



**MEETING AGENDA
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, JULY 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- Parks and Recreation Month

3.B Proclamation- 10th Anniversary of Lechonera El Jibarito

3.C Employee of the Month for July - Luis Martinez

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

4.A Public Hearing - Second and Final Reading - Proposed Ordinance #22-14 to annex 15.50 acres of land - AX-22-0002

AN ORDINANCE PROVIDING FOR THE ANNEXATION OF CERTAIN HEREIN DESCRIBED LAND, TO THE CITY OF KISSIMMEE, FLORIDA, FURTHER PROVIDING FOR THE TERMS AND CONDITIONS OF SUCH LAND AFTER ITS ANNEXATION, REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE

4.B Public Hearing - Final Reading - Proposed Ordinance #22-20 - Amending the Zoning Map from County Agricultural & Conservation (AC) to City Agricultural & Conservation (AC): Give Kids the World - ZMA-22-0005

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.C Public Hearing - Final Reading - Proposed Ordinance #23-12 - Amending the Zoning Map designation from Open Space (OS) to Multiple Family Medium Density (RC-2): Bass Road Townhomes, ZMA-22-0007

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.D Public Hearing - Second and Final Reading - Proposed Ordinance #23-13 - Amending Chapter 42, Traffic and Vehicles (Cancelled - Re-advertising)

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE; CHAPTER 42, TRAFFIC AND VEHICLES, ARTICLE II, PARKING, STANDING, STOPPING, DIVISION 1, GENERALLY, SECTION 42-21, LIABILITY FOR PAYMENT OF PARKING CITATION AND SECTION 42-22, HEARING TO

CONTEST PARKING CITATION; AND CHAPTER 1, SECTION 1-22, GENERAL PENALTY; CREATING CHAPTER 42, TRAFFIC AND VEHICLES, ARTICLE III, VEHICLES, SECTION 42-72, IMPOUNDMENT OF VEHICLES; REPEALING ALL ORDINANCES CONFLICTING HERewith AND PROVIDING AN EFFECTIVE DATE

- 4.E Public Hearing - First Reading - Proposed Ordinance #23-08 to annex 0.79 acres of land - AX-23-0001

AN ORDINANCE PROVIDING FOR THE ANNEXATION OF CERTAIN HEREIN DESCRIBED LAND, TO THE CITY OF KISSIMMEE, FLORIDA, FURTHER PROVIDING FOR THE TERMS AND CONDITIONS OF SUCH LAND AFTER ITS ANNEXATION, REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE

5. PUBLIC HEARINGS

- 5.A Public Hearing - City of Kissimmee Annual Action Plan and Adoption of Accompanying Resolution
- 5.B Public Hearing - First of two public workshops regarding Parks and Recreation Impact Fee increases and extraordinary circumstances

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 June 6, 2023 and June 20, 2023 meeting
- 7.B Approval to award and sign agreement for bid IFB2023-002 for Bleacher Canopy Covers at Fortune Road Athletic Complex to Creative Shade Solutions, Inc.
- 7.C Approval to accept sponsorship donation for the 2023 Special Event Festival Series from AdventHealth
- 7.D Approval of the City of Kissimmee Strategic Plan for FY 2024
- 7.E Flora Ridge Parcel B-1 AKA First Loop Logistics Park (DRC# 20-00044) – Major Subdivision, Final Acceptance
- 7.F Kissimmee Heights Replat One - Final Plat (DRC# 21-098)
- 7.G Apache Avenue Lots - Final Plat (DRC# SR-22-0015)
- 7.H Acceptance of a Federal Aviation Administration Grant for Design Taxiway Delta Improvements
- 7.I Approval to award pool chemical and delivery services to Aquasol Commercial Chemical, Inc (Poolsure) through an intergovernmental cooperative purchasing agreement for the Bob Makinson Aquatic Center and the Lakefront Park Splashpad
- 7.J Sponsorship from Kissimmee Utility Authority for Parks and Recreation Special Events

- 7.K Task Order No. 2 for Professional Service Agreement with Avcon, Inc., for Taxiway Delta Design
- 7.L Helping Emergency Responders Obtain Support (HEROS) Program at the Florida Department of Health (DOH) FOR FY2023
- 7.M Continuing Services Contract for Roof Replacement, Housing Rehabilitation, and Demolition and Reconstruction - Habitat for Humanity Greater Orlando and Osceola County and Osceola Council on Aging
- 7.N Continuing Professional Engineering Services Contract Extension
- 7.O Kissimmee Police Department Canine Surplus and Retirement
- 7.P Approval of a Space Use Permit for Jr. Davis Construction Company, Inc.
- 7.Q Renewal of Space/Use Permit for Jed Suhl d.b.a. Horse-Riding Orlando, LLC
- 7.R Approval of agreement for mulch delivery and installation with Landscape Services Inc. through an intergovernmental cooperative purchasing agreement
- 7.S Approval of an Exhibit to the Master Fiber Optic Line Extension Master Agreement with the Kissimmee Utility Authority
- 7.T Sonoma Resort at Tapestry, Phase 2C – Final Plat, Major Subdivision (DRC# SR-23-0003)
- 7.U A Resolution authorizing the subordination of utility interests in Nine Parcels to the Florida Department of Transportation
- 7.V Transfer of Funds for The Haven on Vine Operating Accounts

8. DISCUSSION ITEMS

- 8.A Florida League of Cities Voting Delegate 2023

CITY COMMISSION RECESSES AND CONVENES AS THE COMMUNITY REDEVELOPMENT AGENCY BOARD

- 8.B Authorization to submit an application for a Florida Department of Transportation District Five Landscape Program Grant

COMMUNITY REDEVELOPMENT AGENCY BOARD ADJOURNS AND RECONVENES AS THE CITY COMMISSION

- 8.C External City Commission Board Vacancy: HelpNow of Osceola, Inc.
- 8.D Advisory Board Vacancy: Police Pension 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.

City Commission – July 18, 2023

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- Parks and Recreation Month

Request

The request is for the Commission to present a Proclamation to the Parks and Recreation Director Steve Lackey and his management staff.

Explanation

N/A

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation- Parks and Recreation Month July 2023

ITEM 3.B**Proclamation- 10th Anniversary of Lechonera El Jibarito****Request**

The request is for the Commission to present a Proclamation to Lisandra Roman in recognition of the 10th Anniversary of Lechonera El Jibarito.

Explanation

N/A

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation- 10th Year Anniversary of Lechonera El Jibarito July 2023

ITEM 3.C

Employee of the Month for July - Luis Martinez

Request

That the City Commission join the City Manager in recognizing Luis Martinez, Development Services, as July's Employee of the Month.

Explanation

The City is honored to recognize Luis Martinez as Employee of the Month for July. Luis is a Building Inspector for the Development Services Department and has worked for the City a little over 2 years.

In the relatively short time that Luis has been with the City, he has built a reputation of being exceptionally knowledgeable, and has gained the respect of the customers he serves. His first objective is to help, and citizens appreciate how he takes the time to explain things in a very courteous manner. His motivation and work ethic are stellar. He takes pride in his work and often finds ways to streamline processes. He readily lends a hand – even if it makes his job harder, as long as your job is easier.

Luis's cheerful, friendly attitude is appreciated by all – it's contagious. Luis credits the support and interaction of his team members for his success – the City synergy at work. We'd like to recognize Luis as being an integral part of the City's inspection operations.

Department: Human Resources & Risk Management

Presenter: Mike Steigerwald

Attachment(s):

None

ITEM 4.A

Public Hearing - Second and Final Reading - Proposed Ordinance #22-14 to annex 15.50 acres of land - AX-22-0002

AN ORDINANCE PROVIDING FOR THE ANNEXATION OF CERTAIN HEREIN DESCRIBED LAND, TO THE CITY OF KISSIMMEE, FLORIDA, FURTHER PROVIDING FOR THE TERMS AND CONDITIONS OF SUCH LAND AFTER ITS ANNEXATION, REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE

Request

Approval to Annex approximately 15.50 acres of property located east of Bass Road, South of West Vine Street and west of Hoagland Boulevard.

