



**MEETING AGENDA
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, SEPTEMBER 12, 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 Employee of the Month for September

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

4.A Public Hearing - Second and Final Reading - Proposed Ordinance #23-17 - Establishment of a Police and Fire Impact Fee (to be continued to September 26, 2023)

AN ORDINANCE ADOPTING POLICE AND FIRE IMPACT FEES BY ADOPTING CHAPTER 9, BUILDING AND BUILDING REGULATIONS, ARTICLE X, POLICE AND FIRE IMPACT FEES; REPEALING ALL ORDINANCES CONFLICTING HERewith AND PROVIDING AN EFFECTIVE DATE

4.B Public Hearing - First Reading - Proposed Ordinance #23-13 - Amending Chapter 42, Traffic and Vehicles

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.C Public Hearing - First Reading - Proposed Ordinance # 23-14 Amending the Purchase Order Requirements

AN ORDINANCE AMENDING THE CODE OF ORDINANCE FOR THE CITY OF KISSIMMEE, CHAPTER 2, ADMINISTRATION, ARTICLE VI, FINANCE, AMENDING SECTION 2-810, PURCHASE ORDER AMOUNTS; REQUIREMENTS (B), INCREASING THE CITY MANAGER PURCHASE AMOUNT; REPEALING ALL ORDINANCE IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE

4.D Public Hearing - First Reading - Proposed Ordinance #23-18 - Amendment to the Parks and Recreation Impact Fee Ordinance (Continued to September 26, 2023 for First Reading and October 3, 2023 for Second and Final Reading - Re-advertising)

AN ORDINANCE AMENDING "THE KISSIMMEE PARKS AND RECREATIONAL IMPACT FEE ORDINANCE," CODE OF ORDINANCES OF THE CITY OF

KISSIMMEE; CHAPTER 28, PARKS AND RECREATION, ARTICLE III, IMPACT FEES, DIVISION 2, RECREATIONAL IMPACT FEES; REPEALING ALL ORDINANCES CONFLICTING HERewith AND PROVIDING AN EFFECTIVE DATE

5. PUBLIC HEARINGS

5.A Public Hearing - Adoption by Resolution of the Tentative Millage Levy and Tentative Budget for Fiscal Year 2023-2024

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 August 15, 2023 meeting

7.B Creation of Capital Asset Policy increasing capitalization threshold

7.C Authorization to accept gift cards from Papa John's for members of the Police Department

7.D Budget Transfer for Rescue Rechassis for the Fire Department

7.E Reclassify Officer Training Expenses from General Fund into Other Police Fund

7.F Approval of a revised Guaranteed Maximum Price and transfer of funds from the Recreation Impact Fee Fund for Lancaster Ranch Park

7.G Authorization to extend and execute a contract with All City Management Services for School Crossing Guard management services throughout the City of Kissimmee for the 2023-2024 school year

7.H Interlocal Agreement Between the City of Kissimmee, Florida and the Knightsbridge Community Development District Regarding the Maintenance and Ownership of Golden Knight Boulevard

7.I Letter of Support and Approval of FY22 Recommendations for the Edward Byrne Memorial Justice Assistance Grant Countywide Projects

7.J Martin Street Forest - Final Plat (DRC# SR-22-0023)

7.K Ratification of Executive Order 2023-01 - City Manager Declaration of Local State of Emergency (Hurricane Idalia)

7.L Disposal of City Assets

7.M Approval of Parking Ticket Services Agreement between Data Ticket, Inc. and the City of Kissimmee

7.N Authorization to accept 2023-24 Victims of Crime Act Grant Funding

7.O Kissimmee Residential - John Young Parkway - Drainage Canal Easement Variance (DRC# VAR-23-0003)

7.P Approval to Carry Forward Project ST2109 to the FY 2022-2023 Budget

- 7.Q Approval of the subordination of utility interests for one additional parcel along the I-4 Corridor to the Florida Department of Transportation
- 7.R Renewal and Second Amendment to Extend Ground Lease for YMCA
- 7.S Resolution to revise the definition of the City of Kissimmee Series 2022 Bonds project

8. DISCUSSION ITEMS

CITY COMMISSION RECESSES AND CONVENES AS THE COMMUNITY REDEVELOPMENT AGENCY BOARD

- 8.A Approval of the design, construction and installation of a "Parking" sign on the Toho Square Parking Garage located at 92 Pleasant Street.
- 8.B Approval to accept changes to Downtown Kissimmee Commercial Property Improvement Program
- 8.C Approval to accept changes to Commercial Property Improvement Program

COMMUNITY REDEVELOPMENT AGENCY BOARD ADJOURNS AND RECONVENES AS THE CITY COMMISSION

- 8.D University of Central Florida (UCF) Business Incubator Annual Update and Contract Renewal
- 8.E Advisory Board Vacancies: Parks and Recreation and Police Pension Advisory Board

9. HEAR CITY OFFICIALS

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

10. ADJOURNMENT

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

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

ITEM 3.A

Employee of the Month for September

Request

That the City Commission join the City Manager in recognizing Eugenio Morales, Development Services, as September's Employee of the Month.

Explanation

The City is pleased to recognize Eugenio Morales as Employee of the Month for September. Eugenio is the Housing & Community Development Program Specialist for the Development Services Department and has been with the City for almost 5 years.

Eugenio works on the implementation of funded housing and community development projects. He is often the first contact City residents have when they inquire about these programs, and he is a calm and knowledgeable contact for them.

Recently, the City purchased Haven on Vine Apartments, which has some existing residents. For continuity of service to them, Eugenio has been working in the front office. This entails learning the hotel's operating systems, assisting staff as they service the facility, and generally acting as a liaison between the City and the residents. His past experiences have helped make him very successful with his tasks at Haven on Vine.

Eugenio says his life experiences have inspired him to want to improve the quality of life of others. This inspiration shows in his work, and it is deserving of the City's recognition.

