



**MEETING MINUTES
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, SEPTEMBER 26, 2023 AT 6:00 PM**

1. **MEETING CALLED TO ORDER Members Present:** Mayor Olga Gonzalez, Commissioners Angela Eady, Carlos Alvarez, III, Janette Martinez
Staff Present: City Manager Mike Steigerwald, City Attorney Olga Sanchez de Fuentes, Deputy City Manager Desiree Matthews, Assistant City Manager Austin Blake, City Clerk Linda Hansell
Members Absent: Commissioner Olga Castano

Mayor Gonzalez called the meeting to order at 6:00 PM.

2. **MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**

After a Moment of Silence, Commissioner Alvarez led the audience in the Pledge of Allegiance.

Ms. Camilla Quintero was invited to sing the Star Spangled Banner.

3. **PROCLAMATIONS AND SPECIAL PRESENTATIONS**

- 3.A Proclamation - Hispanic Heritage Month in honor of Guillermo "Bill" Hansen

The request is for the City Commission to present a proclamation to Yolanda and Yanin Hansen in memory of Guillermo "Bill" Hansen.

City Manager Steigerwald read a proclamation in honor of Guillermo "Bill" Hansen as the Mayor and Commissioners presented the proclamation to Yolanda and Yanin Hansen.

Ms. Yanin Hansen spoke on behalf of her mother Yolanda and her brother Brian to express their appreciation for the presentation and how much it means to them as her father, since loved Kissimmee. Ms. Hansen stated she would be taking over her father's role as the new Editor of the Osceola Star. The remainder of her comments were in Spanish with no interpretation into English.

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

- 4.A Public Hearing - Second and Final 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

Staff requests approval of the Second and Final Reading of the Proposed Ordinance #23-13, Amending Chapter 42, Traffic and Vehicles.

City Attorney Sanchez de Fuentes read Proposed Ordinance # 3083 by title.

Assistant City Attorney Curtis McGehee was present to answer any questions.

Mayor Gonzalez announced the Public Hearing with no response from the audience.

Commissioner Eady moved to approve the Public Hearing and adopt Ordinance # 3083. Commissioner Alvarez seconded the motion.

Upon roll call, the vote was as follows:

Commissioner Alvarez	AYE
Commissioner Martinez	AYE
Commissioner Castano	ABSENT
Commissioner Eady	AYE
Mayor Gonzalez	AYE

Motion carried 4 - 0.

4.B Public Hearing - Second and Final 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

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

City Attorney Sanchez de Fuentes read Proposed Ordinance # 3084 by title.

City Manager Steigerwald stated this is the Second and Final Reading of an ordinance to increase the City Manager's purchasing authority to \$75,000; any purchases above that level would require Commission approval as well as purchases below that amount that require transfer of funds between accounts would also come back to the Commission for approval. Staff recommends approval after holding the Public Hearing.

Mayor Gonzalez announced the Public Hearing with no response from the audience.

Commissioner Eady made a motion to approve the Public Hearing and adopt Ordinance #3084. Commissioner Martinez seconded the motion.

Upon roll call, the vote was as follows:

Commissioner Martinez	AYE
Commissioner Castano	ABSENT
Commissioner Eady	AYE
Commissioner Alvarez	AYE
Mayor Gonzalez	AYE

Motion carried 4 - 0.

4.C Public Hearing - Second and Final Reading - Proposed Ordinance #23-17 - Establishment of a Police and Fire Impact Fee

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

Staff requests the approval of the Second and Final Reading of the Proposed Ordinance #23-17 for the establishment of a Police and Fire Impact Fee.

City Attorney Sanchez de Fuentes read Ordinance # 3085 by title.

Assistant City Attorney McGehee reviewed the request to establish Police and Fire Impact Fees; these fees are a one-time fee that is collected during the permitting process to assist with keeping the level of service for Police and Fire and to have development pay for itself.

Attorney McGehee confirmed the realtors did not ask to have this fee phased in like Parks & Recreation Impact Fees. Staff recommends approval after holding the Public Hearing.

Mayor Gonzalez announced the Public Hearing with no response from the audience.

Commissioner Martinez commented that the Commission received a letter (Exhibit "A") from The Osceola Chamber; this letter is for Commission consideration before action is taken.

Mayor Gonzalez requested the City Manager provide feedback on the letter from the Chamber of Commerce. City Manager Steigerwald reviewed the request and stated it is extraordinary to request this process be reviewed by the Growth Management Task Force prior to action being taken by the Commission. This item has been before the public seven (7) times and no other organizations have asked to address the Commission with concerns.

