



**MEETING AGENDA  
SESSION OF THE CITY COMMISSION  
CITY OF KISSIMMEE  
CITY HALL, COMMISSION CHAMBERS  
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054  
TUESDAY, JUNE 6, 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 Promotion Ceremony for two Kissimmee Police Department Deputy Chiefs

3.B Employee of the Month for June - Nyteea Roman

**4. PUBLIC HEARINGS - FIRST AND SECOND READINGS**

4.A Public Hearing - Final Reading - Proposed Ordinance #23-02 - Amending the Zoning Map from Agricultural Conservation (AC) to Multiple Family Medium Density Residential (RC-1): Knightsbridge - ZMA-23-0002

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

4.B Public Hearing - First Reading - Proposed Ordinance # 23-11 - Amending the Code of Ordinances, Chapter 2 - Section 2-384, Adding an Economic Development Department

AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF KISSIMMEE, CHAPTER 2, ADMINISTRATION, ARTICLE IV, DEPARTMENTS, OFFICERS, AND EMPLOYEES, AMENDING SECTION 2-384, DEPARTMENTS ESTABLISHED, ADDING AN ECONOMIC DEVELOPMENT DEPARTMENT; PROVIDING FOR DEPARTMENT MEMBERS; PROVIDING FOR POWERS DUTIES AND RESPONSIBILITIES; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE

**5. PUBLIC HEARINGS**

**6. HEAR AUDIENCE**

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

**7. CONSENT AGENDA**

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

7.A Approval of City Commission Minutes from the May 2, 2023 and May 16, 2023 Commission meetings and KUA Board interviews

7.B Approval of Agreement with RMPK Funding Inc. for Professional Grant Writing Services

- 7.C First Right of Refusal to Lease Property at the Kissimmee Gateway Airport, Union F.C. Club, LLC
- 7.D Approval to apply for the Urban and Community Forestry Grant funded through the Inflation Reduction Act for Lancaster Ranch Park
- 7.E Continuing Service Agreement for Construction and Renovation Services on a Task Authorization Basis
- 7.F Contract with D.H. Pace Door Services for preventative maintenance and repair services of roll-up garage doors and gates
- 7.G Acceptance of Memorandum of Understanding for Law Enforcement Agency access to Driver and Vehicle Information Database system (DAVID)
- 7.H City of Kissimmee Participation in the Osceola County HOME Consortium - Fiscal Years 2023, 2024, and 2025
- 7.I Affordable Housing Funding for the construction of Pinnacle at the Wesleyan Apartments
- 7.J Approval to apply for the Energy Efficiency and Conservation Block Grant Program for the LED light retrofit at Fortune Road Athletic Complex
- 7.K Award of Florida Digital Services Technology Grant
- 7.L Resolutions Authorizing a Local Agency Program agreement with the Florida Department of Transportation for the construction of the Shingle Creek Trail Phase 2A – Lancaster Loop Trail
- 7.M Phase II of the Stormwater Asset Inventory Data Collection Project
- 7.N Professional Services Award for the Mill Run Pond Flood Study
- 7.O State Mitigation credit purchase agreement for Lancaster Ranch Park Phase 1
- 7.P Approval of Purchase Contract for 1815 Vine Street and 1515 Hollywood (Super 8 Motel)

## **8. DISCUSSION ITEMS**

- 8.A Presentation of the Annual Comprehensive Financial Report for the year ended September 30, 2022

### **CITY COMMISSION RECESSES AND CONVENES AS THE COMMUNITY REDEVELOPMENT AGENCY BOARD**

- 8.B Approval of the Second Renewal of the Agreement with Artistic Holiday Designs for the design and installation of Downtown Holiday Decorations
- 8.C Approval of the Kissimmee Utility Authority Contract for Line Extension Services for streetlight upgrades on the Vine Street corridor

### **COMMUNITY REDEVELOPMENT AGENCY BOARD ADJOURNS AND RECONVENES AS THE CITY COMMISSION**

- 8.D Request for Qualifications (RFQ) for hotel and conference space at Kissimmee Civic Center Site

## **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**

### **Promotion Ceremony for two Kissimmee Police Department Deputy Chiefs**

#### **Request**

Swearing in and administering the oath for newly promoted Deputy Chief Wilson Munoz and Deputy Chief Camille Alicea of the Kissimmee Police Department.

#### **Explanation**

Deputy Chief Wilson Munoz joined the Kissimmee Police Department in July of 1999. Deputy Chief Munoz is from Newark, New Jersey, and a Marine Corp Veteran. Deputy Chief Munoz obtained his Bachelor of Science degree in Criminal Justice from the University of Central Florida and is a graduate of Valencia College Public Safety Leadership Development Certification Program. Deputy Chief Munoz currently commands the Operations Bureau. The Operations Bureau is comprised of the Patrol Division, Special Operations Division, and the Criminal Investigations Division. Deputy Chief Munoz has commanded the Professional Standards Section, Patrol Division, Special Operations Division, Criminal Investigations Division, Honor Guard Team, and the Crisis Negotiations Team.

Deputy Chief Camille Alicea joined the Kissimmee Police Department in July of 1998. Deputy Chief Alicea is from Carolina, Puerto Rico. Deputy Chief Alicea obtained her Bachelor of Science degree in Criminal Justice from Barry University. She obtained her Associate in Science Criminal Justice Technology degree from Valencia College and is a graduate of the Valencia College Public Safety Leadership Development Certification Program. Deputy Chief Alicea currently commands the Administrative Bureau. The Administrative Bureau is comprised of the Support Services Division and the Professional Standards Section. Deputy Chief Alicea commanded the Criminal Investigations Division and Patrol Division.

Department: Police  
Presenter: Betty Holland

#### **Attachment(s):**

1. (S) Swearing in Oaths for Deputy Chief Wilson Munoz and Deputy Chief Camille Alicea

### **ITEM 3.B**

#### **Employee of the Month for June - Nyteea Roman**

##### **Request**

That the City Commission join the City Manager in recognizing Nyteea Roman, Public Works & Engineering, as June's Employee of the Month.

##### **Explanation**

The City is pleased to recognize Nyteea Roman as Employee of the Month for June. Nyteea is a Secretary for the Public Works and Engineering Department and has been with the City almost 2 years.