Explanation

This annexation includes three adjacent parcels which include a total area of 15.50 acres of land located on east of Bass Road, south of West Vine Street and west of Hoagland Boulevard. The property is contiguous, or adjacent, to parcels currently within the city limits along the south and east boundaries meeting the state voluntary annexation and City's Land Development Code criteria to support a staff recommendation of approval.

The applicant will be utilizing the City's land use conversion table in Future Land Use Policy 1.1.10.5 of the Comprehensive Plan (included with attachments) to establish a Single Family Low Density Residential (SF-LDR) designation at the time of annexation. The County's current Future Land Use designation is Low Density Residential (LDR), which is equivalent to the City's SF-LDR designation.

Improvements and conditions to mitigate impacts will be addressed with subsequent development review applications and reviews and are subject to applicable local, state, and federal permitting requirements and standards.

FINDINGS AND REASONS:

1. Compliance with Chapter 171 of the Florida Statutes as it meets all the criteria for voluntary annexation as the property is contiguous, or adjacent, to the City Limits along the easterly and southern boundaries of the parcel. Public services, including water, sewer, drainage, and emergency services are already provided to these adjacent City parcels. The subject property is reasonably compact and will not result in the creation of an enclave if annexed.
2. Compliance with Comprehensive Plan Future Land Use Policy 1.1.10.5, Osceola County and City of Kissimmee Land Use Conversions, in that the the existing Osceola County Low Density Residential (LDR) Future Land Use Map designation is equivalent to the City's Single Family Low Density Residential (SF-LDR) Future Land Use designation and will be given this designation with the approval of this annexation.
3. Compliance with Section 14-3-25 annexation regulations outlined in the Land Development Code that refers to Chapter 171, Florida Statutes, and the general annexation procedures in the City's Comprehensive Plan utilizing either the City's land use conversion table in Future Land Use Policy 1.1.10.5, an Annexation Agreement, or a Future Land Use Map amendment. The land use conversion will be utilized to establish the Future Land Use designation on this property.

Recommendation

The Development Review Committee (DRC) recommended approval on April 19, 2022.

The Planning and Advisory Board (PAB) recommended approval by a vote of 4-0 on June 15, 2022.

The City Commission (CC) approved the First Reading by a vote of 5-0 on December 6, 2022.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Cristian Arias

Attachment(s):

1. AX-22-0002 Vicinity Map
2. AX-22-0002 Aerial Map
3. AX-22-0002 Site Data Tables
4. (S) AX-22-0002 Proposed Ordinance 22-14
5. AX-22-0002 City Commission Ad
6. AX-22-0002 Comp Plan FLU Policy 1.1.10.5
7. AX-22-0002 December 6, 2022 CC Minutes
8. AX-22-0002 - June 15, 2022 PAB Minutes
9. AX-22-0002 DRC Comments

ITEM 4.B

Public Hearing - Final Reading - Proposed Ordinance #22-20 - Amending the Zoning Map from County Agricultural & Conservation (AC) to City Agricultural & Conservation (AC): Give Kids the World - ZMA-22-0005

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 a Zoning Map Amendment to change the Zoning designation from County Agricultural (AC) to City Agricultural Conservation (AC) zoning on 15.5 acres of land.

Explanation

Approval of a Zoning Map Amendment from County Agricultural (AC) to City Agricultural Conservation (AC) zoning for approximately 15.50 acres of land. This proposal is subject to approval of a voluntary annexation application (AX-22-0002) submitted concurrently with this Zoning Map Amendment request.

The applicant is proposing to utilize the subject property as temporary satellite/overflow parking for Give Kids the World events and activities. According to the applicant, there are no immediate development plans for the parcels at this time. However, consistent with the Land Development Code, the AC zoning designation can be used as a holding zone which will permit appropriate rural development until such time new urban development is appropriate. The proposed zoning map amendment is consistent and compatible with adjacent uses and Future Land Use designations.

FINDINGS AND REASONS:

1. Compliance with the intent of the AC zoning district as outlined in Section 14-4-4(A)(3) of the Land Development Code.
2. Compliance with the allowable uses as outlined in Section 14-4-5, Table 4-1, is consistent and compatible with the surrounding area.
3. Compliance with Land Development Code Section 14-3-27, Zoning map and Land Development Code (LDC) amendments, in regards to the submittal and review procedures and criteria to support an amendment.
4. Compliance with Comprehensive Plan Future Land Use Policy 1.1.10.5, Osceola County and City of Kissimmee Land Use Conversions, in that the existing Osceola County Low Density Residential (LDR) Future Land Use Map designation is equivalent to the City's Single Family Low Density Residential (SF-LDR) Future Land Use designation.

Recommendation

The Development Review Committee (DRC) recommended approval on September 20, 2022.

The Planning and Advisory Board (PAB) recommended approval by a vote of 4-0 on November 2, 2022.

CONDITION:

City of Kissimmee

1. Subject to the approval of the annexation (AX-22-0002) ordinance.

REQUESTED CITY COMMISSION ACTION:

Approve w/Conditions

Department: Development Services

Presenter:

Attachment(s):

1. ZMA-22-0005 Vicinity Map
2. ZMA-22-0005 Aerial Map
3. ZMA-22-0005 Site Data Tables
4. (S) ZMA-22-0005 Proposed Ordinance 22-20
5. ZMA-22-0005 - City Commission Ad
6. ZMA-22-0005 November 2, 2022 PAB Minutes
7. ZMA-22-0005 DRC Comments
8. ZMA-22-0005 DRC Application

ITEM 4.C

Public Hearing - Final Reading - Proposed Ordinance #23-12 - Amending the Zoning Map designation from Open Space (OS) to Multiple Family Medium Density (RC-2): Bass Road Townhomes, ZMA-22-0007

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 a Zoning Map Amendment to change the Zoning designation from Open Space (OS) to Multiple Family Medium Density Residential (RC-2) on approximately 7.96 acres of land.

Explanation

This property was annexed, along with 264 other parcels, as part of a Small Enclaves Interlocal Agreement (ILA) between the City of Kissimmee and Osceola County (DRC-19-00017). The ILA was intended to annex enclave properties and their associated roadways that could potentially create problems with planning, growth management, and local services. Enclaves, per Florida Statutes Chapter 171, are those areas that are encompassed by a City and where municipal services, such as water, sewer, drainage, police, and fire protection are already provided to surrounding properties. This agreement was approved and adopted by the Osceola County Board of County Commissioners on February 18, 2019.

The Future Land Use designations of properties within the agreement were determined and established in accordance with Comprehensive Plan Policy 1.1.10.5 -- Osceola County and City of Kissimmee Land Use Conversions. The Open Space (OS) Zoning designation was established under the ILA Rezoning Amendments (DRC-19-00019). Both were approved at the February 5, 2019 City Commission meeting. There was a scrivener's error within the exhibit tables that accompanied the ILA Rezoning Amendments where this property was designated with an OS Zoning designation. The easternmost portion of the property is within the City's Conservation Overlay that must provide a conservation impact report with the subsequent development review submittals and is subject to applicable local, state, and federal permitting requirements and standards.

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-2) Zoning District, that is compatible with the Multiple Family Medium Density Residential (MF-MDR) Land Use designation.

Recommendation

City of Kissimmee

The Development Review Committee (DRC) recommended approval on May 16, 2023.