Department: Human Resources & Risk Management

Presenter: Mike Steigerwald

Attachment(s):

None

ITEM 4.A

Public Hearing - Second and Final Reading - Proposed Ordinance #23-17 - Establishment of a Police and Fire Impact Fee (to be continued to September 26, 2023)

AN ORDINANCE ADOPTING POLICE AND FIRE IMPACT FEES BY ADOPTING CHAPTER 9, BUILDING AND BUILDING REGULATIONS, ARTICLE X, POLICE AND FIRE IMPACT FEES; REPEALING ALL ORDINANCES CONFLICTING HERewith AND PROVIDING AN EFFECTIVE DATE

Request

Staff requests that the Second and Final Reading of the Proposed Ordinance #23-17 for the establishment of a Police and Fire Impact Fee be continued to the September 26, 2023 Commission meeting pursuant to the Commission's motion at the August 15, 2023 City Commission meeting.

Explanation

The City retained Raftelis Financial Consultants, Inc. ("Raftelis") to develop police and fire impact fees. The City has not previously enacted police or fire impact fees, so a study is required under state law to implement one. Raftelis produced a 2023 Municipal Impact Fee Study ("Raftelis Study"), which recommended the implementation of police and fire impact fees as proposed.

The Raftelis Study projected that there will be a sizable increase in the city's population over the next decade. In order to maintain the City's existing level of police and fire services, the City will need to add additional police officers and firefighters over the next decade should those projections hold. To support the additional personnel necessary, additional capital costs will also be required to provide vehicles, equipment and facilities to support the additional police and fire personnel. These new fees would ensure that these capital costs are funded at levels necessary to support the additional personnel required to keep pace with population growth.

Maintaining the City's currently existing level of police and fire service is essential to and in the best interests of the public health, safety, and general welfare of the citizens of Kissimmee. This proposed police and fire impact fee ordinance will adopt the police and fire impact fees as recommended in the Raftelis Study. It will also help to ensure that new development pays a portion of the overall costs related to maintaining the existing level of police and fire service to accommodate such new development. Impact fees provide a reasonable and fair method of regulating new development to ensure a portion of capital costs for these necessary services are able to accommodate such new development. These fees are one-time fees that are collected at permit issuance for any new development that is anticipated to generate impacts on police and fire services.

Recommendation

Staff recommends that the Second and Final Reading of the Proposed Ordinance #23-17 for the Police and Fire Impact Fee be continued to the September 26, 2023 Commission meeting pursuant to the Commission's motion at the August 15, 2023 City Commission meeting.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Attorney

Presenter: Mike Steigerwald

City of Kissimmee

Attachment(s):

1. Police and Fire Impact Fee Ordinance with Exhibit A
2. Proposed ORD 23-17 Advertisement - Police and Fire Impact Fees (Publication Date 08-10-2023)
3. Proposed ORD 23-17 - Police and Fire Impact Fees (Affidavit of Publication)

ITEM 4.B

Public Hearing - First Reading - Proposed Ordinance #23-13 - Amending Chapter 42, Traffic and Vehicles

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 approval of the First Reading of the Proposed Ordinance #23-13, Amending Chapter 42, Traffic and Vehicles.

Explanation

This ordinance clarifies certain parking enforcement procedures in order to allow the City to partner with a third-party vendor to assist with parking enforcement. These procedures largely pertain to the citation process, notices, hearings and penalties. Additionally, this ordinance allows KPD officers to order a tow of a vehicle on public property in certain situations such as when a private driveway is blocked or when a vehicle is left unattended within travel lanes, emergency access or fire lanes.

Recommendation

Staff recommends the approval of the First Reading of the Proposed Ordinance #23-13, Amending Chapter 42, Traffic and Vehicles.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter: Betty Holland

Attachment(s):

1. 2023 parking ordinance update and creating impound ordinance clean
2. 2023 parking ordinance update and creating impound ordinance w markup
3. (Re-Advertisement) Prop Ord 23-13 - Gazette Proof (Publication Date 09-07-2023)

ITEM 4.C

Public Hearing - First Reading - Proposed Ordinance # 23-14 Amending the Purchase Order Requirements

AN ORDINANCE AMENDING THE CODE OF ORDINANCE FOR THE CITY OF KISSIMMEE, CHAPTER 2, ADMINISTRATION, ARTICLE VI, FINANCE, AMENDING SECTION 2-810, PURCHASE ORDER AMOUNTS; REQUIREMENTS (B), INCREASING THE CITY MANAGER PURCHASE AMOUNT; REPEALING ALL ORDINANCE IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE

Request

Requesting approval of the First Reading of the Proposed Ordinance # 23-14 to increase the City Manager's purchase amount.

Explanation

The City Commission last adjusted the City Manager's purchasing approval authority on December 4, 2012. The City Manager's current purchasing approval authority is \$50,000. As the cost of doing business and procurement has gone up significantly over the past decade, Staff feels it is time to increase the purchasing authority again. Staff conducted a survey of area governments and found that the manager's authority in other governments averages between \$50,000 to \$100,000. Therefore, Staff is requesting the City Manager's purchasing authority be increased to \$75,000.

Recommendation

Staff recommends the approval of the First Reading of the Proposed Ordinance # 23-14 to increase the City Manager's purchase amount.

REQUESTED CITY COMMISSION ACTION:

Department: Finance

Presenter: Tavia Ritchie

Attachment(s):

1. Proposed Ordinance 23-14 Purchase Order Amount Requirements
2. CP501 Procurement Policy
3. Procurement Authority draft
4. Procurement Survey
5. Prop Ord 23-14 - Gazette Proof (Publication Date 09-07-2023)

ITEM 4.D

Public Hearing - First Reading - Proposed Ordinance #23-18 - Amendment to the Parks and Recreation Impact Fee Ordinance (Continued to September 26, 2023 for First Reading and October 3, 2023 for Second and Final Reading - Re-advertising)

AN ORDINANCE AMENDING “THE KISSIMMEE PARKS AND RECREATIONAL IMPACT FEE ORDINANCE,” CODE OF ORDINANCES OF THE CITY OF KISSIMMEE; CHAPTER 28, PARKS AND RECREATION, ARTICLE III, IMPACT FEES, DIVISION 2, RECREATIONAL IMPACT FEES; REPEALING ALL ORDINANCES CONFLICTING HERewith AND PROVIDING AN EFFECTIVE DATE

Request

Staff requests the Public Hearing be announced for the originally proposed and advertised Public Hearings for Proposed Ordinance # 23-18.

