreement to select the Training Platform from NEOGOV

Request

Commission approval of the Training Platform Agreement with NEOGOV.

Explanation

This is a request to approve the Agreement for the Training Platform with NEOGOV. This is a training module that is designed for the public sector; it is a learning management system that simplifies the training process and reduces barriers in learning. The solution comes with over 1,500 courses, a course-builder and the ability to add custom training sessions.

The request is for a two-year contract. The first-year financial commitment is \$23,473.50 and \$33,447.00 for year two. This has been reviewed by the purchasing department and the City Attorney.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00115103 505555		Decrease	25,000	23,473.50

Financial Summary:

Funding for this platform was included in the FY 2023 budget. Funding for FY 24 will be included in next year's budget.

Recommendation

Staff recommends Board approval.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Human Resources & Risk Management
Presenter: Roxane Walton

Attachment(s):

1. (S) NEOGOV Agreement Order Form - Kissimmee City of (FL) - Learn LMS + EEI (MUNIS) - 24 Month Initial Term - Signed Notarized

ITEM 7.F

Community Development Block Grant (CDBG) FY 2022 Funding Agreement and related subrecipient agreements for different programs - Dream Builders Summer Camp; Homeless Outreach and Navigation Program; Building Strong Families Continuing Education Program; and CHORE Program.

Request

Acceptance of the CDBG FY 2022-2023 allocation from the Department of Housing and Urban Development (HUD) in the amount of \$732,540, approval to execute the funding agreement and the attached CDBG subrecipient agreements. Any subsequent agreements shall be executed according to the levels of signature authority consistent with the City's Procurement Policy.

Explanation

The attached funding agreement is required to be executed and returned to HUD. On July 19, 2022, the City Commission approved the FY 2022 Annual Action Plan which listed the different CDBG allocations for the activities to be covered with this year's funding in the amount of \$732,540. In that same agenda item, staff mentioned that the necessary subrecipient agreements would be brought forward to the Commission at the time the HUD Funding Agreement for 2022 was received.

Staff requested funding applications from potential partners that provide minor housing rehabilitation and public services such as workforce development and training opportunities and homeless programs. The following applications were reviewed and approved by the CDBG Selection Committee:

Dream Builders Summer Camp - City of Kissimmee, Park and Recreation Department
Award Amount: \$30,000

Description: To provide full scholarships for homeless children to attend the City of Kissimmee's summer recreation program. Dream Builders is a program within the City's Summer Camp Program that identifies and selects students who are recognized by the Osceola County School District as "Families in Transition" or homeless. The children will be provided with a full experience in which they can interact with peers on a daily basis and participate in recreational activities, enrichment opportunities, receive two meals per day, mentoring, as well as leadership opportunities. The CDBG funds will be used to cover the cost of extra staff needed to supervise additional children included in the summer camp. It will also cover the cost of each individual child attending 8 weeks of summer camp.

Homeless Outreach and Navigation Program-Hope Partnership, Inc DBA Community Hope Center
Award Amount: \$44,940

Description: To partially fund case management to assist homeless individuals to obtain and maintain housing in the Housing First Model. As individuals experiencing homelessness are identified, Hope will assess and do a formal interview and complete the intake process. Hope will work with Homeless Services Network (HSN), Healthcare Center for the Homeless (HCCH) and any other appropriate agency to get these individuals into permanent housing. The outreach advocate will then determine if that person or family is in need of permanent supportive housing, rapid rehousing, or affordable housing. This is the first step into the "housing first" model of care.

Building Strong Families Continuing Education Program - Osceola Council on Aging
Award Amount: \$34,941

City of Kissimmee

Description: To partially fund eviction prevention and case management, for low-income households who are at risk of homelessness, an opportunity to train for a higher salaried job outside of the existing service industry. Participants in this program can choose to train for a career such as Mechatronics, Welding, Nursing Assistant, or Machine Board Assembly. Program participants will be assisted with food, rent/mortgage, cost of classes, transportation, financial education, and utility bill assistance while the participant is engaged in the program. This will help alleviate the burden of living costs while the client is enrolled in the program.