In her short time with the City, Nyteea has excelled in her job duties, often going above and beyond her regular responsibilities. Her organizational skills have helped the department function more smoothly and efficiently. She has streamlined daily tasks and procedures, reduced paperwork, and even upgraded the office by reducing clutter and ensuring equipment was current. Her contributions are not only noticed internally, her external customers and citizens alike have commented on her efficiencies.

Nyteea takes on new tasks frequently and demonstrates her commitment to the City, daily. Her charismatic personality, good energy, and willingness to help, all create a positive work environment. The City is glad to recognize Nyteea for her contributions, and looks forward to what is yet to come.

Department: Human Resources & Risk Management  
Presenter: Mike Steigerwald

##### **Attachment(s):**

None

## **ITEM 4.A**

### **Public Hearing - Final Reading - Proposed Ordinance #23-02 - Amending the Zoning Map from Agricultural Conservation (AC) to Multiple Family Medium Density Residential (RC-1): Knightsbridge - ZMA-23-0002**

#### **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**

#### **Request**

Approval of the Final Reading of the Proposed Ordinance #23-02 for a Zoning Map Amendment to change the Zoning designation from Agricultural Conservation (AC) to Multiple Family Medium Density Residential (RC-1) on approximately 67 acres of land.

#### **Explanation**

The subject property went through a Land Use Plan Amendment to amend the Future Land Use from Mixed Use - Frank Brown Ranch (established under Ordinance No. 2404) to Multiple Family Medium Density Residential with the adoption of Ordinance No. 3049 (DRC#21-00005).

The Multiple Family Medium Density Residential (MF-MDR) Policy 1.2.1.3 and map designation was established with the adoption of Ordinance 3050 (DRC#21-00097) at the December 7, 2021 City Commission Meeting. The MF-MDR Future Land Use is intended to accommodate multiple family structures with a density of 10-20 units per acre.

Consistent with the Multiple Family Medium Density Residential (MF-MDR) Future Land Use Policy 1.2.1.3, the Zoning Map Amendment from Agricultural Conservation (AC) to Multifamily Medium Density Residential (RC-1) will establish City zoning standards to include allowable uses such as multifamily housing and townhomes.

Land Development Code Section 14-4-4.E establishes the intent of RC-1 zoning as primarily intended to accommodate multiple family developments. The RC-1 district is envisioned for locations where medium density housing already exists and other places appropriate for such development. Frequently, the locations serve as a transition between residential neighborhoods and non-residential development. This district is intended for use in areas which have been assigned a Multiple Family Medium Density Residential (MF-MDR) or a Multiple Family High Density Residential (MF-HDR) future land use designation by the comprehensive plan.

#### **FINDINGS AND REASONS:**

1. Compliance with Comprehensive Plan Future Land Use Policy 1.2.1.3, Multi-Family Medium Density Residential (MF-MDR), that is intended to accommodate multiple family structures with a density of 10-20 units per acre. Lesser densities may be allowed in order to protect environmentally sensitive lands or to achieve greater consistency with surrounding land uses, including mixed-uses.
2. Compliance with Land Development Code Section 14-3-27, Zoning Map and Land Development Code Amendments, in regards to the submittal and review procedures and criteria to support an amendment.
3. Compliance with Land Development Code Section 14-4-4.E, Multifamily Medium Density Residential (RC-1) Zoning District, that is compatible with the Multiple Family Medium Density Residential (MF-MDR) Land Use designation.

## **Recommendation**

The Development Review Committee (DRC) recommended approval on April 4, 2023, subject to conditions.

The Planning Advisory Board (PAB) recommended approval by a vote of 5-0 on May 3, 2023.

### **CONDITIONS:**

1. Subject to Planning Advisory Board (PAB) and City Commission approval.
2. These properties are within the Short-Term Rental Overlay, but this approval does not include short-term rentals as a permitted use. The applicant must submit a separate Conditional Use application after the RC-1 zoning is established if they intend on establishing short-term rentals as a permitted use.

### **REQUESTED CITY COMMISSION ACTION:**

Approve w/Conditions  
Adopt

Department: Development Services  
Presenter: Patricia Prevost

### **Attachment(s):**

1. (S) - ZMA-23-0002 Knightsbridge - Proposed Ordinance 23-02
2. ZMA-23-0002 Vicinity Map
3. ZMA-23-0002 Aerial Map
4. ZMA-23-0002 Site Data Tables
5. ZMA-23-0002 City Commission Ad
6. ZMA-23-0002 May 3, 2023 PAB Minutes
7. ZMA-23-0002 DRC Comments
8. ZMA-23-0002 Additional Documents
9. RE\_ Rezoning Reference# DRC ZMA-23-0002; Knight...

## **ITEM 4.B**

### **Public Hearing - First Reading - Proposed Ordinance # 23-11 - Amending the Code of Ordinances, Chapter 2 - Section 2-384, Adding an Economic Development Department**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF KISSIMMEE, CHAPTER 2, ADMINISTRATION, ARTICLE IV, DEPARTMENTS, OFFICERS, AND EMPLOYEES, AMENDING SECTION 2-384, DEPARTMENTS ESTABLISHED, ADDING AN ECONOMIC DEVELOPMENT DEPARTMENT; PROVIDING FOR DEPARTMENT MEMBERS; PROVIDING FOR POWERS DUTIES AND RESPONSIBILITIES; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE**

#### **Request**

Requesting approval of the First Reading of the Proposed Ordinance # 23-11 for the addition of an Economic Development Department.

#### **Explanation**

The City initiated the provision of economic development services in 2009 followed shortly afterwards by the hiring of its first Economic Development Director. Prior to that time, the City partnered with Osceola County to provide economic development services and contributed to a portion of the salary of the County's economic development director. Since then, economic development activities have been conducted as a division within the City Manager's Department.

In order to provide better coordination of economic development activities between the various geographic redevelopment districts and employment generators to better diversify our economy, staff is proposing the combination of the City's economic development and community redevelopment agencies (CRA) into a new department. This will ensure a more comprehensive approach towards the City's areas of economic development focus, which include downtown, the airport, the medical arts district, the Vine Street corridor and the industrial areas on the north side of the City. CRA staff within the Development Services Department along with staff from the Economic Development Division in the City Manager's Department will be combined into a new department under the direction of the City's Economic Development Director.

#### **Recommendation**

Staff recommends the approval of the First Reading of the Proposed Ordinance # 23-11 for the addition of an Economic Development Department.