Commissioner Eady moved to approve the Public Hearing and adopt Ordinance # 3085 . Commissioner Alvarez seconded the motion.

Upon roll call, the vote was as follows:

Commissioner Castano	ABSENT
Commissioner Eady	AYE
Commissioner Alvarez	AYE
Commissioner Martinez	AYE
Mayor Gonzalez	AYE

Motion carried 4 - 0.

4.D Public Hearing - First Reading - Proposed Ordinance #23-18 - Amendment to the Parks and Recreation Impact Fee Ordinance (Re-advertised)

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

Staff requests approval of the first reading of Proposed Ordinance #23-18 which will amend the Parks and Recreation Impact Fee section of the City Code.

City Attorney Sanchez de Fuentes read Proposed Ordinance # 23-18 by title.

Assistant City Attorney McGehee explained the study that concluded an increase in Recreation Impact Fees was necessary to maintain existing levels of service and that new developments pay their portion. The impact fees relate only to residential properties and not commercial. The City consultant, Raftelis Financial Consultants, reviewed the Parks Capital projects over the next ten (10) years and determined the need for the increase. The City received feedback from the Osceola Realtors Association which requested the new impact fee cost be phased in over three annual installments. The rate for single-family dwellings will increase to the \$2,410.00 rate over three years. Attorney McGehee confirmed this item has been before the Commission multiple times through workshops and continued Public Hearings. Staff recommends approval after holding the Public Hearing.

Mayor Gonzalez announced the Public Hearing.

Imran Mohamed, Osceola Association of Realtors, 1105 Cross Prairie Parkway, Kissimmee, thanked the Commission for their consideration in phasing the increase to impact fees in over three (3) years.

Commissioner Martinez made a motion to approve.

Commissioner Alvarez expressed his concerns about plans to spend increased impact fees on Lancaster Ranch and Mark Durbin Park at Lakeside; Lakefront Park is in need of renovations and would like to see facilities added for teens to include a skatepark, pickleball, basketball, and handball courts. Housing developments near the lakefront are bringing more people downtown. Commissioner Alvarez felt Lancaster Ranch is too far in the future to wait for improvements; needs work now on get places for teens to hang out.

Fishing is not a good option due to the hydrilla problem.

Commissioner Eady disagreed and feels Lakefront Park was developed the way it was attended and continues to be a passive park.

City Manager Steigerwald reminded the Commission that the projects in question are part of the Five (5) year Capital Budget previously approved by the Commission. Lancaster Ranch has contracts signed and they are moving forward with Phase I. If the Commission wishes to change the priorities, that can be done during the budgeting process. Commissioner Eady expressed her desire to stay on the path we're on and does not want to see other areas like Chambers Park being neglected due to a change in plans. The Commission discussed an idea submitted by Commissioner Alvarez to purchase property on the Lakefront to add additional services for residents of the area.

(Exhibit "A") from Item 4.B. relates to this item.

Commissioner Martinez moved to approve the First Reading of Proposed Ordinance # 23-18. Commissioner Eady seconded the motion.

AYE: Mayor Gonzalez, Commissioner Eady, Commissioner Martinez

NAY: Commissioner Alvarez

Motion carried 3 - 1.

5. PUBLIC HEARINGS

CITY COMMISSION RECESSES AND CONVENES AS THE COMMUNITY REDEVELOPMENT AGENCY BOARD

5.A Public Hearing - Resolution to adopt the Downtown Kissimmee Community Redevelopment Agency Budget for Fiscal Year 2023-2024 in accordance with Florida Statute 163.387.

Request the Downtown Kissimmee Community Redevelopment Agency Board to adopt the fiscal year 2023-24 budget.

Tom Tomerlin, Economic Development Director, explained the State of Florida requires the CRA to adopt the Budget prior to the Commission adopting the City Budget. Staff recommends adoption of a resolution approving the FY 2023-2024 CRA Budget.

Mayor Gonzalez announced the Public Hearing with no response from the audience.

Commissioner Eady made a motion to adopt CRA Resolution #01-2023 for the FY2023-2024 Downtown CRA Budget. Commissioner Martinez seconded the motion.

AYE: Mayor Gonzalez, Commissioner Eady, Commissioner Alvarez, Commissioner Martinez

NAY: None

Motion carried 4 - 0.

