



**MEETING AGENDA
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, APRIL 18, 2023 AT 6:00 PM**

1. MEETING CALLED TO ORDER

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

3. PROCLAMATIONS AND SPECIAL PRESENTATIONS

3.A Proclamation - Denim Day

3.B Proclamation - National Fair Housing Month 2023

3.C Proclamation - Caribbean-American Day

3.D 2023 Fair Housing Drawing Contest

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

5. PUBLIC HEARINGS

6. HEAR AUDIENCE

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

7. CONSENT AGENDA

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

7.A Approval of City Commission Minutes from the April 4, 2023 meeting

7.B Authorization to negotiate a Continuing Service Agreement for Construction and Renovation Services on a Task Authorization Basis

7.C Interlocal Agreement Between Osceola County and City of Kissimmee Relating to the Transfer of the Jurisdiction of Certain Public Roads.

7.D Agreement with Universal Protection Services to Provide Security Services for City Facilities

7.E Acceptance of Brooking Technologies Donation of Two Lighting and Sirens Packages for Police Vehicles

7.F Authorization to transfer funds to the General Employees' Organization (GEO) Assistance Fund

7.G Advertising Funding from Experience Kissimmee for Kissimmee Gateway Airport

7.H Mitigation credit purchase agreements for Lancaster Ranch Park Phase 1

7.I Addendum to the Master Services Agreement between the City and Balfour Beatty Construction, LLC for the construction of the City Hall addition for the Building Division of the Development Services Department

7.J Approval to Purchase a Dump Truck for the Public Works Department Street and Stormwater Division

- 7.K Approval to Purchase a Backhoe for the Public Works Department Street and Stormwater Division from the Sourcewell Contract, 032119
- 7.L Building Fund mid-year budget adjustment to add new staff positions and related equipment.

8. DISCUSSION ITEMS

- 8.A Kissimmee Main Street Quarterly Update

CITY COMMISSION RECESSES AND CONVENES AS COMMUNITY REDEVELOPMENT AGENCY BOARD

- 8.B Approval of a First Amendment to the Downtown Kissimmee Community Redevelopment Agency Pioneer Project Incentive Program Agreement with Z Family Assets, LLC

COMMUNITY REDEVELOPMENT AGENCY ADJOURNS AND RECONVENES AS CITY COMMISSION

- 8.C Advisory Board Vacancies: Board of Adjustment, Planning Advisory and Parks and Recreation Board

9. HEAR CITY OFFICIALS

- 9.A CITY MANAGER
- 9.B CITY ATTORNEY
- 9.C CITY COMMISSION

10. ADJOURNMENT

In accordance with Florida Statutes 286.105: Any person wishing to appeal any decision made by the City Commission with respect to any matter considered at such meeting or hearing will need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is made.

In accordance with Florida State 286.26, persons needing assistance to participate in any of these proceedings should contact the Office of the City Clerk, 101 Church Street, Kissimmee, Florida, (407) 518-2309.

ITEM 3.A

Proclamation - Denim Day

Request

The request is for the Commission to present a Proclamation to Lui Damiani, Executive Director of Healing Begins Here.

Explanation

N/A

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation-Denim Day 2023

ITEM 3.B

Proclamation - National Fair Housing Month 2023

Request

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

Explanation

The Secretary of HUD proclaimed April 2023 as " National Fair Housing Month", and asked all CDBG Entitlement Communities to join in celebrating the freedom of housing choices and fair housing.

Department: Development Services

Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation - National Fair Housing Month

ITEM 3.C

Proclamation - Caribbean-American Day

Request

The request is for the Commission to present a Proclamation to Arnold King, President of the Caribbean and Floridian Association, and Nicole Reid, Treasurer.

Explanation

N/A

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation-Caribbean-American Day 2023

ITEM 3.D

2023 Fair Housing Drawing Contest

Request

To recognize the winners and participants of the 2023 Fair Housing Drawing Contest.

Explanation

The Fair Housing Act protects people from discrimination when they are renting or buying a home, getting a mortgage, seeking housing assistance, or engaging in other housing-related activities. Nationwide, the passage of the Fair Housing Act is celebrated in April. The Act was signed into law in April 1968. It prohibits discrimination in the sale, rental, and financing of housing based on race, color, religion, national origin, sex, handicap or familial status.