CHORE Program - Osceola Council on Aging

Award Amount: \$30,000

Description: To partially fund a minor rehabilitation program that installs items such as grab bars, handrails, and handicapped accessible ramps on owner-occupied housing of low-income individuals with mobility issues. The CDBG funds will be used to purchase materials, permits, and cover labor costs for the assembly and installation of the improvements.

Funding will be provided for these programs throughout the year. The grant covers activities taking place from October 1, 2022 through September 30, 2023. No fiscal impact on the General Fund because these are grant-funded projects. These funds are already included in the FY 2023 budget.

Recommendation

Staff recommends acceptance of the CDBG FY 2022-2023 from the Department of Housing and Urban Development (HUD) in the amount of \$732,540, approval to execute the funding agreement and the attached CDBG subrecipient agreements. Any subsequent agreements shall be executed according to the levels of signature authority consistent with the City's Procurement Policy.

REQUESTED CITY COMMISSION ACTION:

Accept
Execute
Approve

Department: Development Services

Presenter: Frances DeJesus

Attachment(s):

1. (S) Kissimmee CDBG FY22
2. (S) CDBGFY2022Agreement_Dream Builders Summer Camp
3. (S) CDBGFY2022Agreement_Homeless Outreach and Navigation Program
4. (S) CDBGFY2022Agreement_Building Strong Families Continuing Education Program-Pathways
5. (S) CDBGFY2022Agreement- CHORE Program

ITEM 7.G**JDC Shop Parcel - Final Plat (DRC# SR-22-0003)****Request**

Approval of the final plat known as JDC Shop Parcel.

Explanation

The owner of the property, City of Kissimmee, is requesting final plat approval without a guarantee. The property is located west of Hangar Road and east of South Hoagland Boulevard and is combining multiple underlying lots into a single lot for development purposes.

Recommendation

Staff recommends approval of the final plat for the JDC Shop Parcel.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter: Ryan Kilman

Attachment(s):

1. (S) SR-22-0003 - JDC Shop Parcel - Plat
2. SR-22-0003 -JDC Shop Parcel _VM

ITEM 7.H

First Amendment to Economic Development Incentive Agreement - FL Coach Inc.

Request

Approval of Florida Coach Inc. Economic Development Incentive Agreement Amendment.

Explanation

In 2020, the City of Kissimmee provided Qualified Target Industry (QTI) eligible Florida Coach Inc., economic development incentives for their investment, expanding their manufacturing operation. The company expansion includes the anticipated hiring of 10 new employees with a company average wage exceeding \$60,000 (165% above the 2020 Osceola County average wage). QTI contracts give companies 3 years to fulfill their investment and job creation obligations, or else forfeit their respective incentives. The company manufactures and operates tour buses for the entertainment industry.

Unfortunately, shortly after the QTI contract was executed, the worldwide COVID-19 pandemic peaked, halting operations within the entertainment industry, which Florida Coach is exclusively reliant on. To that end, Florida Coach Inc., has been unable to meet their QTI obligations. As the causes were of no fault of the company, the City's Economic Development Division proposes Commission consideration to extend the QTI contract timeframe, to allow the company to move forward with their investment and still be eligible for the original economic development incentives.

This extension of time does not create any further financial obligations to the City. The QTI package value remains the same, with funds available in the previously created Purchase Order #21-00523 in the amount of \$259,000. Funding is payable to the recipient only after each obligation in the agreement has been fulfilled.