#### **REQUESTED CITY COMMISSION ACTION:**

Approve

Department: City Attorney

Presenter: Mike Steigerwald

#### **Attachment(s):**

1. Proposed Ordinance #23-11 - Addition of an Economic Development Department
2. Proof of Advertisement: Proposed Ordinance 23-11 - Adding an Economic Development Department
3. Affidavit of Publishing: Adding an Economic Development Department

## **ITEM 7.A**

### **Approval of City Commission Minutes from the May 2, 2023 and May 16, 2023 Commission meetings and KUA Board interviews**

#### **Request**

Request Commission approval of the May 2, 2023 and May 16, 2023 minutes for the Commission meetings and the KUA Board Interviews.

#### **Explanation**

Minutes of the Commission meetings held on May 2, 2023 and May 16, 2023 are attached for approval.

#### **Recommendation**

Staff recommends Commission approval.

#### **REQUESTED CITY COMMISSION ACTION:**

Approve

Department: City Commission

Presenter:

#### **Attachment(s):**

1. (S) Commission Minutes - May 2, 2023
2. (S) Commission Interviews KUA - May 16, 2023
3. (S) Commission Minutes - May 16, 2023

## **ITEM 7.B**

### **Approval of Agreement with RMPK Funding Inc. for Professional Grant Writing Services**

#### **Request**

Staff requests for the Commission to approve and the Mayor to sign the Agreement with RMPK Funding, Inc. for Professional Grant Writing Services. Additionally, staff requests that the Commission authorize the City Manager to sign and execute any option to renew the agreement.

#### **Explanation**

The Parks and Recreation Department and other City Departments from time to time have the need to engage with consultants for professional grant writing services. On several occasions, the City has successfully worked with RMPK Funding, Inc. for grant writing and grant management services. Currently, RMPK Funding Inc. has entered into a contract following a competitive bidding and selection process with the City of Wildwood, Florida. Pursuant to the City's purchasing regulations, the City may "piggyback" or procure services through a cooperative agreement with another State of Florida municipality. The Parks and Recreation Department wishes to enter into an agreement with RMPK Funding, Inc. for Grant Writing Services piggybacking off the City of Wildwood agreement effective through August 29, 2025.

#### **Recommendation**

Staff recommends that the Mayor sign the agreement with RMPK Funding, Inc. for professional Grant Writing Services, and the Commission to authorize the City Manager to sign and execute any option to renew the agreement.

#### **REQUESTED CITY COMMISSION ACTION:**

Approve

Department: Parks & Recreation

Presenter:

#### **Attachment(s):**

1. (S) Agreement RMPK Grant Writing Services
2. Exhibit A Wildwood Grant Writing Services RFP
3. Exhibit B 2022- Wildwood Agreement- Signed Contract plus Response

## **ITEM 7.C**

### **First Right of Refusal to Lease Property at the Kissimmee Gateway Airport, Union F.C. Club, LLC**

#### **Request**

Request Commission approval of a First Right of Refusal to Lease Airport Property with Union F.C. Club, LLC.

#### **Explanation**

The City has established City Policy 1501, "First Right of Refusal to Lease Property at the Kissimmee Airport." The policy allows an airport business to lease property for up to two (2) years to allow facility design and permitting for construction. This agreement may be converted to a ground lease at any time during the two-year period. The fee for the First Right of Refusal (FRR) shall be \$2,500.00 per acre per year.

Union F.C. Club, LLC, has requested a FRR for five (5) acres located between Alaska Ave. and Thacker Ave., north of the Y.M.C.A. The proposed intent is to construct soccer fields and associated automobile parking.

#### **Recommendation**

Staff recommends the Commission approve the First Right of Refusal to Lease Airport Property with Union F.C. Club, LLC.

#### **REQUESTED CITY COMMISSION ACTION:**

Approve

Department: Airport

Presenter:

#### **Attachment(s):**

1. (S) - First Right of Refusal, Union F.C. Club, LLC

## **ITEM 7.D**

### **Approval to apply for the Urban and Community Forestry Grant funded through the Inflation Reduction Act for Lancaster Ranch Park**

#### **Request**

Staff requests approval to apply for the Urban and Community Forestry Grant funded through the Inflation Reduction Act for Lancaster Ranch Park and allow the City Manager to sign any documents related to the application process.

#### **Explanation**

The Parks and Recreation Department would like to apply for the Urban and Community Forestry Grant offered by the U.S. Department of Agriculture (USDA) which assists local government entities through funding by the Inflation Reduction Act. This grant will award funding for tree planting and related activities at Lancaster Ranch Park. The grant prioritizes underserved populations that do not have adequate green infrastructure, who wish to expand tree canopies and provide an area for social, ecological and economic benefits and/or protect, enhance and increase access to watersheds in urban areas. The Parks and Recreation Department is confident that the Lancaster Ranch project will score in the top ranking and with a high probability of receiving the grant.

This USDA grant will award at minimum \$100,000 with a City match of 0%.

#### **Recommendation**

Staff recommends approval to apply for the Urban and Community Forestry Grant funded through the Inflation Reduction Act for Lancaster Ranch Park and allow the City Manager to sign any documents related to the application process.

#### **REQUESTED CITY COMMISSION ACTION:**

Approve

Department: Parks & Recreation

Presenter:

#### **Attachment(s):**

1. Urban & Community Forestry Grant Info

## **ITEM 7.E**

### **Continuing Service Agreement for Construction and Renovation Services on a Task Authorization Basis**

#### **Request**

Approve agreements with Balfour Beatty, Arnco Construction, Votum Construction, MVB & Associates, Cathcart Construction, Grove Construction, Sequel Developers, 8-Koi, SIWEL Inc., and Associated Cost Engineers for Construction and Renovation Services on a Task Authorization basis.

#### **Explanation**

On April 18, 2023, the Commission authorized staff to negotiate master service agreements with Balfour Beatty, Arnco Construction, Votum Construction, MVB & Associates, Cathcart Construction, Grove Construction, Sequel Developers, 8-Koi, SIWEL Inc., and Associated Cost Engineers for Construction and Renovation services on a continuing as needed basis. The firms will work on City projects with a construction value of up to \$500,000, as they arise during the next three (3) fiscal years. Balfour Beatty, Arnco Construction, Votum Construction, MVB & Associates, Cathcart Construction, Grove Construction, Sequel Developers, 8-Koi, SIWEL Inc., and Associated Cost Engineers for Construction and Renovation have submitted all of their contract documents, therefore staff is requesting approval for their agreements.