The City of Kissimmee, in partnership with the Osceola County Association of REALTORS, celebrates Fair Housing Month with a Fair Housing Drawing Contest. The purpose of the contest is to raise awareness of housing discrimination. Discrimination not only denies access to better resources and opportunities, but it can lead to homelessness. This year, participants of the Osceola Council on Aging's congregate site programs were asked to submit drawings. A committee made up of members from the community selected the winners.

The winners are as follows:

1st Prize - Gennives Brown (\$150);

2nd Prize - Jason Leyva (\$100);

3rd Prize - Maria Feliciano (\$50).

Drawings were also received from: Abdel Malek, Alicia Cely, Alisa Green, Ana King, Angel Rivera, Barbara Ramis, Bob Bryson, Bobbie White, Carmen Mercado, Carmen Otero, Claudia Velez, Delia Zayas, Diomedes Morales, Doris Tessier, Elba Irizarry, Elsie Ortiz Soto, Esther Leiva, Eltivia Ramirez, Gilbert Bradfield, Haydee Torres, Henry Distler, Herman Diaz, Hilda Recalde, Iris Gonzalez, Iris Lugo, Joan Mundell, Jorge Cascante, Lucia Ramirez, Manuela Rosa, Maria Galvez, Maria Vazquez, Mary Modeste, Mirta Martinez, Palma Tessier, Rafaela Cruz, Ramon Acosta, Rocio Caro, Ronald Brown, Sabina Aguayo, Santa Sarabia, Sarah Hall, Susan Schroeder, Tomasa Mercedes, and Vito Valvano. They will all receive certificates.

Department: Development Services

Presenter: Frances DeJesus

Attachment(s):

1. Certificates

ITEM 7.B

Authorization to negotiate a Continuing Service Agreement for Construction and Renovation Services on a Task Authorization Basis

Request

Approve selection committee's recommendation to authorize staff to negotiate an agreement with the ten qualified firms selected for construction and renovation services on a task authorization basis.

Explanation

Public Works & Engineering requested the Purchasing Division to solicit proposals for the purpose of selecting experienced and qualified companies to provide construction and renovation services on a task authorization basis. The selected firms will work to provide all necessary mobilization, labor, personnel, materials, supplies, equipment, insurance, and other essential services to provide general contracting services for the City on a task authorization basis for the duration of the resulting agreement.

RFP 2023-002 was issued and fourteen (14) firms submitted proposals. The selection committee met on March 24, 2023 to evaluate and score the proposals. The consensus of the selection committee was to request the City Commission to authorize staff to enter into negotiations with ten (10) firms. Below are the selected firms in order of rank:

1. Balfour Beatty
2. Arnco
3. Votum Construction
4. MVB & Associates
5. Cathcart Construction
6. Grove
7. Sequel Developers
8. 8-Koi
9. SIWEL Inc.
10. Associated Cost Engineers

The contracts will be awarded for a three (3) year term to begin upon approval and execution by the City, with the opportunity for additional one (1) year or two (2) year renewal periods, when in the best interest of the City. Total contract length, including all renewals shall not exceed five (5) years. The decision to renew or extend the contract shall be at the discretion of the City.

Recommendation

Request Commission approve the selection committee's recommendation and authorize staff to negotiate an agreement with the top ten (10) ranked firms, Balfour Beatty, Arnco Construction, Votum Construction, MVB & Associates, Cathcart Construction, Grove Construction, Sequel Developers, 8-Koi, SIWEL Inc., and Associated Cost Engineers.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

City of Kissimmee

Attachment(s):

1. Notice of Shortlist RFQ2023-002

ITEM 7.C

Interlocal Agreement Between Osceola County and City of Kissimmee Relating to the Transfer of the Jurisdiction of Certain Public Roads.

Request

Staff requests approval of the Interlocal Agreement with Osceola County and the City related to the transfer of jurisdiction of certain public roads, and authorization for the City Manager to sign the deeds necessary for the transfer, process and execute any other documents needed for the annexation of the roads into the City.