The Planning Advisory Board (PAB) recommended approval by a vote of 5-0 on June 21, 2023.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Brenda Ryan

Attachment(s):

1. ZMA-22-0007 Vicinity Map
2. ZMA-22-0007 Aerial Map
3. ZMA-22-0007 Site Data Table
4. (S) ZMA-22-0007 Proposed Ordinance 23-12
5. ZMA-22-0007 City Commission Ad
6. ZMA-22-0007 June 21, 2023 PAB Action Summary
7. ZMA-22-0007 DRC Comments
8. ZMA-22-0007 DRC Support Documents

ITEM 4.D

Public Hearing - Second and Final Reading - Proposed Ordinance #23-13 - Amending Chapter 42, Traffic and Vehicles (Cancelled - Re-advertising)

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE; CHAPTER 42, TRAFFIC AND VEHICLES, ARTICLE II, PARKING, STANDING, STOPPING, DIVISION 1, GENERALLY, SECTION 42-21, LIABILITY FOR PAYMENT OF PARKING CITATION AND SECTION 42-22, HEARING TO CONTEST PARKING CITATION; AND CHAPTER 1, SECTION 1-22, GENERAL PENALTY; CREATING CHAPTER 42, TRAFFIC AND VEHICLES, ARTICLE III, VEHICLES, SECTION 42-72, IMPOUNDMENT OF VEHICLES; REPEALING ALL ORDINANCES CONFLICTING HERewith AND PROVIDING AN EFFECTIVE DATE

Request

Staff requests the Public Hearing be announced for the originally proposed Second and Final Reading of Proposed Ordinance #23-13 for the Amendment of Chapter 42, Traffic and Vehicles. This ordinance has been withdrawn and will be re-advertised at a later date.

Explanation

The ordinance title that was advertised on June 15, 2023 is under review by the City Attorney and therefore the Public Hearing is requested to be continued. Once the update to the ordinance is complete, the City will re-advertise the Public Hearing for the new date.

The Public Hearing will be announced should there be any members of the public present to comment.

Recommendation

Staff recommends, due to the nature of the cancellation, this item will be brought back to the Commission at a later time.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter: Curtis McGehee

Attachment(s):

1. 2023 parking ordinance update and creating impound ordinance
2. Prop Ord 23-13 - Gazette Proof (Publication Date 06-15-2023)

ITEM 4.E

Public Hearing - First Reading - Proposed Ordinance #23-08 to annex 0.79 acres of land - AX-23-0001

AN ORDINANCE PROVIDING FOR THE ANNEXATION OF CERTAIN HEREIN DESCRIBED LAND, TO THE CITY OF KISSIMMEE, FLORIDA, FURTHER PROVIDING FOR THE TERMS AND CONDITIONS OF SUCH LAND AFTER ITS ANNEXATION, REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE

Request

Approval to Annex approximately 0.79 acres of property located east of Simpson Road and north of Hilliard Isle Road.

Explanation

The subject property has a total land area of 1.3 acres of land. A portion to the south of this property, approximately 0.79 acres of land, remains in Osceola County's jurisdiction. The applicant has initiated this annexation application to annex this portion of vacated ROW to develop the entire site in the near future. The proposed annexation meets all the requirements set forth by local and Florida State Statutes for a voluntary annexation as the property is contiguous, or adjacent, to the City Limits along the northern and southern boundaries.

Property History: The subject site has gone through various changes over time. In 2000, the City of Kissimmee Commission approved an annexation request, which included a portion of the subject property to the south (please see attached Ordinance #2410). It was during this time that Hilliard Isle Road was to the south of the subject property. In 2007, a final plat was approved by the City of Kissimmee where it introduced a realignment of Hilliard Isle Road to the north of the subject property (refer to attached Final Map "Hilliard Isle Commercial Center"). In 2015, the Board of County Commissioners of Osceola County initiated the vacation of right-of-way of Hilliard Isle Road to the south (refer to Osceola County Vacation ROW Map). Since then, this portion has remained in Osceola's County jurisdiction as a vacated ROW.

FINDINGS AND REASONS:

1. Compliance with Chapter 171 of the Florida Statutes as it meets all the criteria for voluntary annexation as the property is contiguous, or adjacent, to the City Limits along the northern and southern boundaries of the parcel. Public services, including water, sewer, drainage, and emergency services are already provided to these adjacent City parcels. The subject property is reasonably compact and will not result in the creation of an enclave if annexed.
2. Compliance with Section 14-3-25 annexation regulations outlined in the Land Development Code that refers to Chapter 171, Florida Statutes, and the general annexation procedures in the City's Comprehensive Plan utilizing either the City's land use conversion table in Future Land Use Policy 1.1.10.5, an Annexation Agreement, or a Future Land Use Map amendment. A concurrent Future Land Use Amendment (LUPA-23-0002) will be utilized to establish the Future Land Use designation on this property.

Recommendation

REQUESTED PLANNING ADVISORY BOARD ACTION:

Approve

City of Kissimmee

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

The Planning and Advisory Board (PAB) recommended approval by a vote of 4-0 on June 7, 2023.

Attachment(s):

1. AX-23-0001 Vicinity Map
2. AX-23-0001 Aerial Map
3. AX-23-0001 Site Data Tables
4. AX-23-0001 Proposed Ordinance 23-08
5. AX-23-0001 City Commission Ad
6. AX-23-0001 June 6, 2023 PAB Actions Agenda
7. AX-23-0001 DRC Comments
8. AX-23-0001 DRC Application
9. AX-23-0001 Support Documents

ITEM 5.A

Public Hearing - City of Kissimmee Annual Action Plan and Adoption of Accompanying Resolution

Request

Approval of the City of Kissimmee Annual Action Plan for Fiscal Year 2023 and its accompanying Resolution authorizing the Mayor to execute any necessary documents and certifications.

Explanation

The City of Kissimmee Annual Action Plan for FY 2023 is the document required by the U.S. Department of Housing and Urban Development (HUD) that serves as the application for continued funding under the Community Development Block Grant (CDBG) and the HOME Investment Partnership (HOME) programs.

The City's estimated allocation of CDBG funds is \$841,265. Below is the proposed distribution of those funds for Fiscal Year 2023:

CDBG Eligible Activity	Allocation Amount
Code Enforcement	\$ 80,000.00
Public Services	\$126,189.75
Housing-Rehabilitation	\$466,822.25
Administration	\$168,253.00
TOTAL	\$841,265.00

The City intends to use its CDBG allocation to address the needs and priorities identified in the City's 2020-2025 Five Year Consolidated Plan which identifies affordable housing, homeless prevention, economic development, and public services as goals. The City hosted a community meeting to discuss this year's funding priorities and to gather comments from the participants. Attendees were asked to complete a survey ranking different public services. The following public services received the highest ranking: employment training; housing information and referrals/homeless outreach/child care services/health services (tied); services for persons with disabilities; and nutrition services. Programs and activities to address these and other similar public service needs will be selected through an application period that will take place before October 1, 2023. The necessary subrecipient agreements will be presented to the City Commission for approval once the HUD Funding Agreement for FY 2023 is received.

As a member of the Osceola County HOME Consortium, the City is eligible to receive \$359,424.80 in HOME funds. Below is the proposed distribution of those funds for FY 2023:

HOME Eligible Activity	Allocation Amount
Tenant Based Rental Assistance Program (TBRA)	\$80,652.62
CHDO Set Aside - Rental Housing Development*	\$53,913.72
Rental Housing Activities - New Construction*	\$194,050.62
Administration	\$30,807.84
TOTAL	\$359,424.80

* These funds are part of prior year's allocations made to developments and are not available for new projects.

City of Kissimmee

A draft copy of the Plan was available for public review from June 7 through July 7, 2023. No comments were received on the Plan.

If the Plan is approved by the City Commission, it will be submitted to HUD for final review and approval. Minor changes requested by HUD after their review will be handled at the staff level unless there are substantive changes that impact the intent of the Plan. If that is the case, staff will bring those changes to the Commission for further approval.