Contractors will be chosen based on the Consultant Services Authorization (CSA) evaluation criteria which lends itself to awarding on a rotational basis. The attached agreements are a result of the negotiations.

#### **Recommendation**

Request for Commission to approve the Construction and Renovation Services on a Task Authorization Basis agreement with 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:

#### **Attachment(s):**

1. Shortlist for RFQ2023-002 Construction and Renovation Services on a Task Authorization
2. (S) Balfour Beatty Agreement
3. (S) ARNCO Agreement
4. (S) Votum Construction Agreement
5. (S) MVB & Associates Agreement
6. (S) Cathcart Construction Agreement
7. (S) Grove Agreement
8. (S) Sequel Developers Inc. Agreement
9. (S) 8 KOI Agreement
10. (S) Siwel, Inc. Agreement
11. (S) Associated Cost Engineers Agreement

City of Kissimmee

## **ITEM 7.F**

### **Contract with D.H. Pace Door Services for preventative maintenance and repair services of roll-up garage doors and gates**

#### **Request**

Approval to piggyback off Osceola County's contract # AR-19-11048-HL with D.H Pace Door Services for preventative maintenance and repair services of roll-up garage doors and gates throughout the City buildings.

#### **Explanation**

Various roll-up garage doors throughout City buildings are in poor condition and continue to deteriorate due to wear and tear. Executing a preventative maintenance services contract through a specialized vendor would benefit the life expectancy of the above mentioned items, decrease the downtime and reduce the need for major repairs. The selected vendor would provide preventative maintenance, routine and emergency services. For these reasons and qualifications, the Facilities Management staff is proposing to piggyback on the existing Osceola County agreement with D.H. Pace Door Services.

#### **Recommendation**

Staff recommends City Commission approval of a piggyback contract (Osceola County Agreement AR-19-11048-HL) with D.H. Pace Door Services for preventative maintenance and repair services of roll-up garage doors and gates.

#### **REQUESTED CITY COMMISSION ACTION:**

Approve

Department: Public Works & Engineering

Presenter:

#### **Attachment(s):**

1. Osceola County Master Agreement
2. (S) Agreement between COK D.H. Pace Door Services

## **ITEM 7.G**

### **Acceptance of Memorandum of Understanding for Law Enforcement Agency access to Driver and Vehicle Information Database system (DAVID)**

#### **Request**

City Commission approval of a memorandum of understanding (MOU) between the City of Kissimmee Police Department (KPD) and the Florida Highway Safety and Motor Vehicles (FLHSMV) for access to the Driver and Vehicle Information Database System (DAVID) and authorize the Police Chief to sign and execute this MOU.

#### **Explanation**

FLHSMV provides access to DAVID for specific law enforcement functions. This includes the research and verification of an individual's driver license status, address, as well as vehicle crash data and motor vehicle history. KPD also uses DAVID while searching for missing, injured or unidentified persons and during criminal investigations. KPD requests that Commission approve this MOU to continue our partnership with FLHSMV for access to DAVID.

#### **Recommendation**

Staff recommends that the City Commission approve this MOU and authorize the Police Chief to sign and execute this MOU.

#### **REQUESTED CITY COMMISSION ACTION:**

Approve

Department: Police

Presenter:

#### **Attachment(s):**

1. DAVID (LEA) MOUNTIS + Attachments wcm edits 2023

## **ITEM 7.H**

### **City of Kissimmee Participation in the Osceola County HOME Consortium - Fiscal Years 2023, 2024, and 2025**

#### **Request**

Approval to continue the participation of the City of Kissimmee in the Osceola County HOME Consortium for Fiscal Years 2023, 2024, and 2025.

#### **Explanation**

The City of Kissimmee and Osceola County entered into an agreement in Fiscal Year 2015 to form a HOME Consortium with the intent of obtaining additional federal funds to provide affordable housing for our residents. Forming a consortium is a way for local governments with contiguous jurisdictions that would not otherwise qualify for funding to directly participate in the HOME Investment Partnerships (HOME) program. The Osceola County HOME Consortium was formed for a three-year period in order to receive an annual HOME allocation and every three years the City must confirm its intent to continue its participation. The current period is about to expire and Osceola County, as the lead agency, is required to inform the U.S. Department of Housing and Urban Development (HUD) whether or not the City of Kissimmee chooses to renew its agreement for the next three years.

A letter is being requested by Osceola County and HUD to renew the City's participation in the Osceola County HOME Consortium for the City to continue receiving HOME funds.

#### **Recommendation**

Authorize the Mayor to sign the letter renewing participation in the Osceola County HOME Consortium for Fiscal Years 2023, 2024, and 2025.

#### **REQUESTED CITY COMMISSION ACTION:**

Approve

Department: Development Services

Presenter:

#### **Attachment(s):**

1. (S) Kissimmee-Urban County Qualification FY24-26

## **ITEM 7.I**

### **Affordable Housing Funding for the construction of Pinnacle at the Wesleyan Apartments**

#### **Request**

Execute a funding commitment letter in the amount of \$500,000 in support of the construction of the Pinnacle at the Wesleyan Apartments, a proposed affordable senior housing project.

#### **Explanation**

Pinnacle at the Wesleyan, LLC (developer) is proposing to apply for funding to the Florida Housing Finance Corporation (FHFC) to construct a multifamily housing development consisting of 96 units. The new development will be located at the intersection of Flying Fortress Avenue and Warbird Avenue. The developer approached the City requesting a funding commitment in the amount of \$500,000. The developer has already received an award from FHFC for Housing Tax Credits (RFA 2020-201) and it is currently awaiting notification of an additional award of Construction Inflation Response Viability Funding (RFA 2023-211). The City's commitment will only apply if the developer is successful in securing all of the funding commitments from FHFC.

Staff has reviewed the request and, after evaluating all of its current funding sources, recommends signing the commitment letter for the project subject to the following:

1. City Commission's approval of the commitment;
2. Proof of the awards from the Florida Housing Finance Corporation; and,
3. A satisfactory U.S. Department of Housing and Urban Development (HUD) environmental review to be completed prior to the signing of the City funding agreement.

The funding source(s) and the project funding agreement will be presented to the City Commission at a future meeting once the HUD environmental review process has been completed.