Explanation

This Interlocal Agreement (ILA) between the City and County is to transfer to one another certain roads where the ownership, operation, maintenance, and control over the road would be more efficient and cost effective to the community if the other entity is made responsible. The City will take over Neptune Rd. from the railroad track crossing to Lind Ave., Central Ave. from US 192 to Donegan Ave, and Carroll St. from John Young Pkwy. west to the end of the County with maintenance responsibility of approximately 1,300 feet west of John Young Pkwy. The County will take over Hoagland Blvd. from 5th St. to US 192.

This ILA is intended solely to address the transfer of the subject segments of the street system from the County to the City, and vice-versa for purposes of operation and maintenance, and/or to act as an acknowledgment by the parties of such transfer upon the effective date of this ILA. This ILA does not impact law enforcement authority to enforce traffic laws along these roads. Upon final execution of the ILA by both parties, the parties will execute and record the deeds legally finalizing the transfer of such roads to the other entity.

Recommendation

Staff recommends approval of this Interlocal Agreement and authorization for the City Manager to execute the corresponding deeds, and other documentation which may be necessary to effectuate the transfer of the roads.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Attorney

Presenter:

Attachment(s):

1. (S) Interlocal Agreement Road Swap FINAL

ITEM 7.D

Agreement with Universal Protection Services to Provide Security Services for City Facilities

Request

Request approval of a five-year agreement with Universal Protection Services under a State of Florida Contract for various security services at City of Kissimmee facilities and venues.

Explanation

To provide a safe, secure, and productive environment for public meetings and/or events at various City facilities or venues, the City wishes to engage Universal Protection Services to provide various levels of security services.

The proposed agreement is based on the use of a State of Florida Contract for such services and is for an initial term of five (5) years. The City will pay the contractor pro rata for all services rendered.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00110103-503434			\$9,000	

Financial Summary:

Adequate funds are available within the contract services account for this agreement.

Recommendation

Approval of a five-year agreement with Universal Protection Services to provide security services for the City of Kissimmee.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager
Presenter:

Attachment(s):

1. (S) Allied Security Cooperation Purchasing Agreement

ITEM 7.E

Acceptance of Brooking Technologies Donation of Two Lighting and Sirens Packages for Police Vehicles

Request

The Kissimmee Police Department requests Commission acceptance of a donation from Brooking Technologies for two lighting and sirens packages. The value of the donated equipment is \$5,090 per vehicle.

Explanation

With supply chain issues, the Police Department is seeking options for timely outfitting the Patrol cars. Brooking Technologies supplies lighting and sirens equipment through Dana Safety Supply. Brooking has offered to donate this equipment to be installed in two of the recently purchased 2023 Dodge Durango for testing. If this equipment meets the needed standards, it will provide another manufacturer for future purchases. As the installation of lighting systems and sirens is integrated with the vehicle's electrical system, it is vital for wiring to be professionally installed and labeled for future maintenance. This donation allows for verifying the quality of installed equipment before a larger financial commitment is made.

If approved, the two vehicles this equipment would be installed are Asset Tag 26565 (PD757) and Asset Tag 26566 (PD758).

Description	Value
Tempest Lightbar	\$1,995.00
HIVE NX-32 System.	\$1,695.00
JS-100 Speakers.	\$400.00
Horizon Lightstick.	\$200.00
M18 Series Lightheads.	\$600.00
CK-12 Hideaway Lights.	\$200.00
Planning Total.	\$5,090.00 per vehicle

Recommendation

Staff recommends the Police Department accept the donation of two complete in car lighting and sirens systems from Brooking Technologies.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter:

Attachment(s):

None

ITEM 7.F

Authorization to transfer funds to the General Employees' Organization (GEO) Assistance Fund

Request

Authorization to transfer funds from the General Fund to the GEO Assistance Fund.

Explanation

In September 2022, Hurricane Ian caused significant impacts to Kissimmee and the surrounding Central Florida area. Some of our City employees were directly affected by this, and received assistance from our GEO Assistance Fund. In order to replenish the GEO Assistance Fund, staff requests the transfer of \$7,200 of these costs from the General Fund to make the Assistance Fund whole from depletion. The GEO is funded by an annual budget allocation in the General Fund, but these costs are above the normal expenses incurred by the GEO.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00190701-501517		Decrease	\$7,200	\$7,200
01015208-508382		Increase	\$7,200	\$7,200

Financial Summary:

Adequate funds are available under Special Pay account in the General Government division of the General Fund.