Recommendation

To approve the City of Kissimmee Annual Action Plan for Fiscal Year 2023 and its accompanying Resolution authorizing the Mayor to execute any necessary documents and certifications.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Frances DeJesus

Attachment(s):

1. Kissimmee_2023-2024 Annual Action Plan
2. (S) RES adopting 2023-2024 CDBG HOME Action Plan
3. (S)SF-424
4. (S)Assurances for Const Programs
5. (S)Assurances for Non-Const Programs
6. (S)Non-State-Certifications
7. Survey2023

ITEM 5.B

Public Hearing - First of two public workshops regarding Parks and Recreation Impact Fee increases and extraordinary circumstances

Request

Hold a public workshop to allow commissioners and the public to discuss the extraordinary circumstances making it necessary to increase the Parks and Recreation Impact Fees beyond the limitations in F.S. 166.31801(6).

Explanation

The City of Kissimmee seeks to increase Parks and Recreation Impact Fees beyond the phase-in limitations required by F.S.S. 166.31801(6). As a result, F.S. 163.31801(6)(g)(2) requires the City to hold two publicly noticed workshops dedicated to the extraordinary circumstances necessitating the need to exceed the phase-in limitations. This is the first of the two hearings.

The City retained Raftelis Financial Consultants Inc. (Raftelis) to review and update the City's Parks and Recreation Impact Fees and to make recommendations for new Police and Fire Impact Fees. The 2023 Municipal Impact Fee Study (Raftelis Study) is attached. The "Florida Impact Fee Act," F.S. 166.31801, provides rules and procedures that local governments must follow when establishing and increasing impact fees. Two of these rules are that local governments may not generally increase existing impact fees by 50% or more and impact fees may not be increased more than every four years. See F.S. 166.31801(6)(d) and (e). Typically, a local government must phase-in impact fee increases, meaning that a local government may only increase impact fees in four equal installments over a four-year period. (These rules do not apply to the proposal to create Police and Fire Impact Fees because those fees would be established rather than an increase to an existing fee.)

The one exception to these rules is that a local government may increase existing impact fees beyond 50% if "extraordinary circumstances necessitate the need to exceed the phase-in limitations" and the local government complies with the following procedures: 1) obtains a demonstrated-need study justifying an increase in an existing impact fee beyond the phase-in limitations, 2) holds two publicly noticed workshops "dedicated to the extraordinary circumstances necessitating the need to exceed the phase-in limitations," and 3) the governing body approves the impact fee increase ordinance by at least a two-thirds vote. The Raftelis Study also serves as a "demonstrated-need study," which documents the extraordinary circumstances that support increasing the Parks and Recreation Impact Fee beyond the phase-in limitations.

According to the Raftelis Study, "recent large inflationary cost increases plus additional capital improvements based on a considerable increase in population growth" are the extraordinary circumstances that justify this increase. As a result, the Raftelis Study recommends increasing the Parks and Recreation Impact Fees from \$1,200 to \$2,410 per dwelling unit for single-family and from \$985 to \$2,048 per dwelling unit for multi-family. If the City does not adopt the proposed Park and Recreation Impact Fees, growth would significantly underpay for its fair share of the Parks and Recreation project costs by as much as \$12,812,000 if Parks and Recreation Impact Fees are not increased at all, to as little as \$4,568,300 if the City adhered to the phase-in limitations. The City would have to rely on other revenue sources to address this shortfall.

Under the existing Parks and Recreation Impact Fees, growth would only pay around \$12,394,000 of these costs. If Parks and Recreation Impact Fees were increased pursuant to the phase-in limitations, growth would pay around a maximum of \$20,637,700. If the Commission approves the proposed Park and Recreation Impact Fees, growth would pay around \$25,206,000.

City of Kissimmee

Recommendation

Hold a public workshop to allow commissioners and the public to discuss the extraordinary circumstances making it necessary to increase the Parks and Recreation Impact Fees beyond the limitations in F.S. 166.31801(6).

REQUESTED CITY COMMISSION ACTION:

No Action

Department: Parks & Recreation

Presenter: Steve Lackey

Attachment(s):

1. Kissimmee Muni Impact Fee Presentation - Final.v2 - 06.30.23
2. 2023 Kissimmee Report - Final

ITEM 7.A**Approval of City Commission Minutes from the June 6, 2023 and June 20, 2023 meeting****Request**

Request Commission approval of the June 6, 2023 and June 20, 2023 Commission Minutes.

Explanation

Minutes of the Commission meeting held on June 6, 2023 and June 20, 2023 are attached for approval.

Recommendation

Staff recommends Commission approval.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Commission

Presenter: Mike Steigerwald

Attachment(s):

1. (S) City Commission Minutes - June 6, 2023
2. (S) City Commission Minutes - June 20, 2023

ITEM 7.B

Approval to award and sign agreement for bid IFB2023-002 for Bleacher Canopy Covers at Fortune Road Athletic Complex to Creative Shade Solutions, Inc.

Request

Approval to award and sign agreement for bid IFB2023-002 for Bleacher Canopy Covers at Fortune Road Athletic Complex to Creative Shade Solutions, Inc.

Explanation

The Parks and Recreation Department, with the assistance of the Procurement division, advertised a public bid IFB2023-002 on April 30, 2023 with the Orlando Sentinel, Demand Star and Vendor Link for bleacher canopy covers for the Fortune Road Athletic Complex. This advertisement notified 99 vendors through Demand Star with 10 downloads and 18 downloads with Vendor Link. There were no Local Vendor Preferences submitted. The sealed bid opening was held on May 23, 2023 with Creative Shade Solutions, Inc. being the lowest bid.

Staff would like the Commission to approve and sign agreement for bid IFB2023-002 to Creative Shade Solutions, Inc for the Bleacher Canopy Covers at Fortune Road Athletic Complex for the amount of \$96,000.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10550706-506393	RI2302	Decrease	\$100,000	\$96,000

Financial Summary:

Funds for this project are available in RI2302.

Recommendation

Approval to award and sign agreement for bid IFB2023-002 for Bleacher Canopy Covers at Fortune Road Athletic Complex to Creative Shade Solutions, Inc.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Parks & Recreation
Presenter: Steve Lackey

Attachment(s):

1. (S) Bleacher Canopy Covers Fortune Rd Contract
City of Kissimmee

2. Abstract Bleacher Canopy Cover
3. Creative Shade Solutions

ITEM 7.C

Approval to accept sponsorship donation for the 2023 Special Event Festival Series from AdventHealth

Request

Approval to accept sponsorship donations for the 2023 Special Event Festival Series from AdventHealth.

Explanation

The Parks and Recreation Department sent out a request for information (RFI) on October 30, 2022 through the Procurement Division for any individual, business or organization wishing to be a sponsor for the 2023 Special Event Festival Series with the City of Kissimmee. Through that advertisement, the City received a sponsorship in the amount of \$10,000 from AdventHealth. This sponsorship will provide funding for 2023 Signature Events, specifically Monumental 4th of July (\$7,500) and Festival of Lights (\$2,500).

These funds will allow the City of Kissimmee Parks and Recreation Department to host and promote high quality community events that create leisure experiences designed to enhance the quality of life for the City's residents and visitors. In exchange, AdventHealth will be listed as a sponsor in promotional materials and event advertisements. Staff recommends accepting this sponsorship from AdventHealth, amending the budget accordingly and allowing the Department Director to sign any agreements, documents or amendments regarding AdventHealth's sponsorship for 2023.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00150663-504901		Increase	\$5,000	
00150663-505252		Increase	\$5,000	
00100366-366001		Increase	\$10,000	

Financial Summary:

Amend the Budget accordingly in Revenue and Expense. Expense accounts for Advertising account 00150663-504901 for \$5,000 and Operating Supplies account 00150663-505252 for \$5,000.

Recommendation

Approval to accept sponsorship donations from AdventHealth for the 2023 Special Event Festival Series.