#### **Recommendation**

Execute a funding commitment letter in the amount of \$500,000 in support of the construction of the Pinnacle at the Wesleyan Apartments.

#### **REQUESTED CITY COMMISSION ACTION:**

Execute

Department: Development Services

Presenter:

#### **Attachment(s):**

1. (S) Commitment Letter- Pinnacle at Wesleyan

## **ITEM 7.J**

### **Approval to apply for the Energy Efficiency and Conservation Block Grant Program for the LED light retrofit at Fortune Road Athletic Complex**

#### **Request**

Staff requests approval to apply for the Energy Efficiency and Conservation Block Grant Program for the LED light retrofit at Fortune Road Athletic Complex.

#### **Explanation**

The Parks and Recreation Department would like to apply for the Energy Efficiency and Conservation Block Grant (EECBG) through the US Department of Energy for the purpose of retrofitting the softball field lights at Fortune Road. The City of Kissimmee has been allocated \$135,670 through this program with no City match required. These funds, combined with the existing FY2022/23 capital project, will replace existing halide with energy-efficient LED lights. LED technology is environmentally friendly and has less impact on the residents/neighbors, with a substantial reduction in energy consumption.

Once the grant is awarded the Parks and Recreation Department will submit an acceptance agenda item and amend the budget accordingly at that time.

#### **Recommendation**

Staff recommends approval to apply for the Energy Efficiency and Conservation Block Grant Program for the LED light retrofit at Fortune Road Athletic Complex.

#### **REQUESTED CITY COMMISSION ACTION:**

Approve

Department: Parks & Recreation

Presenter:

#### **Attachment(s):**

1. IIJA (40552) EECBG Program\_Attachment 1a. \_Local Govt. Allocations\_FINAL
2. 2023 EECBG Fund Notice

## **ITEM 7.K**

### **Award of Florida Digital Services Technology Grant**

#### **Request**

Approval to accept the award of a Florida Digital Services Technology Grant from the State of Florida

#### **Explanation**

The City applied for and was awarded a technology grant by the Florida Digital Services Department of the State of Florida. The Award letter and associated contract is attached for your review. Because the timeline is very short, we request that the City Manager have approval to execute the contract once approved by the City Attorney's office.

#### **Recommendation**

Accept the award of the Florida Digital Services Technology Grant from the State of Florida and to allow the City Manager to execute the final contract documents

#### **REQUESTED CITY COMMISSION ACTION:**

Accept

Department: Information Technology

Presenter:

#### **Attachment(s):**

1. AwardOfFloridaDigital Services Technology Grant Letter
2. AwardofFloridaDigitalServicesTechnologyGrantContract

## ITEM 7.L

### **Resolutions Authorizing a Local Agency Program agreement with the Florida Department of Transportation for the construction of the Shingle Creek Trail Phase 2A – Lancaster Loop Trail**

#### **Request**

Approval of the attached two (2) resolutions authorizing the Mayor to execute and deliver the Agreement and further authorizes the City Manager to execute and deliver to the Florida Department of Transportation (FDOT) the Local Agency Program (LAP) Agreement and any related agreements for the construction of the Shingle Creek Trail Phase 2A – Lancaster Loop Trail project, FPN: 442334-1-58-01.

#### **Explanation**

Through the City's participation in Metroplan Orlando, the City has been able to secure funding from FDOT by means of a LAP agreement for the construction of the Shingle Creek Trail Phase 2A – Lancaster Loop Trail project in the amount of \$3,713,339.00, and Construction Engineering Inspection (CEI) services in the amount of \$478,620.00. This 1.88 mile trail will extend from South John Young Parkway through the Lancaster Ranch Park property and end at Jack Calhoun Boulevard (fka Pleasant Hill Road). It will eventually connect to the City's trail system when the section of the system between the end of the Toho Vista Trail and Lancaster Park is constructed.

The purpose of this agreement is to allow the Department's participation in Shingle Creek Trail Phase 2A – Lancaster Loop Trail, as further described in Exhibit "A", Project Description and Responsibilities attached to and incorporated in this agreement ("Project"), to provide Department financial assistance to the Agency, state the terms and conditions upon which Department funds will be provided, and to set forth the manner in which the Project will be undertaken and completed.

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 \$753,708.00 and a 15% costs associated with CEI Services for the amount of \$71,793.00 for a total amount of \$825,501.00. Funds are available in the project account to cover these costs.

#### **Financial Information**

| Account #       | Project # | Increase / Decrease | Budget    | Actual |
|-----------------|-----------|---------------------|-----------|--------|
| 15145206 506393 | XX        | Increase            | 3,713,339 |        |
| 15100334 334490 |           | Increase            | 3,713,339 |        |
| 10345656 506393 | GT1905    | Decrease            | 5,586     |        |
| 11645656 506393 | PW2021    | Decrease            | 473,724   |        |
| 10550706 506191 | RI2101    | Decrease            | 175,325   |        |
| 10550706 506393 | RI2200    | Decrease            | 171,396   |        |

#### Financial Summary:

Sufficient funds are available for the project.

## **Recommendation**

Staff recommends the City Commission approve the attached two (2) resolutions authorizing the Mayor to execute and deliver the Agreement and further authorize the City Manager to execute and deliver to the Florida Department of Transportation (FDOT) the Local Agency Program (LAP) for the construction of Shingle Creek Trail Phase 2A – Lancaster Loop Trail, FPN: 442334-1-58-01.

## **REQUESTED CITY COMMISSION ACTION:**

Approve  
Execute

Department: Public Works & Engineering  
Presenter:

## **Attachment(s):**

1. (S) LFA Resolution - Lancaster Loop Trail
2. (S) LAP Resolution - Lancaster Loop Trail
3. (S) LAP Agreement
4. (S) Locally Funded Agreement - CEI Contingency
5. (S) Escrow Agreement

## ITEM 7.M

### Phase II of the Stormwater Asset Inventory Data Collection Project

#### Request

Approval to issue Task Work Order No. 3 to Michael Baker International, Inc. for Phase II of the Stormwater Asset Inventory Data Collection Project for the City's East City Ditch Drainage Basin in the amount of \$280,633.