Explanation

The Public Hearing will be announced should there be any members of the public present to comment. This ordinance will be continued and re-advertised for First Reading on September 26, 2023 and Second and Final Reading on October 3, 2023 pursuant to the motion approved at the August 15, 2023 commission meeting.

Recommendation

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Attorney

Presenter: Mike Steigerwald

Attachment(s):

1. Parks and Recreation Impact Fee Ordinance with Exhibit A
2. Proposed ORD 23-18 Advertisement - Parks and Rec Impact Fees (Publication Date 08-10-2023)
3. Proposed Ordinance #23-18 - Parks and Recreation Impact Fee Affidavit

ITEM 5.A

Public Hearing - Adoption by Resolution of the Tentative Millage Levy and Tentative Budget for Fiscal Year 2023-2024

Request

Adoption by Resolution of the Tentative Millage Levy of 4.6253 mills and Tentative Budget of \$267,277,940 for Fiscal Year 2023-2024.

Explanation

Public notice of this hearing was given via the Notice of Proposed Property Taxes mailed by the Property Appraiser. The entire procedure, including the following order of discussion, is specified within State Statutes and should be followed explicitly.

RESOLUTION OF THE PROPOSED OPERATING MILLAGE

1. State that the Proposed Operating Millage is 4.6253 which is 13.22% more than the Rolled Back Rate of 4.0853
2. Call for public comments or questions.
3. Have the attorney read the Resolution title and vote on adoption.

RESOLUTION ADOPTING THE TENTATIVE BUDGET

1. The Resolution will adopt a Tentative Budget of \$267,277,940 and authorize 857 full and part-time positions. A schedule of positions authorized for each department and summaries of each Fund are attached to the Resolution.
2. Call for public comments or questions.
3. Have the attorney read the Resolution title and vote on adoption.

BACKGROUND:

As indicated above, the proposed millage rate is 4.6253 mills, which is the same millage rate that was levied for the current budget year. The tentative budget for all funds remained relatively the same as what was presented in July, with the exception of the General Fund. The General Fund experienced an increase of 2.4%. This increase included revenue increase adjustments to the current year's projections and next year's forecast based on current state trends, as well as adjustments to personnel accounts to accommodate for additional salary increases. Once these General Funds estimates were updated, it leads to a positive increase in fund balance.

Recommendation

Staff requests that the Public Hearing be conducted as outlined above. In addition, staff recommends the Commission adopt the two Resolutions. The Second and Final Hearing will be held September 26, 2023.

REQUESTED CITY COMMISSION ACTION:

Adopt
City of Kissimmee

Department: Finance

Presenter: Mike Steigerwald

Attachment(s):

1. (S) - RESO OP MILL TENTATIVE.24
2. (S) - RESO OP BUDGET TENTATIVE.24
3. Budget Reports FY24

ITEM 7.A**Approval of City Commission Minutes from the August 15, 2023 meeting****Request**

Request Commission approval of the August 15, 2023 Commission Minutes.

Explanation**Recommendation**

Staff recommends Commission approval of the August 15, 2023 City Commission meeting minutes.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Commission

Presenter:

Attachment(s):

1. (S) - August 15, 2023 City Commission Meeting Minutes

ITEM 7.B

Creation of Capital Asset Policy increasing capitalization threshold

Request

Approval of the formal Capital Asset Policy including increasing the capitalization threshold for capital assets.

Explanation

The term capital assets is used to describe assets that are used in operations and that have initial lives extending beyond a single reporting period. Capital assets may be either intangible (e.g., easements, water rights, licenses, leases) or tangible (e.g., land, buildings, building improvements, vehicles, machinery, equipment and infrastructure). When these items are reported in our financial statements, they are considered to be capitalized. Currently, the City capitalizes any item that costs more than \$1,000. The Government Finance Officer's Association (GFOA) recommends that state and local governments adhere to the appropriate guidelines for capitalization thresholds. One of those guidelines is the recommendation of a minimum capitalization threshold of \$5,000 for any individual item.

The City does not have a current capital asset policy. This policy formalizes Staff's accounting procedures related to capital assets, GFOA guidelines and raises the City's capitalization threshold to \$5,000 to be in line with today's best practices.

Recommendation

Staff recommends approval of the formal Capital Asset Policy including increasing the capitalization threshold for capital assets and permission for the City Manager to approve any immaterial changes in the future.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Finance

Presenter:

Attachment(s):

1. Capital Asset Policy Draft 6.2.23 - TR

ITEM 7.C

Authorization to accept gift cards from Papa John's for members of the Police Department

Request

The Police Department is requesting Commission authorization to accept 158 Papa John's gift cards with a total value of approximately \$4,000.

Explanation

Papa John's seeks to recognize the Kissimmee Police Department as a Hometown Heroes and give the department 158 gift cards. The gift cards will be distributed to each sworn member of the Police Department. Each card is redeemable for one free large pizza and five 50% off online order codes. The total value of this gift is approximately \$4,000.

It is common for the Kissimmee Police Department to receive gifts from citizens or businesses to show their appreciation for the job our officers do on a daily basis in the community. The approximate value per card is \$25 and is within the limits of the city's gift policy.

Recommendation

Staff requests approval to accept the 158 Papa John's gift cards with a total value of approximately \$4,000.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter:

Attachment(s):

None

ITEM 7.D

Budget Transfer for Rescue Rechassis for the Fire Department

Request

Staff requests approval to transfer funds from various General Fund projects to the Sales Tax Fund Project ST2304, Rescue Rechassis. The quote for this project came in at \$34,131 higher than originally budgeted.

Explanation

The Rescue Rechassis Project, ST2304, needs an additional \$34,131 for completion. The quote for this project came in higher than originally budgeted. Staff is requesting approval to transfer funds from the projects listed below to Project ST2304 to provide the necessary funding to complete the Rescue Rechassis. All projects listed below have either been completed and have a balance remaining, or are projects that can be postponed in order to complete the rescue rechassis. Except for FD2258, all projects may be closed after the transfers are complete.