REQUESTED CITY COMMISSION ACTION:

Accept

City of Kissimmee

Department: Parks & Recreation
Presenter: Matt Libby

Attachment(s):

1. (S) Sponsorship Agreement AdventHealth Kissimmee

ITEM 7.D

Approval of the City of Kissimmee Strategic Plan for FY 2024

Request

Request approval of key components from the City of Kissimmee Strategic Plan for the 2023-24 fiscal year.

Explanation

The City Commission holds an annual planning retreat to develop priorities and a vision that forms the City of Kissimmee's Strategic Plan.

The draft Strategic Plan was developed from this year's annual planning retreat held in January. The retreat identified and ranked both Policy & Management Targets for Action for fiscal year 2023-24 as well as five- and fifteen-year long-term goals and visions for the City.

As part of the overall planning process, each City department will also identify strategies to be carried out during the 2023-24 fiscal year; all Strategies & Initiatives will directly support the Commission's short- and long-term vision.

The approved Targets for Action will be utilized in preparing the budget for the upcoming fiscal year.

Recommendation

Staff recommends approving the 2023-24 Fiscal Year's Commission Action Agenda and Strategic Plan components created by the City Commission during the City's annual planning retreat held in January 2023.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. City of Kissimmee Strategic Plan FY 2024

ITEM 7.E

Flora Ridge Parcel B-1 AKA First Loop Logistics Park (DRC# 20-00044) – Major Subdivision, Final Acceptance

Request

Requesting City Commission acceptance of the required subdivision improvements for the subdivision known as First Loop Logistics Park.

Explanation

The developer, First Industrial, L.P., is requesting acceptance of the subdivision improvements constructed with the development known as First Loop Logistics Park, in accordance with the City's Subdivision Site Improvements and Inspection and Certification procedures (LDC §14-3-43).

The commercial subdivision is located north of W. Carroll Street, between N. Thacker Avenue and N. John Young Parkway. The required subdivision improvements for this development include paving, grading, drainage, water, sewer, and street lighting. A four-lane section of Flora Boulevard has been constructed as part of this development to connect N. Thacker Avenue to N. John Young Parkway.

Flora Boulevard and the two subdivision pond tracts have been dedicated to and will be maintained by the City of Kissimmee.

The owner has posted a maintenance bond in the amount of \$216,370.32 to assure the satisfactory condition of the required subdivision improvements for a period of one year from formal acceptance by the City Commission.

The City Commission previously approved the final plat for this subdivision, First Loop Logistics Park, on 10/4/2022.

Recommendation

Staff recommends acceptance of the subdivision improvements for First Loop Logistics Park.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. Vicinity Map
2. Maintenance Bond

ITEM 7.F**Kissimmee Heights Replat One - Final Plat (DRC# 21-098)****Request**

Approval of the final plat known as Kissimmee Heights Replat One.

Explanation

The owner of the property, Felix E. Gonzalez., is requesting final plat approval without a guarantee. The property is located north of Columbia Avenue and is re-platting multiple underlying lots into one single lot for development purposes.

Recommendation

Staff recommends approval of the final plat for the Kissimmee Heights Replat One.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) Final Plat
2. Vicinity Map

ITEM 7.G

Apache Avenue Lots - Final Plat (DRC# SR-22-0015)

Request

Approval of the final plat known as Apache Avenue Lots.

Explanation

The owner of the property, VPA Investments LLC., is requesting final plat approval without a guarantee. The property is located west of Apache Avenue and is re-platting multiple lots for development purposes.

Recommendation

Staff recommends approval of the final plat for the Apache Avenue Lots.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) Final Plat
2. Vicinity Map

ITEM 7.H

Acceptance of a Federal Aviation Administration Grant for Design Taxiway Delta Improvements

Request

Request Commission acceptance of a Federal Aviation Administration (FAA) Airport Improvement Program (AIP) Grant for Rehabilitate, Mark, Light Taxiway Delta & RIMS – Design and Permitting Engineering” at Kissimmee Gateway Airport.

Explanation

The Kissimmee Gateway Airport’s 3-year Capital Improvement Plan has identified the need to rehabilitate pavement and replace associated lighting for Taxiway Delta (TW D). The Pavement Condition Index (PCI) rating evaluates pavement conditions assigning a scale, 0 indicating failed, and 100 indicating perfect. PCI rating 41-55 indicates a “poor condition” and the current average number assigned to TW D is 47.5. The project will improve lighting with new LED edge lights and directional signs. In addition, the project will straighten an adjacent pavement, Taxiway Charlie, to meet the FAA’s Runway Incursion Mitigation (RIM) Program.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
47070106-506393	AP2305	Increase	\$450,000.00	
47000331-331410	AP2305	Increase	\$450,000.00	

Financial Summary:

The design project cost is \$500,000, 90% FAA (\$450,000). Typically, the Florida Department of Transportation (FDOT) will offer 8% (\$40,000) at a later offer/date and require a local match (Airport) of 2% (\$10,000).

Recommendation

Staff recommends Commission approval to accept an FAA AIP Grant to fund an Airport Improvement Project: “Rehabilitate, Mark, Light Taxiway Delta & RIMS – Design and Permitting Engineering” at Kissimmee Gateway Airport.

REQUESTED CITY COMMISSION ACTION:

Accept

Department: Airport
Presenter:

City of Kissimmee

Attachment(s):

1. (S)-FAA AIP Grant-3-12-0038-044-2023- Signed by FAA

ITEM 7.I

Approval to award pool chemical and delivery services to Aquasol Commercial Chemical, Inc (Poolsure) through an intergovernmental cooperative purchasing agreement for the Bob Makinson Aquatic Center and the Lakefront Park Splashpad

Request

Approval to award pool chemical and delivery services to Aquasol Commercial Chemical, Inc (Poolsure) through an intergovernmental cooperative purchasing agreement for the Bob Makinson Aquatic Center and the Lakefront Park Splashpad.

Explanation

On April 27, 2023, the City entered into a First Amendment to the Service Agreement with Spies Pools, LLC to provide water management services at Bob Makinson Aquatic Center and Kissimmee Lakefront Splashpad. During negotiations for the First Amendment, Spies Pools, LLC informed the City that the new monthly rate would increase. This increase in rate presented a budgetary concern, prompting the City to seek a less costly chemical delivery agreement with another vendor through an intergovernmental cooperative purchasing agreement.

On June 29th, the City notified Spies Pools, LLC of its right to terminate the Service Agreement and any amendments. Accordingly, the Service Agreement will be terminated as of July 29, 2023.

The City wishes to enter into an intergovernmental cooperative purchasing agreement with Aquasol Commercial Chemical, Inc d/b/a Poolsure pursuant to a competitive bidding and selection process taking place on April 5, 2023 with the City of Daytona Beach with contract # 2316. The term of this agreement shall begin upon execution and continue through April 5, 2024, the date of expiration of the master agreement and subsequent amendments. This agreement may be extended if the master agreement is extended. If the agreement is not extended, then the City will go back out to competitive bid with the Procurement Department.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00150303-503434		Decrease	\$34,080.00	

Financial Summary:

Payments for the water management services will be paid from the Aquatic Center Other Contracted Services account as needed with annual expense of both sites of \$34,080.

Recommendation

Approval to award pool chemical and delivery services to Aquasol Commercial Chemical, Inc (Poolsure) through an intergovernmental cooperative purchasing agreement for the Bob Makinson Aquatic Center and the Lakefront Park Splashpad.

City of Kissimmee

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Parks & Recreation

Presenter: Steve Lackey

Attachment(s):

1. (S) Poolsure Chemical Delivery Piggyback Agreement 6.29.2023

ITEM 7.J

Sponsorship from Kissimmee Utility Authority for Parks and Recreation Special Events

Request

Approval to accept sponsorship from Kissimmee Utility Authority for Parks and Recreation Special Events in the amount of \$25,000 in order to provide funding for special events at Lakefront Park.