#### Explanation

The City is currently working towards developing a Stormwater Model for the entire City. There are a total of six drainage basins within the City limits (West City Ditch, East City Ditch, Mill Slough, Bass Slough, Shingle Creek and the Downtown area). On March 16, 2021, the West City Ditch Basin was the first basin to begin the data collection toward providing a drainage report and updated drainage GIS layers. On March 15, 2022, the Downtown Basin became the next basin to be selected for the data collection to update the drainage GIS layer. The City has now selected the East City Ditch drainage basin to be the next basin to be inventoried as part of Phase II for the project.

The City is continuing to use Michael Baker International, Inc. under continuing services contract (RFQ 2021-003), which the Commission approved on July 6, 2021. The project will be tasked with the Stormwater Asset Inventory Phase II Data Collection for East City Ditch Drainage Basin in the amount of \$280,633. The scope of work will include field reviews of the assets to update vertical elevations, horizontal location, structure type, pipe sizes and conditions updating the City's GIS database, providing required information for maintenance consideration and ultimately developing a stormwater basin model to evaluate areas where improvements would be beneficial.

#### Financial Information

| Account #       | Project # | Increase / Decrease | Budget    | Actual    |
|-----------------|-----------|---------------------|-----------|-----------|
| 40945203-503131 | N/A       | Decrease            | \$407,882 | \$280,633 |

#### Financial Summary:

The project is fully funded under the Stormwater Utility Fund.

#### Recommendation

Staff recommends approval to issue Task Work Order No. 3 to Michael Baker International, Inc. for Phase II of the Stormwater Asset Inventory Data Collection for the City's East City Ditch Drainage Basin in the amount of \$ 280,633.

#### REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Public Works & Engineering

Presenter:

**Attachment(s):**

1. East City Ditch Basin Asset Mgmt Ph II - Scope - Critical Structures Option
2. Task WO #3 to Michael baker - partially executed\_signed

## ITEM 7.N

### Professional Services Award for the Mill Run Pond Flood Study

#### Request

Approval to issue Task Work Order No. 4 to Michael Baker International, Inc. for Professional Services support on the Mill Run Flood Study in the amount of \$68,614.

#### Explanation

On July 6, 2021, the City Commission approved the Michael Baker International, Inc. continuing services contract (RFQ 2021-003). The Public Works and Engineering Department has selected Michael Baker International, Inc. to conduct a flood study for the Mill Run Pond basin and adjacent areas with the purpose of identifying the cause of flooding and providing conceptual alternatives to improve conditions. The consultant will review collected data of the existing infrastructure, field condition observation of existing drainage structures, and surveys. This data will then be used to model the existing conditions and develop proposed alternatives to alleviate flooding conditions within the Mill Run Pond. The scope of work will total in the amount of \$68,614.

#### Financial Information

| Account #       | Project # | Increase / Decrease | Budget    | Actual      |
|-----------------|-----------|---------------------|-----------|-------------|
| 40945203-503131 | N/A       | Decrease            | \$407,882 | \$68,613.28 |

#### Financial Summary:

The project is fully funded under the Stormwater Utility Fund.

#### Recommendation

Staff recommends approval to issue Task Work Order No. 4 to Michael Baker International, Inc. for Professional Services support on the Mill Run Flood Study in the amount of \$68,614.

#### REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

#### Attachment(s):

1. Mill Run Pond Flood Study
2. Task Work Order #4\_AW\_Signed

City of Kissimmee

## ITEM 7.O

### State Mitigation credit purchase agreement for Lancaster Ranch Park Phase 1

#### Request

Approval of the State Mitigation Credit purchase agreement 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.

On April 18, 2023 the City Commission approved to purchase of 1.12 Freshwater Federal Herbaceous (M-WRAP) credits from Florida Mitigation Bank LLC, which were accepted, and 1 Freshwater State Herbaceous (UMAM) mitigation credits from Kenneth Kirchman Foundation. It was determined on 5/25/2023 that those Freshwater State credits from Kenneth Kirchman Foundation were not accepted and that the City would need to find other mitigation credits from another bank source.

The City now has a new agreement for the 1 Freshwater Federal State Herbaceous (UMAM) mitigation credits through Twin Oaks Mitigation Bank with D.R. Horton, Inc. in the amount of \$125,000. This is only a \$25,000 increase from the previous Kenneth Kirchman Foundation request which has been refunded.

#### Financial Information

| Account #       | Project # | Increase / Decrease | Budget    | Actual    |
|-----------------|-----------|---------------------|-----------|-----------|
| 10550706-506393 | RI2302    | Decrease            | \$125,000 | \$125,000 |

#### Financial Summary:

Funds will be available for the mitigation credits in the Recreation Impact project RI2303. 1 Freshwater State Herbaceous (UMAM) in the amount of \$125,000. A deposit of \$12,500 will be issued at signing and the remainder balance (\$112,500) will be due no later than August 22, 2023.

#### Recommendation

Staff recommends the City Commission approve the attached Mitigation Credit purchase agreement 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

Department: City Manager

Presenter:

**Attachment(s):**

1. (S) - Lancaster Ranch Phase I Twin Oaks Mitigation Credit Agreement
2. Previous Mitigation Info

## ITEM 7.P

### Approval of Purchase Contract for 1815 Vine Street and 1515 Hollywood (Super 8 Motel)

#### Request

Approval of the purchase contract and authorization for the City Manager to execute any and all future documents related to the purchase of 1815 Vine and 1515 Hollywood (formerly Super 8 Motel)

#### Explanation

The City of Kissimmee has supported programs and services focused on assisting the homeless and those in need for more than two decades. Over the past three years, the City Commission selected addressing the housing needs of the homeless as a top priority in the five-year strategic plan. After several attempts to identify property and/or potential partners for the development of a campus, the City identified a property well suited to carry out the vision for the community.

The proposed project will be known as the Haven on Vine. It will serve as a one-stop location and provide housing-focused emergency, low barrier, non-congregate shelter; bridge housing; and homeless support services. The intent of this project is to provide housing-focused 24/7/365 non-congregate emergency shelter and support services to persons experiencing homelessness. In addition, the campus will provide affordable housing units for those whose income does not exceed 80% of the area median income (AMI). The project will support an integrated system of housing assistance that can immediately address the needs of an individual or household experiencing homelessness and connect them with the resources needed to end that homeless episode. This overarching goal is to align with the national best practices of Housing First and deploy services needed to ensure homelessness in our community is rare, brief, and non-recurring.