Recommendation

City Commission approval to transfer \$7,200 from the General Fund to the GEO Assistance Fund.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Finance

Presenter:

Attachment(s):

None

City of Kissimmee

ITEM 7.G

Advertising Funding from Experience Kissimmee for Kissimmee Gateway Airport

Request

Request Commission approval to accept advertising funding in the amount of \$15,030.62 from Experience Kissimmee for Kissimmee Gateway Airport.

Explanation

Experience Kissimmee is offering a grant to fund an advertising program by and for the Kissimmee Gateway Airport, in the amount of \$15,030.62 for FY 2022-2023.

Due to the significant amount of last year's Tourist Development Tax collections, Experience Kissimmee has approved a one-time additional contribution to Kissimmee Gateway Airport, supported through its contractual obligations. The total additional contribution for the Airport has been divided by the percentage of the contractual obligation that the Airport received last year. The additional amount awarded to the Airport will be \$15,030.62. An official letter outlining the approved use of this contribution will be sent to the Airport in the next few days.

Funds will be used to advertise to the corporate and leisure travel market, the flight training and aircraft maintenance market, and the aviation economic development market.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
46100389-389400	N/A	Increase	15,030.62	
46170103-504901	N/A	Increase	15,030.62	

Financial Summary:

The total amount of \$15,030.62 will go towards advertising the airport and its businesses.

Recommendation

Staff recommends acceptance of \$15,030.62 from Experience Kissimmee for airport advertising.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

City of Kissimmee

1. Email from Experience Kissimmee President

ITEM 7.H

Mitigation credit purchase agreements for Lancaster Ranch Park Phase 1

Request

Approval of the Mitigation Credit purchase agreements for Lancaster Ranch Park Phase 1 and authorization for the City Manager to execute these and any other documents necessary for the purchase of mitigation credits for Lancaster Ranch Park Phase 1.

Explanation

The Lancaster Ranch Park Phase 1 project is the first phase of developing the Lancaster Ranch Park, specifically the Lackey Parcel. The project consists of the park entrance and easement off Jack Calhoun Drive, parking lot/roadway, dry ponds, sidewalks, two pavilions, restrooms, a designated area set aside for Green Meadows Farm operations and several acres of open pasture land.

As part of the environmental permitting process with both the US Army Corp of Engineers and South Florida Water Management District, it was determined that the permitting for the project would be contingent upon the City's purchase of credits as compensatory wetland mitigation. These agreements are for the purchase of 1.12 Freshwater Federal Herbaceous (M-WRAP) credits in the amount of \$50,400 from Florida Mitigation Bank LLC. and 1 Freshwater State Herbaceous (UMAM) credit in the amount of \$100,000 from Kenneth Kirchman Foundation.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10550706-506393	RI2303	Decrease	\$150,400	\$150,400

Financial Summary:

Funds will be available for the mitigation credits in the Recreation Impact project RI2303. Deposit for 1.12 Freshwater Federal Herbaceous (M-WRAP) in the amount of \$5,040 and for 1 Freshwater State Herbaceous (UMAM) in the amount of \$8,000 will be issued at signing and the remainder balance (\$137,360) will be due 90 days thereafter.

Recommendation

Staff recommends the City Commission approve the attached Mitigation Credit purchase agreements and to allow the City Manager to execute these and any other documents that may be necessary for the purchase of mitigation credits for Lancaster Ranch Park Phase 1.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Parks & Recreation

Presenter:

Attachment(s):

1. (S) Purchase Agreement FMB Lancaster Park Ph I Federal
2. (S) LXMB Agreement for Lancaster Ranch Phase 1
3. Deposit Invoice FMB Lancaster Park Ph I Federal
4. Deposit Invoice for Lancaster Ranch Phase 1 LXMB State Credits

ITEM 7.I

Addendum to the Master Services Agreement between the City and Balfour Beatty Construction, LLC for the construction of the City Hall addition for the Building Division of the Development Services Department

Request

Approve the addendum to the Master Services Agreement between the City of Kissimmee and Balfour Betty Construction, LLC as the contractor and Construction Manager at Risk for the City Hall Addition for the Building Division of Development Services.

Explanation

The City Commission approved the Master Services Agreement with Balfour Beatty Construction, LLC on December 6, 2022 for Pre-Construction Services, to establish the Guaranteed Maximum Price and various other contract and construction related tasks for the City Hall Addition to City Hall for the Building Division of Development Services (DS).