Recommendation

Staff recommends approval of the amendment.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter:

Attachment(s):

1. (S) Florida Coach QTI Contract First Amendment Oct -2022

ITEM 7.I

2022 Affordable Housing Advisory Committee (AHAC) Incentives Strategies Report - Review of Affordable Housing Incentive Strategies and Recommendations

Request

Accept the 2022 AHAC Incentive Strategies Report

Explanation

Pursuant to Chapter 420.9076 F.S. and Rule 67-37.010, all communities that participate in the State Housing Initiatives Partnership (SHIP) program are required to review the established policies and procedures, ordinances, land development regulations, and local government comprehensive plans and recommend initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate in value. This review is carried out by the Affordable Housing Advisory Committee (AHAC). The Committee meets throughout the year and, at the end, completes an AHAC Incentive Strategies Report. This report is the culmination of a year's worth of review, consideration, evaluation, and recommendations. The next step after acceptance of the report by the City Commission is for staff and the AHAC to continue developing the recommendations contained in this report and develop policies/programs, if necessary. These policies/programs will be adopted and/or implemented internally by staff accordingly, depending on further direction by the City Commission.

Below are the recommendations made by the Committee during the calendar year 2022:

Fee Waivers for Affordable Housing:

#1: 20% of the units in a project need to meet the income eligibility in order to be eligible for the mobility and park impact fees reimbursement benefits.

#2: The maximum amount of subsidy per affordable unit will be as follows: (1) 100% reimbursement for projects targeted to households making up to 80% of the AMI. (2) 75% reimbursement for "for sale" projects targeted to households making up to 80% of the AMI. This amount is to be capped at 20% of the funding available each year.

Surplus Land Inventory:

#1: Include the following lots in the list of City Owned Lots for Affordable Housing:

- 1) Ernest Street (Subdivision: Rosewood); Parcel 28-25-29-2042-001-00E0
- 2) 1007 Palmway Street (Subdivision: Poinsettia Park); Parcel 22-25-29-1990-0019-0110
- 3) Poinciana Circle (Subdivision: Delwood Park); Parcel 15-25-29-1290-000A-0190
- 4) 504 Canterbury Lane (Subdivision: Canterbury Terrace); Parcel 28-25-29-1170-000A0180
- 5) 219 N Randolph Avenue (Subdivision: Mathews ADD); Parcel 21-25-29-1690-000T-0029

#2: Develop City Owned Lots for Affordable Housing Policy/Program.

Hotel Conversion to Apartments:

#1: Prioritize community organizations that have a proven track record in offering supportive services to the lower income residents in our community when providing funding for conversion of hotels/motels to affordable housing - this should be included in recommendations when a policy/program is developed.

As required by the statute, the AHAC held a public hearing on Thursday, December 1, 2022 to approve the recommendations by affirmative vote of a majority of the members.

Recommendation

Accept the 2022 AHAC Incentive Strategies Report.

REQUESTED CITY COMMISSION ACTION:

Accept

Department: Development Services

Presenter: Frances DeJesus

Attachment(s):

1. AHAC Report 2022

ITEM 7.J

HOME Program Agreement Between the City of Kissimmee and Osceola Mental Health, Inc. DBA Park Place Behavioral Health Care (Dillingham Apartments) and Subordination Agreement

Request

Approval and execution of the HOME Agreement between the City of Kissimmee and Osceola Mental Health, Inc. DBA Park Place Behavioral Health Care (Dillingham Apartments) and Subordination Agreement and to amend the budget accordingly.

Explanation

On March 3, 2021, the City Commission approved the award of HOME funding in an amount not to exceed \$200,000 to subsidize the construction of a 30 unit multifamily complex known as Dillingham Apartments. The project is intended to serve as a permanent supportive housing for patients being treated for mental health and substance abuse issues. This is consistent with the City Commission's goal to address the chronic homelessness issue in Osceola County. The project is required to set aside twelve (12) units as HOME assisted units. The project will have an affordability period of twenty (20) years.