\$1,200 - FD2247/Shipping Container
\$ 311 - FD2251/Desktop Computer
\$1,900 - FD2254/Chain Vent Saw
\$3,126 - FD2302/Personal Computer
\$1,200 - FD2303/Portable Radio Multi-Unit Chrg
\$1,074 - FD2218/Portable LED Scene Lighting
\$4,833 - FD2238/Vehicle-Mounted Diesel Filter System
\$4,591 - FD2245/CPR Manikins with Case
\$1,235 - FD2246/Pneumothorax Trainer Manikin
\$2,475 - FD2248/Training Manikins
\$5,100 - FD2252/Storage Container
\$1,450 - FD2308/SCBA Flow Test Equipment
\$3,515 - FD2310/Mechanical CPR Machine
\$ 524 - FD2317/Griphoist
\$1,597 - FD2237/Powerload Cot Fastening System

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00135206-506494	FD2247	Decrease		\$1,200
00135206-506494	FD2251	Decrease		\$311
00135206-506494	FD2254	Decrease		\$1,900
00135106-506494	FD2302	Decrease		\$3,126
00135206-506494	FD2303	Decrease		\$1,200
00135206-506494	FD2218	Decrease		\$1,074
00135206-506393	FD2238	Decrease		\$4,833
00135206-506494	FD2245	Decrease		\$4,591
00135206-506494	FD2246	Decrease		\$1,235
00135206-506494	FD2248	Decrease		\$2,475
00135206-506494	FD2252	Decrease		\$5,100

00135206-506494	FD2308	Decrease		\$1,450
00135206-506494	FD2310	Decrease		\$3,515
00135206-506494	FD2317	Decrease		\$524
00135206-506494	FD2237	Decrease		\$1,597
10435206-506495	ST2304	Increase		\$34,131

Financial Summary:

Transfer/Decrease of various General Fund projects to Increase the Rescue Rechassis project, ST2304.

Recommendation

Staff recommends approval of the budget transfers listed to complete the Rescue Rechassis Project, ST2304.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Fire

Presenter:

Attachment(s):

None

ITEM 7.E

Reclassify Officer Training Expenses from General Fund into Other Police Fund

Request

Staff requests that the City Commission approve reclassifying \$3,000 in officer training expenses from the General Fund into other Police Fund.

Explanation

The Sorrell family's \$3,000 donation for sponsoring a cadet in the law enforcement training academy was deposited into the Other Police Fund 015 in August 2021. In fiscal year 2022, Cadet Karen Devaliere was selected as the beneficiary of this donation with the proceeds to be used for Cadet Devaliere's police officer training. Cadet Devaliere's police officer training expenses were recorded in the General Fund 001. Staff requests that Cadet Devaliere's police officer training expenses be reclassified from General Fund 001 to Other Police Fund 015 so that the Sorrell family's donation and its expense for Cadet Devaliere's police officer training expenses are reflected in the same account.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
01500366-366002		Increase		\$3,000
01530203 505555		Increase		\$3,000

Financial Summary:

With Commission approval documentation will be provided to Finance to support the edits.

Recommendation

Approve the requested reclassification of expenses.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter:

Attachment(s):

None

ITEM 7.F

Approval of a revised Guaranteed Maximum Price and transfer of funds from the Recreation Impact Fee Fund for Lancaster Ranch Park

Request

Approval of a revised Guaranteed Maximum Price (GMP) and a transfer of funds from the Recreation Impact Fee Fund reserves for Lancaster Ranch Park due to cost increases encountered over the past year since the GMP was initially approved.

Explanation

In September of 2022, the City received a Guaranteed Maximum Price (GMP) from Arnco Construction for Phase 1 of Lancaster Ranch Park. The original proposal for \$4,096,864.91 included all labor, equipment, materials and supervision to complete phase 1A of the Lancaster Ranch project. Unfortunately, after almost a year the project has not yet begun. On August 17, 2023 after 10 months of review, the City received the South Florida Water Management District (SFWMD) environmental resource permit. This permit took much longer than anticipated and resulted in the requirement for the City to purchase over \$175,000 in mitigation bank credits and make design changes to the site plans and construction documents.

Now that the City is able to proceed with final permitting, a revised GMP was submitted by the contractor due to cost increases necessitated by the design changes that we made during the SFWMD permitting process. These changes include site material cost increases, fencing price increase, landscape and irrigation price increase, pond and sod changes, and electrical changes from the Kissimmee Utility Authority design specs. The material price increases are reasonable due to delay in permitting and the time from the original GMP bid date of July 30, 2022. The change order is in the amount of \$616,332.45 and has not been accommodated in the project budget. Therefore, staff requests approval to use Recreation Impact Fee Fund reserves as all dedicated funds are currently encumbered to this phase.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10550700-509276		Decrease	\$2,448,302	\$616,333
10550706-506393		Increase	\$616,333	

Financial Summary:

Recreation Impact Fee Reserves account has \$2,448,302 available, of which \$616,333 would be needed for this phase.

Recommendation

Approval of a revised GMP for Arnco Construction and transfer of funds from the Recreation Impact Fee reserves for Lancaster Ranch Park due to cost increases experienced in the time since the GMP was initially approved.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Parks & Recreation

Presenter:

Attachment(s):

1. (S) Change Order 1 Lancaster Ranch
2. 220628-34981_Permit_20230817

ITEM 7.G

Authorization to extend and execute a contract with All City Management Services for School Crossing Guard management services throughout the City of Kissimmee for the 2023-2024 school year

Request

The Police Department is requesting Commission authorization to extend and execute the current contract, in the total amount of \$661,670.88, with All City Management Services for the new 2023-2024 School Year. This company assumes all responsibilities for the City of Kissimmee School Crossing Guards.

Explanation

The Kissimmee Police Department entered into a contract with All City Management Services in November 2016. All City Management Services met all the requirements of the contract and covered all crossing guard locations during this contract period. A renewal period for this agreement ended on June 30, 2023. This request is to renew the contract for the 2023-2024 school year.