The addition will house the Building Division offices and the Building Customer Service Counter. This will accomplish several things:

- Additional room for the Building Division to grow and add staff.
- Additional room for other Divisions and Sections of DS so growth can occur.
- All Fire Prevention, DS Administration, Long Range Planning and Housing & Community Development sections will be able to consolidate into the main DS offices, having the department housed on a single floor rather than three floors.
- Open up space on the first, second, and fifth floors of City Hall for other departments that need additional space to be able to use the future vacated space.
- The construction of a large conference/meeting room that will house the City's Emergency Operations Center during hurricanes and other emergency situations.

The Addendum includes Exhibit C which includes:

- The Construction Manager's Guaranteed Maximum Price (GMP) for the work and the Construction Manager's fee for the construction phase, which is 5 percent.
- The price is for the performance of the work in accordance with the Schedules included in the Addendum.
- The City's construction budget is estimated at \$4,892,813 and includes all costs in the agreement.
- The critical dates:
 - Construction phase commencement date: 05/25/2023
 - Project substantial completion date: 06/10/2024
 - Project final completion date: 30 calendar days after substantial completion.
- Several other items listed in the Addendum.

It should be noted, the Addendum is for Phase 1 of the project, which will include the building's construction and the finishing of the 1st floor. Phase 2 will commence after Phase 1 is complete, with no gap in activity. The City Commission will see a second Addendum to Phase 2, which includes the completion of the second floor of the addition. This is being done to ensure that the Building Fund's reserves can be maintained. The estimated cost of the second Addendum is approximately \$1.9 million. The first floor can be occupied while the second floor is completed.

Financial Information

City of Kissimmee

Account #	Project #	Increase / Decrease	Budget	Actual
10140100-509276	DS2206	Decrease		\$1,549,988
10140106-509292		Increase		\$1,549,988

Financial Summary:

The \$4,892,813 will be paid from the following: Project DS2109 in the amount of \$1,954,467.28, Project DS2206 in the amount of \$1,388,357.28 and \$1,549,988 from the Building Fund Reserve. All funds will be transferred to Project DS2206.

Recommendation

Approve the addendum to the Master Services Agreement between the City of Kissimmee and Balfour Betty Construction, LLC as the contractor and Construction Manager at Risk for the City Hall Addition for the Building Division of Development Services.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter:

Attachment(s):

1. City of Kissimmee City Hall Addition Construction Manager At Risk Contract Executed_Dec-07-2022
2. (S) Exhibit C of Agreement
3. COK City Hall additions FTE with Rates
4. COK City Hall addition - Schedules
5. COK City Hall addition Bid Day Phased

ITEM 7.J

Approval to Purchase a Dump Truck for the Public Works Department Street and Stormwater Division

Request

Public Works requests approval to purchase a Kenworth T880 dump truck from Florida Kenworth LLC. in the amount of \$194,384.

Explanation

Stormwater Operations requests to purchase a Kenworth T880 dump truck to replace a 2006 Kenworth T800 dump truck. Dump trucks are vital to the maintenance and operations of the division; they are used to haul vegetative material, sediment and trash from City maintained ponds and ditches. The Public Works department is often required to perform demolition of buildings and/or structures where it is required to haul construction and debris materials. This truck is also necessary for emergency events. Florida Kenworth LLC. is offering to accept DR68, a 2006 Kenworth T800B as a trade-in valuing at \$40,000. Kenworth would like to offer an additional discount to display this truck with other entities in the amount of \$6,000.

The Fleet Maintenance division has reviewed the purchase in order to ensure compatibility and conformance to City standards. Procurement has also reviewed specifications to allow for competitive/comparative pricing via the Florida Sheriffs Association Contract, FSA22-VEH20.0.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
40945506-506494	SW2112	Decrease	\$24,384	
40945506-506494	SW2324	Increase	\$24,384	
40945506-506494	SW2324		\$170,000	\$194,384

Financial Summary:

Sufficient funds are available in the Stormwater Utility Fund in Project SW2324 Dump Truck after a transfer from Project SW2112.