In addition to the \$200,000 HOME funds, the City is also providing an additional \$200,000 to the project from its American Rescue Plan Act (ARPA) funds. Staff is requesting permission to amend the budget accordingly to include funding for the ARPA portion. In this project, the use of ARPA funds will be governed by the same requirements as the \$200,000 HOME funds. The attached HOME agreement addresses both funding sources. The project is also receiving funding from the Florida Housing Finance Corporation (Florida Housing) and Osceola County.

Florida Housing requires that a subordination agreement be executed to the City's loan because there are three other loans that are senior in position.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
11325108-508282	11320		265,787	200,000
03200380 - 380001		Increase	200,000	
03210108 - 508282		Increase	200,000	

Financial Summary:

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

Recommendation

City of Kissimmee

Staff recommends approval and execution of the HOME Agreement between the City of Kissimmee and Osceola Mental Health, Inc. DBA Park Place Behavioral Health Care (Dillingham Apartments) and Subordination Agreement and to amend the budget accordingly.

REQUESTED CITY COMMISSION ACTION:

Approve
Execute

Department: Development Services
Presenter: Frances DeJesus

Attachment(s):

1. (S) HOME Program Agreement - Osceola Mental Health, Inc DBA Park Place Behavioral Health Care (Dillingham Apartments)
2. (S) Subordination Agt (SAIL + ELI + NHTF - City of Kissimmee)

ITEM 7.K

Purchase of equipment from Stryker Medical for New Rescue 16

Request

Approval to purchase equipment from Stryker Medical to equip our new Rescue.

Explanation

New Rescue 16 was included and approved in the Fire Department's FY23 Capital Budget, Project ST2303. Per Finance's direction, this project includes the cost of all capital items that will be permanently assigned to this rescue.

We are requesting approval to purchase the following items from Stryker Medical. This equipment is necessary to stock the new Rescue 16 for advanced life support (ALS). This will be a sole source purchase in order to remain consistent with the equipment we are currently using on the remaining fleet of rescues.

The items to be purchased are:

Stretcher, batteries & charger	\$ 26,645.22
Fastening (Lift) system	\$ 22,638.92
LifePak 15 Monitor, case, batteries & charger	\$ 37,443.57
Lucas CPR Device, batteries & charger	\$ 15,712.01
Modem	\$ 1,011.07
Stair Chair	\$ 3,526.50
Total Purchase Cost:	\$106,977.29

These funds are already included in project ST2303, however a budget transfer will need to be done to move the funds from 10435206 5006495 (vehicles) to 10435206 5006494 (equipment).

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10435206 5006495	ST2303	Decrease		\$106,978
10435206 5006494	ST2303	Increase		\$106,978

Financial Summary:

\$106,978 is being transferred to 10435206 5006494 from 10435206 5006495, all within Project ST2303, for equipment that will be placed on our new Rescue.

Recommendation

City of Kissimmee

Staff recommends approval of this purchase, and the budget transfer from 10435206 5006495 to 10435206 5006494 in the amount of \$106,978, all within project ST2303

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Fire

Presenter:

Attachment(s):

None

ITEM 7.L

Disposal of City Assets

Request

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

Explanation

The Charter states that the City Manager “shall not dispose of property belonging to the City, except on authority of the City Commission.” Therefore, staff is requesting approval to dispose of the items included on the attached list.

The items included on the attached list are slated to be auctioned 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. All items from the City's Information Technology Department will go to auction via A-1 Assets.

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. December Asset Disposal

ITEM 7.M

Amendment No. 13 to the Professional Service Agreement with AVCON, Inc.

Request

Staff requests Commission approval of Amendment No. 13 to the professional service agreement between the City of Kissimmee and AVCON, Inc. dated December 19, 2017, for engineering and construction services in connection with Taxiway E Extension and Install Taxiway E Lighting.

Explanation

Due to the experience of AVCON Inc. in the aviation and planning field, the Kissimmee Gateway Airport has selected AVCON, Inc. to provide professional services to oversee the completion of Taxiway E Extension and Install Taxiway E Lighting.