All City Management Services hourly rate for crossing guards has increased to \$27.82 from \$23.64/hr. The 2023-2024 contract will include 34 sites at 3.0 hours, 7 sites at 3.5 hours, and 1 site at 2.5 hours a day for a 180-day school year at a cost of \$645,980.40. The annual re-certification training is two hours per crossing guard at a cost of \$2,336.88. The Police Department will be responsible for covering 4 sites for summer school beginning the summer of 2024. Each site will have two crossing guards for a total of 24 hours per day. There are approximately 20 summer school days in the session. The cost for the addition of summer school coverage is \$13,353.60. The coverage of 42 sites, annual crossing recertification and summer school is \$661,670.88.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00130603-503434		Decrease	\$661,671	\$661,670.88

Financial Summary:

The existing purchase order; PO23000132, covers funding through 9/30/23. In the fiscal year beginning 10/1/23, the account number for this contract is 00130603-503434.

Recommendation

Staff requests approval to extend the contract with All City Management Services for the management of all City of Kissimmee School Crossing Guards for an additional year (2023-2024).

REQUESTED CITY COMMISSION ACTION:

City of Kissimmee

Approve

Department: Police

Presenter:

Attachment(s):

1. (S) Kissimmee, FL 2023-2024 Services Contract - ACMS Signed
2. All City Management Client Worksheet 2023-2024
3. All City Management Confirmation Letter 2023-2024

ITEM 7.H

Interlocal Agreement Between the City of Kissimmee, Florida and the Knightsbridge Community Development District Regarding the Maintenance and Ownership of Golden Knight Boulevard

Request

Staff requests approval of the Interlocal Agreement between the City and the Knightsbridge Community Development District regarding the maintenance and ownership of Golden Knight Blvd.

Explanation

The Knightsbridge Community Development District is an independent special district and a local unit of special-purpose government which is created pursuant to Chapter 190, Florida Statutes (the "Act"), and is limited to the performance of those specialized functions authorized by the Act and the City's ordinance No. 3062 establishing the District. Pursuant to the Ordinance and the Act, the District is presently authorized to finance, fund, acquire, construct, operate and maintain systems, facilities, and infrastructure. After the construction of Golden Knight Blvd. is completed, the City requires the District to own and maintain the Boulevard. The City shall not be responsible for the maintenance of the Boulevard. This Interlocal Agreement shall serve as the "agreement between the District and a governmental entity" required by section 190.012(g) of the Act.

Recommendation

Staff recommends the approval of the Interlocal Agreement between the City and the Knightsbridge Community Development District regarding the maintenance and ownership of Golden Knight Blvd.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Attorney

Presenter:

Attachment(s):

1. (S) Interlocal Agt. Knightsbridge CDD and City of Kiss. (Golden Knight Blvd.) Executed by CDD (08.28.23)

ITEM 7.I

Letter of Support and Approval of FY22 Recommendations for the Edward Byrne Memorial Justice Assistance Grant Countywide Projects

Request

Commission support of the Osceola Substance Abuse and Policy Advisory Board's (SAPAB) project recommendations for the Florida Department of Law Enforcement (FDLE), Office of Criminal Justice Grants (OCJG) in the amount of \$103,550.00.

Explanation

The Florida Department of Law Enforcement (FDLE), Office of Criminal Justice Grants (OCJG) has allocated funding in the amount of \$103,550.00 to be used to address problems of illegal drug use, violent crimes and improvements to the criminal justice system within Osceola County.

The availability of this funding was advertised on April 23, 2023 by the Osceola County Board of County Commissioners which serves as the coordinating unit of government in this county. The projects below were presented by the applicants before the Substance Abuse and Policy Advisory Board (SAPAB) for review and selection of projects to be funded. The recommendations will also be reviewed for approval by the Osceola County Board of County Commissioners.

This process requires 51% of the local governments within the county to support the recommendations of projects made by the Substance Abuse and Violent Crime Policy Advisory Board. As such, the City is being asked to provide a letter of support to be included in the application. As a local municipality, the City has a representative from the Kissimmee Police Department on the Board. The recommended projects as decided by the SAPAB Board are as follows:

Sub-Recipient	Title of Project	Recommended Award
City of Kissimmee/ Kissimmee Police Department	Ballistic Helmets	\$9,685.84
City of Kissimmee/ Kissimmee Police Department	Rear Ballistic Rifle Plates	\$43,864.16
Osceola County BOCC/ Osceola County Sheriff's Office	M-VAC Instrument	\$20,000.00
City of St. Cloud/ St. Cloud Police Department	Tracked Robot for Public Safety	\$30,000.00
	Total Grant Awards	\$103,550.00

Recommendation

Staff recommends approval of project recommendations associated with funding allocation for the Florida Department of Law Enforcement (FDLE), Office of Criminal Justice Grants (OCJG) in the amount of \$103,550.00.

REQUESTED CITY COMMISSION ACTION:

City of Kissimmee

Approve

Department: City Manager

Presenter:

Attachment(s):

1. (S) - JAG-C Award Letter FY2022

ITEM 7.J**Martin Street Forest - Final Plat (DRC# SR-22-0023)****Request**

Approval of the final plat known as Martin Street Forest.

Explanation

The owner of the property, ECO Properties, Inc., is requesting final plat approval without a guarantee. The property is located south of West Martin Street and is combining multiple underlying lots into one lot for development purposes. There are no public improvements required as part of this request.

Recommendation

Staff recommends approval of the final plat for the Martin Street Forest.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) - Final Plat
2. Vicinity Map

ITEM 7.K

Ratification of Executive Order 2023-01 - City Manager Declaration of Local State of Emergency (Hurricane Idalia)

Request

City Commission ratification of Executive Order 2023-01 issued August 29, 2023 for the Local Declaration of Emergency for Hurricane Idalia.

Explanation

City Manager Steigerwald, as authorized by City Code Section 14-20, issued the original Local State of Emergency on August 29, 2023.

Recommendation

REQUESTED CITY COMMISSION ACTION:

Department: City Manager

Presenter:

Attachment(s):

1. (S) - Ratification of CM EO 223-01 Idalia
2. Executive Order 2023-01 State of Emergency (Hurricane Idalia) (8-29-2023)
3. EO-23-175-1 (Governor's Executive Order)

ITEM 7.L

Disposal of City Assets

Request

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

Explanation

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

The items included on the attached list are slated to be auctioned or junked and have not previously been approved for disposition by the City Commission. These items will be placed up for auction via George Gideon Auctioneers, Inc. live auction or George Gideon Auctioneers, Inc. online auction. All items from the City's Information Technology Department will go to auction via A-1 Assets.