5.B Public Hearing - Resolution to adopt the Vine Street Community Redevelopment Agency Budget for Fiscal Year 2023-24

Request the Vine Street Community Redevelopment Agency Board to adopt the fiscal year 2023-24 budget.

Tom Tomerlin, Economic Development Director, stated this request is to adopt the Vine Street CRA Budget for FY2023-2024 in a similar manner to the Downtown CRA. The Vine Street CRA Tax Increment Funding (TIF) revenues are \$2,330,677 and the entire budget is approximately \$5,334,780. The Vine Street CRA is reaching parity with the Downtown CRA after ten (10) years.

Commission discussion and request for more details on any funding for Freebee transportation to bring people to downtown from the Vine Street CRA area. Director Tomerlin communicated that the Vine Street CRA has been working off a Redevelopment Plan that is approximately ten (10) years old and it will be looked at and transportation updates will be considered for addition.

Mayor Gonzalez announced the Public Hearing with no response from the audience.

Commissioner Martinez made a motion to adopt CRA Resolution #02-2023 for the FY2023-2024 Vine Street CRA Budget. Commissioner Alvarez seconded the motion.

AYE: Mayor Gonzalez, Commissioner Eady, Commissioner Alvarez, Commissioner Martinez

NAY: None

Motion carried 4 - 0.

COMMUNITY REDEVELOPMENT AGENCY BOARD ADJOURNS AND RECONVENES AS THE CITY COMMISSION

5.C **Adoption by Resolution of the Final Millage Levy and Final Budget for Fiscal Year 2023-2024.**

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

City Manager Steigerwald reviewed the proposed Operating Millage of 4.6253 as set by the Commission at the Budget Workshop in July. There have been no substantive changes since that time. The second resolution item is for the approval of the FY2023-2024 Budget in the amount of \$267,277,940 and authorizing 857 full and part-time positions. The largest portion of the budget is for public safety, including fire and police equipment and staffing.

RESOLUTION OF THE PROPOSED OPERATING MILLAGE

Mayor Gonzalez stated that the Proposed Operating Millage is 4.6253 which is 13.22% more than the Rolled Back Rate of 4.0853.

Mayor Gonzalez announced the Public Hearing with no response from the audience.

City Attorney Sanchez de Fuentes read Resolution # 15-2023 by title.

Commissioner Eady moved to adopt Resolution # 15-2023. Commissioner Martinez seconded the motion.

Upon roll call, the vote was as follows:

Commissioner Castano	ABSENT
Commissioner Eady	AYE
Commissioner Alvarez	AYE
Commissioner Martinez	AYE
Mayor Gonzalez	AYE

Motion carried 4 - 0.

RESOLUTION ADOPTING THE FINAL BUDGET

Mayor Gonzalez stated the resolution will adopt a Final Budget of \$267,277,940 and authorizes 857 full and part-time positions. A schedule of positions authorized for each department and summaries of each Fund are attached to the Resolution.

Mayor Gonzalez announced the Public Hearing with no response from the audience.

City Attorney Sanchez de Fuentes read Resolution # 16-2023 by title.

Commissioner Eady made a motion to adopt Resolution # 16-2023. Commissioner Martinez seconded the motion.

Upon roll call, the vote was as follows:

Commissioner Alvarez	AYE
Commissioner Martinez	AYE
Commissioner Castano	ABSENT
Commissioner Eady	AYE
Mayor Gonzalez	AYE

Motion carried Adopt 4 - 0.

The Commission congratulated staff on financial planning and keeping the Millage rate the same for the last 17 years.

- 5.D Public Hearing - Resolution Approving an Inventory List of Municipally Owned Property
Approval of a resolution adopting an updated list of municipally owned property that is appropriate for use as affordable housing.

Frances DeJesus, Development Services, reviewed the request for approval by resolution of municipally owned property to be used for affordable housing. Staff reviewed the property and added two (2) additional lots on Pleasant Street for a total of six (6) lots (Exhibit "B"). The Affordable Housing Advisory Committee (AHAC) reviewed the updated

list on August 17, 2023. According to Florida Statutes, the list must be reviewed every three (3) years and approved by the City Commission at a public hearing. Staff brings this to the Commission on a yearly basis to keep everything updated. Staff recommends approval of the Public Hearing and adoption by resolution.

Mayor Gonzalez announced the Public Hearing with no response from the audience.

Commissioner Alvarez made a motion to approve the Public Hearing and adopt Resolution # 17-2023. Commissioner Martinez seconded the motion.