Recommendation

Staff recommends approval to purchase a new T880 Kenworth dump truck with listed options from Florida Kenworth LLC. for \$194,384.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. Sales Order City Of Kiss Dump Revised 3-20-23 DR68
2. 2024 City Of Kissimmee Dump Truck Bid Trade

ITEM 7.K

Approval to Purchase a Backhoe for the Public Works Department Street and Stormwater Division from the Sourcewell Contract, 032119

Request

Public Works request approval to purchase a Case 590SN 4WD T4 backhoe from Case Power & Equipment in the amount of \$124,532.

Explanation

Stormwater Operations has budgeted to replace its 2009 Case 590SM backhoe this year. Case Power & Equipment offered a trade-in amount of \$32,500.00 for DR16, a 14-year-old machine. Because of its versatility, the backhoe is one of the most relied upon machines in the operations group and consequently receives heavy use that accelerates wear while decreasing reliability. It also plays a major role in cleanup after storms due to its maneuverability. The replacement unit will be used primarily for storm system repair along with other routine maintenance activities.

The Fleet Maintenance division has reviewed the purchase in order to ensure compatibility and conformance to City standards. Procurement has also reviewed specifications to ensure competitive/comparative pricing.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
40945506-506494	SW2323	Decrease	\$124,532	\$124,532

Financial Summary:

Sufficient funds are available in the Stormwater Utility Fund in Project SW2323.

Recommendation

Staff recommends approval to purchase a Case 590SN backhoe from Case Power & Equipment in the amount of \$124,532.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):

1. Sourcewell Quote
City of Kissimmee

2. CNH Contract 032119
3. Acceptance and Award - CNH 032119

ITEM 7.L

Building Fund mid-year budget adjustment to add new staff positions and related equipment.

Request

Approve a mid-fiscal year budget adjustment from the Building Fund Reserve to various Building Fund accounts for personnel and related equipment.

Explanation

The Building Division of the Development Services Department has experienced an increase in permitting and inspection activity over the last several years. Also, with the addition of the Fire Prevention Staff to the Building Division, there is an opportunity to provide services that are mandated by the National Fire Prevention Code. The Building Division has proposed to add four new positions to address work load, maintain and improve customer service and perform tasks mandated by the National Fire Prevention Code (NFPC).

The four proposed positions are:

- Fast Track Plan Reviewer (Plan Reviewer 1): To review and approve "over the counter permits" such as fence, re-roof and shed permits. Currently, these permits can take several days to process.
- Fire Inspector: The NFPC requires periodic inspections of commercial establishments to insure fire safety protocols are being met. The current Fire Prevention staff of three cannot maintain periodic inspections and perform the more demanding task of permit review and inspections.
- Account Specialist: The Building Division processes a large amount of money annually. An internal finance position would greatly assist in the handling of the funds and communication with the City's Finance Department.
- Business Tax Receipt (BTR) Specialist (Permitting Tech): The Building Division handles the City's BTR administration. Currently, the work is spread over several members of staff, taking away from dedicated permitting staff.

The requested positions will have a salary requirement for the current fiscal year of \$98,259 with \$49,130 for benefits, totalling \$147,389.

Equipment needs are as follows:

- Computers: \$15,000.
- Smartphone: \$100.
- Smartphone and mini-WIFI Service: \$492.
- Utility vehicle: \$36,000
- Desk and office equipment: \$3000.
- Total: \$54,592.

The total cost of adding the four positions is \$201,981.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10140100-509276		Decrease	201,981	
10140106-506464		Increase	15,000	
10140106-506495		Increase	36,000	

City of Kissimmee

10140103-504141		Increase	492	
10140103-505255		Increase	3,100	
10140101-501212		Increase	98,259	
10140101-502121		Increase	7,320	
10140101-502323		Increase	24,123	
10140101-502222		Increase	17,687	

Financial Summary:

All funds are from the Building Fund, no funds are from the General Fund.

Recommendation

Approve a mid-fiscal year budget adjustment from the Building Fund Reserve to various Building Fund accounts for personnel and related equipment.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter:

Attachment(s):

None

ITEM 8.A

Kissimmee Main Street Quarterly Update

Request

This request is for the Commission to hear the quarterly update for the Kissimmee Main Street program.

Explanation

Kissimmee Main Street's executive director, Diana Morrero-Pinto, will provide the Commission with an update on the organization's activities over the first quarter of the year. A quarterly report is a requirement of the organization's funding contract with the City.