Recommendation

Staff recommends Commission approval to remove these items from the City's equipment inventory listing and to send those items to the auction for disposition.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Finance

Presenter:

Attachment(s):

1. September 2023 Asset Disposal

ITEM 7.M

Approval of Parking Ticket Services Agreement between Data Ticket, Inc. and the City of Kissimmee

Request

The Police Department is requesting the Commission approve and the Mayor sign the Parking Ticket Services Agreement between the City of Kissimmee and Data Ticket, Inc.

Explanation

KPD seeks approval to enter a Parking Ticket Services Agreement with Data Ticket, Inc. Data Ticket will lease handheld devices to KPD that will be used to issue parking tickets for violations of City Code s. 42-19. Data Ticket will also identify the registered owners of vehicles issued parking tickets, provide such owners notice of the issuance of parking tickets, accept and process fine payments, including online payments, and report unpaid parking tickets to the Florida Department of Motor Vehicles when consistent with Florida law. Currently, KPD issues handwritten tickets and the City does not have the ability to accept online payments for parking tickets.

The total up front cost for the first year of this Agreement is \$7,855. This cost includes the first year of the three-year lease for four handheld devices, one-time software licensing fee and training costs, 100 rolls of citation paper (10,000 citations total) and prepayment for a year of other monthly fees related to device insurance and maintenance. Additional charges related to processing parking tickets are expected to be deducted from an escrow account holding the funds that Data Ticket collects from parking tickets issued by KPD.

Utilizing Data Ticket for parking services will allow for parking ticket enforcement to occur on a single technical platform, enable those who are issued parking tickets to make online payments, and is expected to decrease the administrative duties of City staff with regards to parking ticket enforcement.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
	PD2223			\$7,855

Financial Summary:

Funding for this project has been established under PD2223 to be included in the carry-forwarded list in the new fiscal year. Budget transfers will be requested in that time period.

Recommendation

Staff recommends approval of the Data Ticket agreement.

City of Kissimmee

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter:

Attachment(s):

1. (S) Data Ticket Inc Scope of Service and Performance Agreement
2. Data Ticket Inc Product Quote and Parking Citation Cost Proposal

ITEM 7.N

Authorization to accept 2023-24 Victims of Crime Act Grant Funding

Request

The Police Department requests Commission acceptance of the Victim of Crimes Act grant from the State of Florida, Office of the Attorney General, Bureau of Advocacy and Grants Management, in the amount of \$56,001.

Explanation

The Office of the Attorney General has announced the anticipated availability of Victims of Crime Act (VOCA) grant funds from the U.S. Department of Justice. The purpose of VOCA grant funds is to provide support services to victims of crime. Services are defined as those efforts that respond to the emotional and physical needs of crime victims, assist victims of crime to stabilize their lives after victimization, assist victims to understand and participate in the criminal justice system, and provide victims of crime with a measure of safety and security. The Police Department has received this grant for several years.

The funding cycle for the VOCA grant funds under this notice is October 1, 2023, through September 30, 2024.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
11400334 334200	VOCA24	Increase	\$56,001	
11430401 501212	VOCA24	Increase	\$36,005	
11430401 502121	VOCA24	Increase	\$2,754	
11430401 502222	VOCA24	Increase	\$5,797	
11430401 502323	VOCA24	Increase	\$9,897	
11430401 502424	VOCA24	Increase	\$1,548	

Financial Summary:

The above accounts will be amended accordingly upon acceptance of these grant funds.

Recommendation

Staff recommends the Commission accept and approve to amend the budget accordingly for the 2023-24 VOCA grant to the Office of the Attorney General.

REQUESTED CITY COMMISSION ACTION:

Accept

City of Kissimmee

Department: Police

Presenter:

Attachment(s):

1. VOCA Grant 2023-204 Award Letter 08-23-2023

ITEM 7.O

Kissimmee Residential - John Young Parkway - Drainage Canal Easement Variance (DRC# VAR-23-0003)

Request

Approval of a request to dedicate a perpetually unobstructed drainage and maintenance easement to the City for a drainage canal directly adjacent to the Kissimmee Residential – John Young Parkway development, in lieu of a drainage right-of-way.

Explanation

The owners of the development, known as Kissimmee Residential – John Young Parkway (DRC# SP-22-0032), seek a City Commission variance in accordance with Land Development Code (LDC) §14-3-52. This variance is to provide a perpetually unobstructed drainage and maintenance easement instead of a drainage right-of-way, as mandated by LDC §14-3-10(D)(3).

LDC §14-3-10(D)(3) states that in cases where a developer proposes to construct a drainage ditch deeper than three feet or the development is directly adjacent to a drainage way exceeding three feet in depth, the developer must dedicate a right-of-way to the city. The right-of-way should be of sufficient width to accommodate a 25-foot maintenance berm on each side of the ditch or drainage way, in addition to the width of the ditch as measured at the top of the slopes.

The Kissimmee Residential – John Young Parkway development is situated on the north side of the FDOT-owned drainage canal, which lies north of the Estancia subdivision and east of S. John Young Parkway. Certain portions of this development fall within the 25-foot maintenance berm on the north side of the canal. It is important to note that while the canal is owned by FDOT, it is maintained by the City.

In order to ensure this request aligns with the public interest and always allows sufficient area for maintenance, the City has proposed a condition of approval with the development. The condition requires the dedication of a perpetually unobstructed easement over the portion of the maintenance berm area within the boundaries of the Kissimmee Residential – John Young Parkway development, as an alternative to acquiring additional right-of-way.

The incorporation of this easement, rather than a right-of-way, brings several advantages to the property owner, the City, and the community. Firstly, the property owner retains ownership of the land, enabling them to receive credit for buffering and setback requirements while maintaining control over the development's layout and design.

Secondly, by retaining the property on the tax rolls, the City continues to benefit from tax revenues generated by the development. These funds contribute to essential services, infrastructure improvements, and overall community growth.

Lastly, by establishing the easement as perpetually unobstructed, the area will always be available for maintenance vehicle access. This unobstructed access ensures that City maintenance personnel can efficiently conduct routine upkeep, inspections, and any necessary repairs in the drainage canal area without encountering obstacles. This proactive approach enhances the safety and functionality of the drainage infrastructure, minimizing potential issues in the long run.