Explanation

On April 11, 2023 the Parks and Recreation Department submitted an application to the Kissimmee Utility Authority (KUA) to sponsor and support the City's 2023 Festival Series, which includes events such as: Kissimmee Festival of Lights, Martin Luther King Jr. Unity Festival, Juneteenth, Pridefest, Monumental 4th of July and Fandom. Based on this application, KUA awarded the City a \$25,000 sponsorship to provide funding for the City's 2023 Festival Series.

These funds will allow the Parks and Recreation Department to host and promote high quality community events that create leisure experiences designed to enhance the quality of life for the City's residents and visitors. As a condition of this award of sponsorship, KUA will be listed as a sponsor on promotional materials and event advertisements and KUA will have the option to host a KUA Kids Zone and other activities during the City's 2023 Festival Series.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00150663-505252		Increase		\$25,000
00100366-366001		Increase		\$25,000

Financial Summary:

The Events and Venues division will use this sponsorship for upcoming special events at the Lakefront Park through their operating account.

Recommendation

Recommend approval to accept sponsorship from Kissimmee Utility Authority for Parks and Recreation Special Events in the amount of \$25,000 in order to provide funding for special events at Lakefront Park.

REQUESTED CITY COMMISSION ACTION:

Accept
Approve

City of Kissimmee

Department: Parks & Recreation
Presenter: Steve Lackey

Attachment(s):

1. 2023 City of Kissimmee Events Sponsorship Request

ITEM 7.K

Task Order No. 2 for Professional Service Agreement with Avcon, Inc., for Taxiway Delta Design

Request

Staff requests Commission approval of Task Order No. 2 of the professional service agreement between the City of Kissimmee and AVCON, Inc. that was executed on February 7, 2023, for engineering design and permitting services for rehabilitate, mark, and light Taxiway Delta & Rims.

Explanation

The Kissimmee Gateway Airport's 3-year Capital Improvement Plan has identified the need to rehabilitate pavement and replace associated lighting for Taxiway Delta (TW D). The Pavement Condition Index (PCI) rating evaluates pavement conditions assigning a scale, 0 indicating failed, and 100 indicating perfect. PCI rating 41-55 indicates a "poor condition" and the current average number assigned to TW D is 47.5. The project will improve lighting with new LED edge lights and directional signs. In addition, the project will straighten an adjacent pavement, Taxiway Charlie, to meet the FAA's Runway Incursion Mitigation (RIM) Program.

The professional service agreement between the City of Kissimmee and AVCON, Inc. that was executed on February 7, 2023, for engineering design and permitting services. An independent review was conducted on the service fees, as required by the FAA, and found acceptable. All hours and expenses are included in Lump Sum Costs as shown in Attachment A of the provided document, which are consistent with the original project agreement.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
47070106-506393	AP2305	Increase	500,000	
47000331-331410	AP2305	Increase	500,000	

Financial Summary:

The design project cost is \$500,000, 90% FAA (\$450,000). Typically, the Florida Department of Transportation (FDOT) will offer 8% (\$40,000) at a later offer/date and require a local match (Airport) of 2% (\$10,000).

Recommendation

Staff recommends Commission approval Staff requests Commission approval of Task Order No. 2 of the professional service agreement between the City of Kissimmee and AVCON, Inc. that was executed on February 7, 2023, for engineering design and permitting services for rehabilitate, mark, and light Taxiway Delta & Rims.

City of Kissimmee

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. (S) AVCON_Task Order No. 2 Signed

ITEM 7.L

Helping Emergency Responders Obtain Support (HEROS) Program at the Florida Department of Health (DOH) FOR FY2023

Request

Commission review and approval to allow the Kissimmee Police Department to accept funding from the Helping Emergency Responders Obtain Support (HEROS) Program at the Florida Department of Health (DOH).

Explanation

The Florida Department of Health has announced the availability of grant funds to state and local units of government through the Helping Emergency Responders Obtain Support (HEROS) Program at the Florida Department of Health (DOH), FY2023 Local Solicitation. This program allows states and local governments to become equipped with Naloxone which is an opioid antagonist. The funding distribution is based on a percentage of trained staff, organization type and the number of overdoses per year. The City of Kissimmee requested and was awarded 250 units of Naloxone at a cost of \$7,500.

Each uniformed employee would carry Naloxone once trained and will respond to overdoses. The goal is for Kissimmee Police Departments employees to immediately administer the Naloxone once on scene.

Recommendation

Staff recommends approval for the Police Department to accept the awarded units of Naloxone from the Helping Emergency Responders Obtain Support (HEROS) Program at the Florida Department of Health (DOH) Program FY2023 at a cost of \$7,500.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter: Betty Holland

Attachment(s):

1. HEROS Program Letter 06-24-23

ITEM 7.M

Continuing Services Contract for Roof Replacement, Housing Rehabilitation, and Demolition and Reconstruction - Habitat for Humanity Greater Orlando and Osceola County and Osceola Council on Aging

Request

To approve the selection of Habitat for Humanity Greater Orlando and Osceola County and the Osceola Council on Aging to provide the City with contractor services under RFQ 2023-003 and execute their respective agreements.

Explanation

The City of Kissimmee published RFQ 2023-003 with the intent of selecting one or more non-profit agencies that have housing construction experience to provide construction services for the Housing Rehabilitation and Demolition and Reconstruction programs. Two qualified agencies responded to the RFQ and were selected: Habitat for Humanity Greater Orlando and Osceola County Inc. and Osceola Council on Aging. Both agencies have extensive construction experience and have successfully partnered with the City on various projects in the past.

Once approved, these agencies will work with the homeowners listed on the rehabilitation waiting list to rehabilitate their homes. These agreements are valid regardless of which funding source is being used to do the rehabilitation: Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and State Housing Initiatives Partnership (SHIP) programs. The agreements cover a period of three (3) years.

The budget and project scope will be provided separately for each job when the homeowner agreement is presented to the Commission for approval and execution.

Recommendation

Approval of the selection of Habitat for Humanity Greater Orlando and Osceola County and the Osceola Council on Aging to provide the City with contractor services under RFQ 2023-003 and execute their respective agreements.

REQUESTED CITY COMMISSION ACTION:

Approve
Execute

Department: Development Services
Presenter: Frances DeJesus

Attachment(s):

1. (S)Council on Aging Contractor Agreement_RFQ2023-003
2. (S)Habitat for Humanity Contractor Agreement_RFQ2023-003

ITEM 7.N

Continuing Professional Engineering Services Contract Extension

Request

Approval to extend the Engineering Continuing Services contracts with the following firms:

(1) Consor Engineer, LLC., (2) Kimley-Horn and Associates, Inc., (3) Michael Baker International, Inc., (4) RS&H, Inc., (5) BCC Engineering, LLC., (6) Burgess & Niple, Inc., and (7) Metro Consulting Group, LLC.

Explanation

On July 6th, 2021, the City Commission approved the selection of Consor Engineer, LLC., Kimley-Horn and Associates, Inc., Michael Baker International, Inc., RS&H, Inc., BCC Engineering, LLC., Burgess & Niple, Inc., and Metro Consulting Group, LLC. for the Engineering Continuing Services Contract to provide consulting services on a task basis. These contracts were for two (2) years with the option of three (3) one-year extensions. Staff would like to request approval to extend these contracts for another year with a new expiration date of July 6th, 2024.