Recommendation

This is a presentation only, so no action is required.

REQUESTED CITY COMMISSION ACTION:

No Action

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

None

ITEM 8.B

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

Request

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

Explanation

On April 12, 2022, the Downtown Kissimmee Community Redevelopment Agency (CRA) entered into a Pioneer Project Incentive Program (PIIP) Agreement with Z Family Assets, LLC for the redevelopment of the former Makinson Hardware building into a mixed-use real estate project, that will include 4,680 SF of retail space, 2,600 SF of executive office mini-suites, 1,755 SF of climate-controlled storage, 7,280 SF of residential apartments, located at 308 Broadway, Kissimmee, FL, 34741.

Following the completion of a tax increment funding (TIF) analysis, the CRA awarded Z Family Assets a PIIP grant for the project in the amount of \$191,000. At the request of the applicant, the CRA performed an updated TIF analysis based on actual project costs and determined the project qualifies for additional PIIP grant funding in the amount of \$44,383.

Therefore, this necessitates an amendment to the original Agreement to increase the amount of CRA sponsored incentives allocated to the Project through the PIIP.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10625508-508282		Decrease		\$44,383

Financial Summary:

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

Recommendation

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

REQUESTED CITY COMMISSION ACTION:

City of Kissimmee

Approve

Department: Development Services

Presenter: Samia Singleton

Attachment(s):

1. (S) 1st Amendment 308 Broadway PPIP Agreement

ITEM 8.C

Advisory Board Vacancies: Board of Adjustment, Planning Advisory and Parks and Recreation Board

Request

The Commission is requested to make appointments to fill vacancies on the Board of Adjustment and Planning Advisory Board.

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. Since the term expiration date for this vacancy is set for May 31, 2023, City staff requests that the appointment be made for the remainder of the term, plus an additional three (3) full year term, expiring on May 31, 2026. Seat # 1 was originally assigned the Board of Adjustment vacancy and the appointment remains assigned to Seat # 1 due to the applicant not qualifying for appointment.

Planning Advisory Board Member, Jeffrey Wolff missed more than half of the scheduled meetings for the calendar year of 2022. City Code Section 2-146, states that "in the event that an appointee misses three consecutive meetings or at least one-half of the meetings of the calendar year, he shall be considered to have resigned and a new replacement may be appointed." Mr. Wolff's term is set to expire on May 31, 2023. When an appointment is made, City staff requests that the appointment be made for the remainder of the term, plus an additional three (3) full year term, expiring on May 31, 2026. Seat # 3 has been assigned this Planning Advisory Board vacancy.

Parks and Recreation Board Member, Sheila Molina missed three (3) consecutive meetings for the calendar year and has been removed from the Board. City Code Section 2-146, states that "in the event that an appointee misses three consecutive meetings or at least one-half of the meetings of the calendar year, he shall be considered to have resigned and a new replacement may be appointed." Ms. Molina's term is set to expire on May 31, 2023. When an appointment is made, City staff requests that the appointment be made for the remainder of the term, plus an additional three (3) full year term, expiring on May 31, 2026. Seat # 4 has been assigned to this Parks and Recreation Board vacancy.

The Commissioners 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:	Appointment Expires:	Advisory Board:	Board Term Expires:	Requirements:
Seat #1 - Castano <i>*No applications on file*</i>	4/17/2023- 2/21/2023 3/21/2023 4/18/2023	Board of Adjustment	05/31/2023 (requesting filling of partial term, plus new three (3) year term, ending 05/31/2026)	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.
Seat #3 - Alvarez <i>*No applications on file*</i>	2/21/2023 3/21/2023 4/18/2023	Planning Advisory Board	05/31/2023 (requesting filling of partial term, plus new three (3) year term, ending 05/31/2026)	Member must be a City resident.
Seat #4 - Martinez <i>*One application on file*</i>	05/16/2023	Parks & Recreation Board	05/31/2023 (requesting filling of partial term, plus new three (3) year term, ending 05/31/2026)	Member must be a City resident and may not serve on any other board.

Recommendation

Staff recommends the Commission make appointments to fill vacancies on the Board of Adjustment and Planning Advisory Board.

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. Parks and Recreation Board Applicant - Hamza Godil