Recommendation

City of Kissimmee

Approval of this request to dedicate a perpetually unobstructed drainage and maintenance easement to the City, in lieu of a drainage right-of-way.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) Easement
2. DRC Correspondence
3. Vicinity Map

ITEM 7.P

Approval to Carry Forward Project ST2109 to the FY 2022-2023 Budget

Request

Approval to increase the FY2022-2023 budget to continue the funding of project ST2109 Facilities ADA Compliance.

Explanation

Project ST2109 Facilities ADA Compliance was approved and originally budgeted in the Sales Tax Fund account (#10445206-506393) in FY2021 and was carried forward to FY2022. The remaining balance of \$415,027 was not included in last year's carryover process. Therefore, staff is requesting to carryover the remaining balance to the current FY2022-2023 budget.

This project took longer than twelve months to complete and is still ongoing. The carry forward of the funds in this project and account was anticipated during preparation of the budget and will not adversely affect reserves for the current budget year.

Recommendation

Staff recommends Commission approval to carryover funds not to exceed the final adjusted balance for the project.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

None

ITEM 7.Q

Approval of the subordination of utility interests for one additional parcel along the I-4 Corridor to the Florida Department of Transportation

Request

Approval of the Subordination Agreement for parcel 134.05 in favor of the Florida Department of Transportation (FDOT).

Explanation

The City was contacted by the Florida Department of Transportation (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. FDOT had previously requested the City to execute and deliver the subordination of utility interests for each of those nine (9) easements, which were executed on July 18, 2023. Subsequent to those approvals, FDOT discovered another City easement on parcel 134.05, and now seeks subordination of the City's interest to FDOT.

Recommendation

Staff recommends the City Commission approval and the Mayor's execution of the attached Subordination Agreement.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) 134.05 Subordination Agreement
2. 134.05 Easement
3. 134 RW Map

ITEM 7.R

Renewal and Second Amendment to Extend Ground Lease for YMCA

Request

City Commission approval to extend the existing YMCA ground lease for land parcel located at the Kissimmee Gateway Airport.

Explanation

The YMCA entered into an agreement with the City to provide community services in October 1989, and signed a subsequent first amendment in August of 2003. The amendment expires September 30, 2023, and City Staff desires to renew the current term for an additional year.

During the pandemic, the YMCA suspended services but has since reopened focusing on facility improvements and restructuring programs and services. This includes working with the City to provide complimentary services and increasing operating revenues to sustain the operation.

City Staff has proposed a one-year extension to the current ground lease agreement. This will allow time for negotiations to develop a long-term arrangement to obtain fair market rental rates while ensuring financial stability for the organization. The current annual rental rate is \$19,238.88.

Recommendation

Staff recommends Commission approval to extend the existing YMCA ground lease for land parcel located at the Kissimmee Gateway Airport.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. (S) Renewal and Second Amendment-YMCA
2. OSC Summer Newsletter – Summer 2023 – Flyer – 8.5x11

ITEM 7.S

Resolution to revise the definition of the City of Kissimmee Series 2022 Bonds project

Request

Approval of a Resolution to revise the definition of the Series 2022 Bonds project.

Explanation

Under Resolution No. 03-2016, portions of the Series 2022 Bonds were issued for the funding of solid waste capital projects. Since then, there have been other capital project improvements that require more immediate financing. On August 22nd, the Commission authorized the Fire Department to purchase two (2) Sutphen Custom Engines for a total cost of \$1,895,950 as scheduled replacements for engines in the City's current fleet. Purchasing the apparatus instead of leasing will save the City \$320,234. The funding for this purchase will come from the Series 2022 Bond funds originally budgeted in the Solid Waste account (41145716-506494), Project (SA2204-411-506494). Therefore, a change to the "Initial Project" definition is required in order to expend the proceeds of the 2022 Bonds on other eligible projects.

With the change in the definition of "Initial Project" for the 2022 Bonds, monies may be expended to purchase the Fire apparatus and other public safety capital improvements.

Recommendation

Staff recommends the City Commission authorize the resolution to revise the definition of Series 2022 Bonds project to include public safety capital needs.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Finance

Presenter:

Attachment(s):

1. (S) - Resolution - Amending Project - 2022 (02572034-2)

ITEM 8.A

Approval of the design, construction and installation of a "Parking" sign on the Toho Square Parking Garage located at 92 Pleasant Street.

Request

Approval of the design, construction and installation of a "Parking" sign on the Toho Square Parking Garage.

Explanation

Since the construction of the Toho Parking Garage in 2018, gradual enhancements have been made to bring awareness of its existence, as well as preserve and protect its exterior. In 2021, guard screens and skateboard stops were installed on the first-floor windows to prevent customers from using the windows to enter and exit the parking garage on foot and skateboarders performing tricks on the windows.

Subsequently, "parking" banners were installed to increase awareness of free public parking downtown. The banners have improved the parking garage's visibility. However, they were intended to serve as a temporary solution.

As a permanent solution, Staff programmed funds in the fiscal year 2022/2023 for the design, construction and installation of a permanent "parking" sign on the parking garage. Staff has selected Arnco Construction, #RFQ2023-002, to complete this project for a total cost of \$84,525.

The sign will be designed and installed in accordance with the City code requirements.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10625506-506393	CR2207	Decrease	126,303	84,525

Financial Summary:

The proposed bid is well within the available budget for this project.

Recommendation

Approval of the design, construction and installation of a "Parking" sign on the Toho Square Parking Garage.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Economic Development
Presenter: Samia Singleton

Attachment(s):

1. Arnco Sign Estimate
2. Parking Garage Sign Rendering
3. Arnco

ITEM 8.B

Approval to accept changes to Downtown Kissimmee Commercial Property Improvement Program

Request

Request Downtown CRA Board approval to amend the Commercial Property Improvement Program by increasing the maximum award and including additional eligible items to further expand this grant,

Explanation

Downtown Kissimmee CRA staff would like to increase the maximum award amount to help further incentivize businesses to utilize the grant and enable them to keep up with higher project costs. In addition, staff proposes that the program include additional eligible items to further expand this grant, including the inclusion of security cameras and alarm systems as eligible projects to ensure a safe downtown area.