Recommendation

Staff recommends City Commission approval to extend the Continuing Engineering Service Contracts with Consor Engineer, LLC., Kimley-Horn and Associates, Inc., Michael Baker International, Inc., RS&H, Inc., BCC Engineering, LLC., Burgess & Niple, Inc., and Metro Consulting Group, LLC. for one-year with a new expiration date of July 6, 2024.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) BCC Engineering, LLC – Extension Agreement
2. (S) Burgess & Niple Inc. - Extension Agreement
3. (S) Consor Engineer LLC - Extension Agreement
4. (S) Kimley-Horn and Associates Inc - Extension Agreement
5. (S) Metro Consulting Group, LLC – Extension Agreement
6. (S) Michael Baker International Inc. - Extension Agreement
7. (S) RSH Inc. - Extension Agreement

ITEM 7.O

Kissimmee Police Department Canine Surplus and Retirement

Request

Approval to surplus and retire a Police Department canine by turning ownership, care, and responsibility of the canine over to the handler.

Explanation

Canine Sam was purchased in 2018 for \$8,800.00. Canine Sam is now six and a half years old, and has a documented hip fracture sustained in February of 2021 as well as degenerative issues affecting his spine. Due to an extended military deployment, Canine Sam's current handler, Officer Bradley Wheeler, will not be able to maintain his position. This in turn would require Canine Sam to recertify with a new handler. The six-month certification program requires daily physical training, apprehensions and agility drills. Based on Canine Sam's health problems and age, his vet recommended he no longer serve as a working canine. Canine Sam has been Officer Wheeler's partner since Canine Sam started with the department.

The Police Department is requesting that Canine Sam be designated surplus property and ownership transferred to Officer Wheeler. Officer Wheeler has agreed to accept all responsibility and liability for the ownership of the retired canine.

Recommendation

Staff recommends the designation of the surplus property for Canine Sam and transference of ownership to his former police handler, Officer Bradley Wheeler, for the sum of \$1.00.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter: Betty Holland

Attachment(s):

1. (S) Surplus Canine Sales Agreement K9 Sam

ITEM 7.P

Approval of a Space Use Permit for Jr. Davis Construction Company, Inc.

Request

Commission approval of a Space Use Permit for Jr. Davis Construction Company, Inc. for storage of temporary construction materials (reclaimed concrete).

Explanation

Jr. Davis Construction Company, Inc. (JDC) has requested temporary space at the Kissimmee Gateway Airport to store reclaimed concrete as it is prepared for repurposing in off-site locations. The 10-acre parcel is part of the former golf course, located on the south side of the Airport near West Persing Street. The current unused parcel will be improved (brush & tree removal), which will benefit future development.

The term of this agreement is three years with a monthly rate of \$7,024.05.

Recommendation

Staff recommends Commission approval of a Space Use Permit for Jr. Davis Construction Company, Inc. for storage of temporary construction materials (reclaimed concrete).

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. (S)-Jr. Davis Space Use Permit 2023-Agreement + Exhibit A

ITEM 7.Q

Renewal of Space/Use Permit for Jed Suhl d.b.a. Horse-Riding Orlando, LLC

Request

Commission approval of a Space/Use Permit for Jed Suhl d.b.a. Horse Riding Orlando, LLC for a one-year period at the current rate and terms.

Explanation

The current Space/Use Permit (SUP) with Jed Suhl d.b.a. Horse Riding Orlando, LLC expires on July 31, 2023. They have requested to renew their Space/Use Permit for a one-year period at the current fair market rate and terms.

Horse Riding Orlando, LLC utilizes this property as pasture and grazing for livestock associated with their Rodeo operation. In addition, the property is utilized for horseback trail riding to and from the Kissimmee Sports Arena.

The new Space/Use Permit will be effective August 1, 2023, through July 31st, 2024. The monthly rent for SUP will be \$28.10 plus applicable sales tax.

Recommendation

Staff recommends the Commission approve renewal for Space/Use Permit for Jed Suhl d.b.a. Horse Riding Orlando, LLC.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. (S)-Suhl. 2023-2024, Space Use Permit-Unsigned + Exhibit

ITEM 7.R

Approval of agreement for mulch delivery and installation with Landscape Services Inc. through an intergovernmental cooperative purchasing agreement

Request

Approval of an agreement for mulch delivery and installation with Landscape Services Inc. through an intergovernmental cooperative purchasing agreement and authorize the City Manager to sign any additional amendments to this agreement

Explanation

The Parks and Recreation Department desires to retain the services of Landscape Services Inc. d/b/a Mulch Inc. for the purchase, delivery and installation of mulch through an intergovernmental cooperative purchasing agreement. A competitive bidding and selection process was completed on February 3, 2022 with Osceola County and Agreement AR-22-12805-HL with Landscape Systems Inc. d/b/a Mulch Inc. The terms of this agreement shall begin on the date of execution and continue through February 1, 2025, the date of expiration of the master agreement with Osceola County. This agreement may be extended if the master agreement is extended.

The Parks and Recreation Department uses mulch in the various parks and playground surfaces throughout the City as well as a large Capital Project that has a budget of \$60,000 to remulch two playgrounds entirely. This Agreement will assure the City receives the best pricing and allow for delivery and installation to multiple sites as needed.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00150203-504646 00150206-506393	PR2307	Decrease Increase	\$11,280 \$60,000	

Financial Summary:

The funds for this agreement are budgeted annually in the Park Operations Building & Grounds account for upkeep of the mulched areas as well as a large capital project in the current budget year.

Recommendation

Approval of an agreement for mulch delivery and installation with Landscape Services Inc. through an intergovernmental cooperative purchasing agreement and authorize the City Manager to sign any additional amendments to this agreement

REQUESTED CITY COMMISSION ACTION:

Accept
Approve

Department: Parks & Recreation
Presenter: Steve Lackey

Attachment(s):

1. (S) Agreement Landscape Services Inc. (Mulch)

ITEM 7.S

Approval of an Exhibit to the Master Fiber Optic Line Extension Master Agreement with the Kissimmee Utility Authority

Request

Approval of an exhibit to the fiber optic master service agreement with the Kissimmee Utility Authority (KUA) to expand fiber optic connectivity.

Explanation

This agreement will authorize the Kissimmee Utility Authority to install all necessary conduit and single-mode fiber optics to expand the city's network and provide for a reliable, high-speed connection at remote locations.

As part of the master agreement, KUA will cover all future maintenance and repair costs associated with the new communication line.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
000110106-506393	CM2303	Decrease	\$258,953.68	\$141,846.52

Financial Summary:

Recommendation

Approve the exhibit to extend fiber optic connectivity for city use with the Kissimmee Utility Authority for \$141,846.52.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager
Presenter: Austin Blake

Attachment(s):

1. CoK Fiber Exhibit EO0024850 - Redacted
2. COK Fiber Exhibit EO0024850

ITEM 7.T

Sonoma Resort at Tapestry, Phase 2C – Final Plat, Major Subdivision (DRC# SR-23-0003)

Request

Requesting City Commission approval of the final plat known as Sonoma Resort at Tapestry, Phase 2C, with performance guarantee/agreement.

Explanation

The owner of the property, PARK SQUARE ENTERPRISES, LLC, is requesting final plat approval with a guarantee, in accordance with the City's Land Development Code (LDC) requirements. This is a Major Subdivision, as defined in LDC §14-3, and was reviewed using the City's preliminary and final plat procedures.

The property is located west of W. Carroll Street and north of W. Donegan Avenue and is zoned MUPUD. The 3.69 +/- acre parcel is being subdivided into two tracts (including roadway) and 12 fee-simple lots for development purposes. All tracts and lots are to be privately owned and maintained.

The owner has posted a performance bond in the amount of \$640,946.16 and entered into a performance guarantee agreement with the City to guarantee the construction of the required subdivision improvements for Sonoma Resort at Tapestry (Phase 2C, DRC# 19-00023) until their completion, inspection, and certification by the City of Kissimmee, as required by LDC §14-3-43(A).