AVCON has ample experience working at Kissimmee Gateway Airport since 2008 and understands the airport's history, environment, and vision. In addition, AVCON has recently updated FDOT's Airport Master Plan Guidebook, illustrating their understanding and close relationship to FDOT.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
47070106-506393	APXXXX		388,752	388,752

Financial Summary:

Portions of this project are funded by the Federal Aviation Administration (FAA) (90%), Florida Department of Transportation (FDOT) (8%), and the Kissimmee Gateway Airport (2%). The total project amount is \$5,861,435 with each agency funding the following amounts:

FAA AIP (Grant #: 3-12-0038-042-2022) - \$5,275,292

FDOT-PTGA (Grant #: 438441-2-94-01) - \$468,920

Kissimmee Gateway Airport - \$120,628

The balance for the City match will be provided from Project AP2305, previously budgeted for Taxiway D design in the amount of \$120,628.

Recommendation

Staff recommends Commission approval of Amendment No. 13 to the professional service agreement between the City of Kissimmee and AVCON, Inc. dated December 19, 2017, for engineering and construction services in connection Taxiway E Extension and Install Taxiway E Lighting Project.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. (S) AVCON Amendment No. 13 Taxi E
2. AVCON 2017 Service Agreement Fully Executed

ITEM 7.N

Recommendation to Award Construction Contract, Notice to Procure and Notice to Proceed to Hubbard Construction for Taxiway E Extension and Install Taxiway E Lighting

Request

Request Commission approval to Award Construction Contract, Notice to Procure and Notice to Proceed to Hubbard Construction for Taxiway E Extension and Install Taxiway E Lighting project at Kissimmee Gateway Airport.

Explanation

Hubbard Construction was chosen to provide the construction services to extend Taxiway "E" and install associated lighting. Hubbard was the lowest responsive bidder to the public advertisement. The bids were reviewed by AVCON, Inc. and recommended for contract award.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
47070106-506393 47070106-506393	APXXXX AP2305	Decrease	5,335,041 200,000	5,335,041 120,628

Financial Summary:

Portions of this project are funded by the Federal Aviation Administration (FAA) (90%), Florida Department of Transportation (FDOT) (8%), and the Kissimmee Gateway Airport (2%). The total project amount is \$5,861,435 with each agency funding the following amounts:

FAA AIP (Grant #: 3-12-0038-042-2022) - \$5,275,292
FDOT-PTGA (Grant #: 438441-2-94-01) - \$468,920
Kissimmee Gateway Airport - \$120,628

The balance for the City match will be provided from Project AP2305, previously budgeted for Taxiway D design in the amount of \$120,628.

Recommendation

Staff recommends Commission approval to Award Construction Contract, Notice to Procure and Notice to Proceed to Hubbard Construction for Taxiway E Extension and Install Taxiway E Lighting project at Kissimmee Gateway Airport.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Airport
Presenter:

Attachment(s):

1. (S) Hubbard Agreement Page
2. Taxiway E Project Book and Contract 2022

ITEM 7.O

Interlocal Agreement with Osceola County and Tohopekaliga Water Authority Pertaining to the Acquisition of Retail Water, Wastewater, and Reclaimed Water Retail Services of the Sunbridge Stewardship District.

Request

Staff requests approval of an interlocal agreement with Osceola County and Tohopekaliga Water Authority related to the acquisition of retail water, wastewater, and reclaimed water retail services for the Sunbridge Stewardship District.

Explanation

The Sunbridge Stewardship District is considered an independent special district and as such, has the right to provide water, wastewater and reclaimed water services to customers within its boundaries. The District desires to franchise these services to the Toho Water Authority (TWA). The purpose of this Agreement is to adjust the Annual Transfer Amount to be paid by TWA to the County and the City with respect to the revenues to be collected by TWA for the provision of retail water service to the District by the cost to TWA of acquiring these retail services through payment of the franchise fee. Since this area is not currently within TWA's service area, the City and County both stand to realize a significant financial benefit through TWA's acquisition of the retail utility rights for the District. This would be achieved by establishing the basis of the Annual Transfer Amount on the retail revenue instead of the wholesale revenue that would otherwise be paid via the wholesale agreement TWA currently has in place to sell water to the District.