Staff has made proposed updates to the Commercial Property Improvement Program to expand the maximum award amount from \$25,000 to \$30,000. Additionally, the program is proposed for expansion to include private art sculpture installations, parking lot improvements, and security and alarm systems as eligible projects to receive grant funding. Proposed changes to the 'Grant Agreement' reflect the new maximum amount of the grant.

Recommendation

Approval to amend the Commercial Property Improvement Program by increasing the maximum award and including the additional eligible items listed above to further expand this grant,

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development

Presenter: Benjamin Burnett

Attachment(s):

1. DKCRA CPIP Grant Application and Policy- Final 2023
2. DKCRA CPIP Grant Agreement- Final 2023

ITEM 8.C

Approval to accept changes to Commercial Property Improvement Program

Request

Request Vine Street CRA Board approval to amend the Commercial Property Improvement Program by increasing the maximum award and including additional eligible items to further expand this grant.

Explanation

Vine Street CRA staff requests approval to increase the maximum award amount to help further incentivize businesses to utilize the grant and enable them to keep up with higher project costs. In addition, staff proposes that the program include additional eligible items to further expand this grant, including the inclusion of security cameras and alarm systems as eligible projects to ensure a safe commercial corridor.

Staff has made proposed updates to the Commercial Property Improvement Program policy to expand the maximum award amount from \$25,000 to \$30,000. Additionally, the program is proposed for expansion to include private art sculpture installations, parking lot improvements, and security and alarm systems as eligible projects to receive grant funding. Proposed changes to the 'Grant Agreement' reflect the new maximum amount of the grant.

Recommendation

Approval to amend the Commercial Property Improvement Program by increasing the maximum award and including the additional eligible items listed above to further expand this grant,

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development

Presenter: Benjamin Burnett

Attachment(s):

1. VSCRA CPIP Grant Agreement-Final 2023
2. VSCRA CPIP Application and Policy- Final 2023

ITEM 8.D

University of Central Florida (UCF) Business Incubator Annual Update and Contract Renewal

Request

Approval and authorization for the Mayor to sign the one-year Interlocal Agreement with Osceola County and the University of Central Florida (UCF) Research Foundation, Inc., relating to the UCF Incubator - Kissimmee; beginning October 01, 2023, through September 30, 2024.

Explanation

Approval of this agreement will provide funding for the UCF Kissimmee Business Incubator. The Incubator will remain in the County-owned building located at 400 W. Emmett Street for one additional year. Extending this agreement for an additional year gives the county time to advance the sale and private redevelopment of the building at 400 W. Emmett Street, where the Incubator currently operates. It is anticipated that the UCF Incubator will need to find another location after FY2023-24. This one-year agreement will give all parties time to find a future home for the UCF Incubator within the City.

The funding terms of this agreement remain constant for the City at \$150,000 for FY2023-24. Together with the County's contribution of \$60,000 and in-kind usage of 400 W. Emmett Street, this interlocal partnership covers much of the UCF Incubator's operating expenses.

The UCF Business Incubation Program (BIP) is a university-driven, community partnership between the University of Central Florida, the Florida High Tech Corridor Council, Orange, Osceola, Seminole and Volusia Counties, and the cities of Apopka, Kissimmee, Orlando, and Winter Springs. This economic development partnership is specifically designed to help businesses create and sustain jobs in the community. In turn, this job growth spurs economic growth throughout the Central Florida region. This is accomplished through mentoring services, access to business building resources, and providing connections to a variety of support organizations to accelerate growth.

The Incubation program has been active in Osceola County for approximately thirteen years. The City and County have had an annual funding agreement with the UCF BIP since the Kissimmee location opened in 2010. The University of Central Florida Research Foundation, Inc., operates the UCF Kissimmee Incubator, with emphasis on attracting and nurturing early stage and aspiring entrepreneurs, with a focus on scalable technology innovations and emphasis on microelectronics, semiconductors, aviation tech and medical industries, all with a goal of recruiting and/or maintaining at least ten (10) incubator client companies during any given period.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00110603 503434		Decrease	\$150,000	\$150,000

Financial Summary:

City of Kissimmee

Pending City Commission approval of the FY2023-24 budget, funds for this agreement are available in the Economic Development Department's "Other Contract Services" account.

Recommendation

City Staff recommends approval of this Interlocal Agreement that will provide funding for the UCF Business Incubator - Kissimmee.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development
Presenter: Arthur Tomerlin

Attachment(s):

1. (S) - UCF Kissimmee Incubator Interlocal Funding Agreement - Final RF Signed

ITEM 8.E

Advisory Board Vacancies: Parks and Recreation and Police Pension Advisory Board

Request

The Commission is requested to make an appointment to fill a vacancy due to the death of a member of the Parks and Recreation Advisory Board and a recent resignation on the Police Pension Board.

Explanation

In July 2023, the City was notified of the passing of Board Member Guillermo Hansen, leaving a vacancy on the Parks and Recreation Advisory Board. The remaining term for that vacancy will expire on May 31, 2025. Seat # 5 will be assigned to the vacancy.

The City was notified of the resignation of Mr. Stephen Kartje from the Police Pension Board, creating an open vacancy. The remaining term for the vacancy will expire on September 30, 2025. Seat # 1 will be assigned to the vacancy.

The Commission will have 30-days to make the appointment or an extension will be necessary. If no extension is requested, the appointment will automatically rollover to the next Commissioner in the rotation.

Commissioner Rotation:	Appointment Expires:	Advisory Board:	Board Term Expires:	Requirements:
Seat # 5: Mayor Gonzalez <i>*One application on file</i>	09/12/2023	Parks & Recreation Advisory Board	05/31/2025	Member must be a City Resident.
Seat #1: Commissioner Castano <i>*One application on file</i>	10/03/2023	Police Pension Board	09/30/2025	Member must be a City Resident.

Recommendation

Staff recommends the Commission make an appointment to fill the open vacancies on the Parks and Recreation and Police Pension Advisory Boards.

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. Linda McCoy Application - PARAB
2. Carlynn Rothey Application - PPB