In order to accomplish this vision, staff is proposing the purchase of a property located at 1815 W Vine and 1515 Hollywood St., AKA the Super 8 Motel. The property consists of 123 units- 83 motel rooms and 40 two-bedroom/ one-bath apartments. The property is well suited for co-locating services and housing on the same campus in a dignified way.

At this time, staff is underway finalizing the purchase contract with the following sales terms:

Sales Price: \$12,000,000

Contingency from the seller for completion of 8 apartment renovations: \$50,000

The purchase price is based upon the average of two appraisals done on the property and the contingency is based on cost estimates developed by Facilities Management.

Funding for the purchase is as follows:

| <b>Sources</b>            | <b>Amount Allocated</b> |
|---------------------------|-------------------------|
| City ARPF                 | \$ 6,853,368.86         |
| Osceola County Government | \$ 3,000,000            |
| CDBG-CV 2020 (1&3)        | \$ 1,026,902            |
| CDBG 2020                 | \$ 109,899              |
| CDBG 2021                 | \$ 133,713              |
| CDBG 2022                 | \$ 300,000              |
| HOME 2020                 | \$ 57,037.92            |

City of Kissimmee

|              |                      |
|--------------|----------------------|
| HOME 2022    | \$ 235,310           |
| HOME 2018    | \$ 283,769.08        |
| <b>Total</b> | <b>\$ 12,000,000</b> |

The required buyer closing costs will be funded through City ARPF project funds in an amount not to exceed 2% of the sales price.

In order to proceed, staff request authorization to enter into the purchase contract with Diamond Elite Kissimmee Apartments, LLC and Diamond Elite Kissimmee, LLC (hotel). Due to the timing of the sale, authorization is also requested for the City Manager to sign any and all remaining documents necessary to complete the sale, including the Osceola County funding agreement that is underway. The proposed closing date is on or before June 21, 2023.

During and after the completion of the purchase, staff will work to ensure compliance with HUD to address tenants currently residing in the property, hire a property manager to manage the day-to-day needs of the current tenants, and move forward with the RFP process to select a provider and long-term property manager.

### Financial Information

| Account # | Project #                   | Increase / Decrease | Budget    | Actual    |
|-----------|-----------------------------|---------------------|-----------|-----------|
| 03290700  |                             | Decrease            | 6,853,369 |           |
| 509276    | TBD                         | Increase            | 6,853,369 |           |
| 03240106  | TBD                         | Increase            | 3,000,000 |           |
| 506292    | TBD                         | Increase            | 3,000,000 |           |
| 00100337  | CDBG-20                     | Decrease            |           | 1,026,902 |
| 337103    | 11120                       | Decrease            |           | 109,899   |
| 00110106  | CDBG2021-HMELESS FC-506292  | Decrease            |           | 132,843   |
| 506292    | CDBG2021                    | Decrease            |           | 870       |
| 11125108  | CDBG2022-HMELESS FC-506292  | Decrease            |           | 300,000   |
| 508282    | 11320                       | Decrease            |           | 57,038    |
| 11125108  | HOME2022-HUD-OTHR OPER-AIDS | Decrease            |           | 235,310   |
| 508282    | PRIV                        | Decrease            |           | 283,769   |
| 11125106  | 11318                       |                     |           |           |
| 506292    |                             |                     |           |           |
| 11125108- |                             |                     |           |           |
| 508282    |                             |                     |           |           |
| 11125106  |                             |                     |           |           |
| 506292    |                             |                     |           |           |
| 11325108  |                             |                     |           |           |
| 508282    |                             |                     |           |           |
| 11325108  |                             |                     |           |           |
| 508282    |                             |                     |           |           |
| 11325108  |                             |                     |           |           |
| 508282    |                             |                     |           |           |

### Financial Summary:

Adequate funding is available through out various sources.

**Recommendation**

Staff recommends approval to proceed with the purchase contract with Diamond Elite Kissimmee Apartments, LLC and Diamond Elite Kissimmee, LLC (hotel) and authorization for the City Manager to sign any and all remaining documents necessary to complete the sale.

**REQUESTED CITY COMMISSION ACTION:**

Approve  
Execute

Department: City Manager  
Presenter:

**Attachment(s):**  
None

## **ITEM 8.A**

### **Presentation of the Annual Comprehensive Financial Report for the year ended September 30, 2022**

#### **Request**

This request is for Commission acceptance of the Annual Comprehensive Financial Report for the year ended September 30, 2022.

#### **Explanation**

The Annual Comprehensive Financial Reports for the year ended September 30, 2022 were issued in May for the City of Kissimmee, the Vine Street Community Redevelopment Agency and the Downtown Community Redevelopment Agency. The City's external auditors, Purvis Gray & Company, LLP, have given the City an unmodified opinion which means the financial statements conform with generally accepted accounting principles and present fairly, in all material respects, the financial position of the City and the results of its operations.

Purvis Gray & Company, LLP, will be present to answer any questions the Commission may have about the audited financial statements or the required communication letter.

#### **Recommendation**

Accept the Annual Comprehensive Financial Report for the year ended September 30, 2022.

#### **REQUESTED CITY COMMISSION ACTION:**

Accept

Department: Finance

Presenter: Tavia Conner

#### **Attachment(s):**

1. 11368ACFR22 Final PGC Reports City of Kissimmee
2. 11368ACFR22 Final SAS114 City of Kissimmee
3. 2022 kissimmee
4. Vine St CRA Stmts FY22-PG
5. Downtown CRA Stmts FY22-PG
6. 11368AR22 Final SAS114 Kissimmee Vine Street CRA
7. 11368AR22 Final SAS114 City of Kissimmee CRA

## ITEM 8.B

### Approval of the Second Renewal of the Agreement with Artistic Holiday Designs for the design and installation of Downtown Holiday Decorations

#### Request

Approval of the second 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 a lease-to-own Agreement with Artistic Holiday Designs for the design and installation of new holiday lighting and decorations 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 2022 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 second one-year renewal of the Agreement between the CRA and AHD. AHD has priced each decor item on a lease-to-own basis for three consecutive years. At the end of the second one-year renewal Agreement term, the City of Kissimmee and CRA will own the holiday lighting and decorations and only pay for the labor costs of installation, maintenance, service, removal and storage.