Recommendation

Staff recommends approval of this Interlocal Agreement.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Attorney

Presenter:

Attachment(s):

1. (S) Interlocal Agreement Sunbridge Stewardship District Osceola County Toho 6-29-22
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ITEM 8.A

Approval of the first renewal of the Agreement with Artistic Holiday Designs for the design and installation of downtown holiday decorations.

Request

Approval of the first one-year renewal of the Agreement between the Downtown Kissimmee Community Redevelopment Agency and Artistic Holiday Designs for the design and installation of downtown holiday decorations.

Explanation

In 2021, following the completion of a formal solicitation process, the Downtown Kissimmee Community Redevelopment Agency (CRA) and the City entered into an Agreement with Artistic Holiday Designs for the design and installation of new holiday lighting in downtown Kissimmee. Artistic Holidays Designs (AHD), is a Florida- based vendor who has provided designs for Lake Eola, Downtown Orlando and Orlando City Hall. The term of the Agreement was for one (1) year, with the option to award up to three (3), one- year renewal periods to AHD.

Following a 2021 holiday season debrief of the design and installation of the lighting, staff determined AHD's services and performance effectively met the goals and objectives of the CRA and City; the creation of a beautiful holiday lighting display that will create a sense of place and create a holiday destination for residents and visitors alike.

Therefore, staff is requesting the CRA approve the first one-year renewal of the Agreement between the CRA and AHD.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10610503- 504444		Decrease	50,000	42,914
00150663- 504444		Decrease	10,000	10,000

Financial Summary:

The current budget for the project is \$52,914, with \$10,000 in funds coming out of the Parks and Recreation budget and \$42,914 in funds coming out of the Downtown Kissimmee CRA Budget.

Recommendation

Approval of the first one-year renewal of the Agreement between the Downtown Kissimmee Community Redevelopment Agency and Artistic Holiday Designs for the design and installation of downtown holiday decorations.

City of Kissimmee

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Samia Singleton

Attachment(s):

1. 12.14.2022 First Renewal of CRA Holiday Lights Agreement

ITEM 8.B

Advisory Board Vacancy - Board of Adjustment

Request

The Commission is requested to make an appointment to fill a vacancy on the Board of Adjustment.

Explanation

Commissioner Castano appointed Jeniffer Salas to the Board of Adjustment on October 18, 2022, pending review of an application that was to be filed. Ms. Salas' application was received, but upon review she did not qualify for the position. She was notified and submitted a second application with changes but she still did not qualify for the position on the grounds she is not a City resident and does not own or operate a business in the City.

Seat #1 was originally assigned the Board of Adjustment vacancy, but it is being reassigned to Seat #1 due to the applicant not qualifying for appointment.

The Commissioner will have 30 days to make an appointment. If no extension is requested, the appointment will automatically roll over to the next Commissioner in the rotation.

Commissioner Rotation:	Date Assigned:	Advisory Board:	Appointment Expires:	Requirements:
Seat #1 - Castano <i>*No applications currently on file*</i>	09/13/2022 12/06/2022 (reassigned) Assignment Expires: 1/17/2023	Board of Adjustment	05/31/2023	City Resident and must have a Florida License as an Engineer, Architect, Surveyor or Contractor. Members may be a resident or non-City resident; non-residents must either own real property or maintain a business office within the City.

Recommendation

Staff recommends the Commission make an appointment to fill a vacancy on the Board of Adjustment.

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: City Manager

Presenter: Desiree Matthews

Attachment(s):

None