Recommendation

Staff recommends approval of the Sonoma Resort at Tapestry, Phase 2C final plat with performance guarantee/agreement.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) Final Plat
2. (S) Performance Guarantee Agreement
3. Performance Bond
4. Vicinity Map

ITEM 7.U

A Resolution authorizing the subordination of utility interests in Nine Parcels to the Florida Department of Transportation

Request

Approval of the resolution authorizing the Mayor to execute and deliver subordination of utility interests of Nine Parcels to the Florida Department of Transportation (FDOT)

Explanation

The City was contacted by FDOT and was made aware of several City of Kissimmee easements along the I-4 corridor which fall within the limits of a future FDOT project. These easements were likely part of the former City Water and Sewer Department's utility services in the western part of the county. FDOT has requested the City execute and deliver the subordination of utility interests for each of those easements.

Recommendation

Staff recommends the City Commission to approve the resolution authorizing the Mayor to execute and deliver the subordination of utility interests of nine parcels to FDOT.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) Resolution F.P. NO. 431456-1
2. (S)106.06 Subordination
3. (S)109.02 Subordination
4. (S)114.05 Subordination
5. (S)115.04 Subordination
6. (S)125.08 Subordination
7. (S)126.04 Subordination
8. (S)127.03 Subordination
9. (S)128.03 Subordination
10. (S)810.03 Subordination
11. 106.06 Easement
12. 106 RW MAP SHEET
13. 109.02 Easement
14. 109 RW MAP SHEET
15. 114.05 Easement
16. 114 RW MAP SHEET
17. 115.04 Easement
18. 125.08 Easement
19. 125 RW MAP SHEET
20. 126.04 Easement
21. 126 RW MAP SHEET
22. 127.03 Easement
23. 127 RW MAP SHEET

City of Kissimmee

24. 128.03 Easement
25. 810.03 Easement
26. 810 RW MAP SHEET

ITEM 7.V

Transfer of Funds for The Haven on Vine Operating Accounts

Request

Approval to transfer funds to increase the budget from the purchase of 1815 W. Vine and 1555 Hollywood (The Haven on Vine) and establish operating accounts, as necessary, for the project.

Explanation

On June 12, 2023, the City purchased the property now known as The Haven on Vine. Credits in the following amounts were detailed in the sales contract and need to be transferred to fund operational expenses:

Tenant security deposits - \$77,661.88

Prorated rents - \$27,609.42

Prorated property and tangible taxes - \$12,883.71

Seller credit - \$50,000

Leases payments are projected at \$56,500 per month which will be transferred monthly.

Finance has established the fund for operating expenses on the property. A transfer of the funds above and subsequent rental revenues is necessary to ensure the availability of funding in operating accounts.

The projected budget is based on a 4-month timeframe and will be revised as the HUD requirements for Uniform Relocation Assistance impacts are finalized, a property manager is selected, and the property reaches full occupancy.

Recommendation

Approval to transfer sales credits and revenues to establish the fund and increase the budget to the appropriate operating accounts for the project.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter:

Attachment(s):

1. The Haven Account Numbers and Budget

ITEM 8.A

Florida League of Cities Voting Delegate 2023

Request

The request is for the City Commission to decide on a voting delegate for the Florida League of Cities 97th Annual Conference being held August 10-12, 2023 at the Hilton Orlando Bonnet Creek in Orlando, Florida.

Explanation

The City Commission is requested to designate one Commissioner as the voting delegate for the City of Kissimmee at the 97th Annual Florida League of Cities Conference. The business meeting portion of this conference will be held in Orlando, FL this year.

The delegate would be responsible for representing the Commission on votes pertaining to issues such as the association's business and policy positions.

Recommendation

Staff requests Commission direction.

REQUESTED CITY COMMISSION ACTION:

Commission Direction

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. 97th Annual FLC Conference, 2023 Voting Delegate Memo

ITEM 8.B

Authorization to submit an application for a Florida Department of Transportation District Five Landscape Program Grant

Request

Authorization to submit an application for a Florida Department of Transportation (FDOT) District Five Landscape Program Grant.

Explanation

In 2021, the City and Vine Street Community Redevelopment Agency (CRA) undertook a project to develop a Vine Street Landscape Master Plan for the Vine Street corridor. Based on staff input during the initial Design Workshop, preliminary plans were developed and presented at a public open house. Based on comments and input received, the Landscape Master Plan was finalized in 2022 and brought before the CRA Board for approval and adoption. In coordinating the Landscape Master Plan with FDOT, staff learned of the District Five Landscape Program Grant. This grant would be implemented through a Joint Participation Agreement (JPA) with FDOT and will provide funding for landscape improvements along Vine Street, an FDOT road.

On behalf of the CRA, staff would like to submit a grant application for the following amounts. While this is not a matching grant, there are some items that would not be covered by the grant and require a match from the CRA. Per FDOT, funding would be available beginning in fiscal year (FY) 2025-2026. Landscape plans and construction documents would need to be completed upon grant approval to be reviewed and approved by FDOT prior to installation. These initial costs would be covered by the CRA and are included in the cost estimates below.

Phase 1 & 3 – Medians and East Gateway

- Covered by FDOT grant (INCLUDED) - \$685,392 (includes 15% ancillary items)
- NOT covered by FDOT grant (CRA responsibility) – \$275,074

Phase 2 – Vegetated Swales

- Covered by FDOT grant (INCLUDED) - \$116,983 (includes 15% ancillary items)
- NOT covered by FDOT grant (CRA responsibility) – \$221,083

Phase 4 – Roadsides (from back of curb, within ROW)

- Covered by FDOT grant (INCLUDED) - \$972,991 (includes 15% ancillary items)
- NOT covered by FDOT grant (CRA responsibility) – \$169,215

Therefore, staff requests authorization to apply for a Florida Department of Transportation District Five Landscape Program Grant in the total amount of \$1,775,366.

Longer term, the Vine Street CRA will need to commit to ongoing maintenance costs associated with the landscaping.

Recommendation

City of Kissimmee

Authorization to submit an application for a Florida Department of Transportation District Five Landscape Program Grant.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development

Presenter: Samia Singleton

Attachment(s):

1. Vine Street CRA Landscape Master Plan_FINAL
2. FDOT Landscape Program Fact Sheet
3. FDOT Landscape Program Application
4. Landscape Cost Estimate

ITEM 8.C

External City Commission Board Vacancy: HelpNow of Osceola, Inc.

Request

Request Commission direction to replace Commissioner Castano on the HelpNow of Osceola Inc., Board of Directors.

Explanation

Commissioner Castano was appointed to the HelpNow Board on October 4, 2022. At the June 6, 2023 City Commission meeting, she brought to the attention of the Commission that she was unable to continue to fulfill her commitment to HelpNow due to her participation on various other advisory boards. Commissioner Castano inquired if any of her fellow Commissioners would like to represent the City on this Board. There is an application process and background check that must be completed prior to being accepted to serve on the board. To assist in replacing Commissioner Castano on the HelpNow Board as quickly as possible, staff requests the Commission discuss the vacancy and a new Commissioner be selected to serve.

Recommendation

Staff recommends that the Commission select a replacement for Commissioner Castano.

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

None

ITEM 8.D

Advisory Board Vacancy: Police Pension Board

Request

The Commission is requested to make an appointment to fill a vacancy on the Police Pension Board.

Explanation

Police Pension Advisory Board Member, Pedro Lopez resigned from the board effective June 6, 2023. Since the term expiration date for this vacancy is set to expire on September 30, 2023, City staff requests that the appointment be made for the remainder of the current term, plus an additional two (2) full year term, expiring on September 30, 2025.

Seat # 4 has been assigned this Police Pension 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 # 4 - Martinez <i>Three applications on file</i>	07/18/2023	Police Pension Board	09/30/2025	Member must be a City resident.

Recommendation

Staff recommends the Commission make an appointment to fill a vacancy on the Police Pension Advisory Board.

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. Pedro Lopez Resignation (06-06-2023)
2. Carlynn Rothery Application and Resume(Police Pension)
3. Aaron Sabino Application and Resume (Police Pension)
4. Stephen Kartje Application (Police Pension)