#### Financial Information

| Account #        | Project # | Increase / Decrease | Budget | Actual |
|------------------|-----------|---------------------|--------|--------|
| 10622203-504444  |           | Decrease            | 50,000 | 50,000 |
| 00150663- 504444 |           | Decrease            | 10,000 | 10,000 |

#### Financial Summary:

The current budget for the project is \$60,000 with \$10,000 in funds coming out of the Parks and Recreation budget and \$50,000 in funds coming out of the Downtown Kissimmee CRA Budget.

#### Recommendation

Approval of the second 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: City Manager

Presenter: Samia Singleton

**Attachment(s):**

1. (S) Second Renewal of CRA Holiday Lights Agreement
2. (S) Second Renewal Billing

## ITEM 8.C

### Approval of the Kissimmee Utility Authority Contract for Line Extension Services for streetlight upgrades on the Vine Street corridor

#### Request

Approval of the Kissimmee Utility Authority Contract for Line Extension Services for streetlight upgrades on the Vine Street corridor.

#### Explanation

The Vine Street Community Redevelopment Agency (CRA) aspires to create strong lighting elements to establish district identity and improve visual edges along streets and thoroughfares. Furthermore, insufficient street lighting is one of the five key factors contributing to unsafe conditions in the CRA area.

The 2012 CRA Master Plan prioritizes the development and implementation a streetscape plan that includes lighting, landscaping and public realm enhancements. The CRA is actively making strides that contribute to the enhancement of the public realm – the CRA adopted the Landscape Master Plan in 2022 and is working with the Florida Department of Transportation on the US 192 resurfacing project that encompasses the entire Vine Street corridor.

The next phase in enhancement of the Vine Street corridor is upgrading 200 of the existing streetlights from halogen sphere lights to new LED mongoose lights, from Michigan Ave. to Hoagland Blvd. The Kissimmee Utility Authority (KUA) Contract for Line Extension Services permits KUA to order, store and install the new streetlights on behalf of the CRA. Due to the magnitude of the project, the upgrades will be divided into two phases and divided into the following sections:

1. Michigan Ave to Main Street
2. Main Street to John Young Parkway
3. John Young Parkway to Thacker Ave.
4. Thacker Ave. to Phillip Street
5. Phillip Street to Dyer Blvd.
6. Dyer Blvd to Armstrong Blvd.
7. Armstrong Blvd. to Hoagland Blvd.

Phase One consists of sections 1-4 and 7. Phase Two consists of sections 5 and 6, which will coincide with an overhead power line conversion to an underground line. At this time, Staff is requesting approval of the Contract for Line Extension Services for Phase 1, which totals \$942,990. The timeline and costs for Phase 2 will be determined at a later date.

#### Financial Information

| Account #       | Project # | Increase / Decrease | Budget  | Actual |
|-----------------|-----------|---------------------|---------|--------|
| 10725506-506393 | CR2206    | Increase            | 942,990 |        |

### Financial Summary:

This project is programmed in the FY 22-23 Capital Budget as "Beautification, storm water, streetlight and other capital improvement projects". Phase 1 consists of sections 1-4 and 7, which total \$942,990. Phase 2 project costs will be determined at a later date.

### **Recommendation**

Approval of the Kissimmee Utility Authority Contract for Line Extension Services for streetlight upgrades on the Vine Street corridor.

### REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter: Samia Singleton

### **Attachment(s):**

1. (S) EO0025044 - KUA Line Extension Contract
2. (S) EO0025045 - KUA Line Extension Contract
3. (S) EO0025046 - KUA Line Extension Contract
4. (S) EO0025047 - KUA Line Extension Contract
5. (S) EO0025048 - KUA Line Extension Contract
6. US 192 from Hoagland-Michigan Lights

## **ITEM 8.D**

### **Request for Qualifications (RFQ) for hotel and conference space at Kissimmee Civic Center Site**

#### **Request**

Seek input and direction on an RFQ for developing a Public-Private Partnership for a downtown hotel at the Kissimmee Civic Center property.

#### **Explanation**

In pursuit of the City Commission priority to develop a hotel and conference center at the Kissimmee Civic Center site, staff in the process of developing a draft Request for Qualifications (RFQ) to seek potential development partners and a hotel operator. The following are key components that would form the basis of the draft RFQ:

- The City of Kissimmee, Florida, is seeking a development team to build a city-centered hotel in Historic Downtown Kissimmee.
- The development site is a portion of a City owned 13.62 acres site connecting Lakefront Park with the downtown.
- The development team is expected to include (or be led by) a hotelier that may own and operate the property. The hotelier must have a proven track record of owning and operating an upscale hotel with conference space.
- The development site includes the City's existing 19,000 sq. ft. Civic Center. Conference space is desired in the overall project. This can be achieved via demolition/rebuild of the Civic Center, or renovation/reuse of the existing facility. In either case, respondents are required to demonstrate a synergistic vision between the meeting space and the hotel.
- The adjacent SunRail Parking Garage *may* be eligible to partially park the hotel, subject to state approval.
- Particulars associated with the project will be negotiated and memorialized in an executed Development Agreement (DA). Project benchmarks and timelines are expected to be rigorous. The project site property may be deeded to the selected proposal team (developer plus hotelier) subject to negotiated DA conditions. The site is located in the Downtown Kissimmee Community Redevelopment Area (CRA). As such, the project may be eligible for the CRA's flagship Pioneer Project Incentive Program.
- The site is walking distance to the SunRail Station, Lakefront Park, Downtown Shops/Eateries, Amtrak, NeoCity, and is a 20-minute drive to the Walt Disney World Resort.
- As a result of its strategic location, the hotel site lends itself to both urban and outdoor exploration at the doorstep. The site connects directly to the 25-acre Lakefront Park, which also offers an extensive shared-use path network that will offer a 20-mile loop when completed. Downtown Kissimmee offers 33 food and beverage establishments within walking distance.
- Respondents must articulate how the project will become part of the downtown fabric by connecting guests with the various attributes mentioned above.

The City's Economic Development Director, Tom Tomerlin, will provide an overview of the highlights of the proposed RFQ and will seek Commission feedback on the concept for this project.

#### **Recommendation**

Staff is seeking Commission direction on the RFQ points addressed herein.

City of Kissimmee

REQUESTED CITY COMMISSION ACTION:

Commission Direction

Department: Economic Development

Presenter: Arthur Tomerlin

**Attachment(s):**

1. Map\_Hotel Development