AYE: Mayor Gonzalez, Commissioner Eady, Commissioner Alvarez, Commissioner Martinez

NAY: None

Motion carried 4 - 0.

6. HEAR AUDIENCE

Peggy Rivers, 515 E. Walnut Street, Kissimmee, expressed two concerns relating to Walnut, the first being a missing dead-end street sign to bring attention to Walnut running into Smith Street. The "Dead End" street sign was removed and never returned. Traffic comes down the street with the intention of cutting through or going over the railroad tracks, but it is actually a dead end. The second issue is the poor condition of the pavement on Smith Street; some of this is caused by drainage which is also affecting the residents' ability to get to their homes after it rains or storms. The vacuum truck comes out and sucks up the water but it comes back again with the next rain. Ms. Rivers feels the problem is caused by the railroad tracks and the trailer park and she is requesting assistance from the City to get this resolved. City Manager Steigerwald will have Public Works get in touch with Ms. Rivers reference the sign; they are already looking at the drainage issue due to the railroad tracks. 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.

Commissioner Eady made a motion to approve the Consent Agenda in its entirety. Commissioner Martinez seconded the motion.

Motion carried 4 - 0.

7.A Approval of City Commission Minutes from the September 12, 2023 meeting

Request Commission approval of the September 12, 2023 Commission Minutes.

7.B Authorization to accept funding from the Florida Department of Transportation Alert Today Florida's High Visibility Enforcement for Pedestrian and Bicycle Safety Program

Authorize the Chief of Police to execute the Letter of Agreement and Contract with the Institute of Police Technology and Management in order to accept grant funding from the Florida Department of Transportation (FDOT) Alert Today Florida's High Visibility

Enforcement for Pedestrian and Bicycle Safety Program

- 7.C Toho Grande - Final Plat, Minor Subdivision (DRC# SR-23-0001)
Requesting City Commission approval of the final plat known as Toho Grande.
- 7.D Osceola Square Lot 6 Replat - Final Plat (DRC# SR 21-0005)
Approval of the final plat known as Osceola Square Lot 6 Replat.
- 7.E Space/Use Permit Renewal for Terry's Electric
Commission approval to renew a Space/Use Permit at the airport for Terry's Electric, Inc.
- 7.F Authorization to trade-in shotguns
The Police Department is requesting Commission authorization to dispose of 96 shotguns purchased with federal forfeiture funds in exchange for a credit to be used for new equipment.
- 7.G Amendment No. 1 to Federal Aviation Administration Grant Agreement for Airport Project - Design Taxiway Delta Improvements
Request City Commission approval of Amendment No. 1 to the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) Grant for Design of Taxiway Delta Improvements in the amount \$3,420.00 and Airport matching funds of \$380.00 for a total amount of \$3,800.00 for the Independent Fee Estimate (IFE).
- 7.H First Amendment to the Community Development Block Grant Subrecipient Agreement between the City of Kissimmee and Osceola Council on Aging, Inc. - Building Strong Families Continuing Education Program - Pathways
Approve and execute the First Amendment to the Community Development Block Grant (CDBG) Subrecipient Agreement Between the City of Kissimmee and Osceola Council on Aging, Inc. - Building Strong Families Continuing Education Program - Pathways.
- 7.I First Amendment to the Community Development Block Grant Program Contract for Public Improvements between the City of Kissimmee and Metro Consulting Group, LLC
Approve and execute the amendment to the CDBG contract for the design of the Hill Street Sidewalk Design project.
- 7.J Continuing Contract Services for Stormwater Monitoring Data Host
Approval to award the Bid RFQ2023-004 Continuing Contract Services for Stormwater Monitoring Data Host to Woolpert, Inc.
- 7.K Intergovernmental Transfer Agreement for Medicaid Managed Care Organization Payment Program
Approval to enter into an Intergovernmental Transfer (IGT) agreement with the Agency for Health Care Administration (AHCA) in order to continue receiving supplemental payments for Medicaid patients transported by the Fire Department.
- 7.L Approval to award bid IFB# 2023-004 to Premier Lawn Maintenance, LLC. for landscape services
Approval to award bid IFB# 2023-004 to Premier Lawn Maintenance, LLC. for landscape services at the Kissimmee Civic Center, Rose Hill Cemetery, and Fire Station 12.
- 7.M Transfer Between the Stormwater Fund and the General Fund for a Four-Wheel Drive Vehicle
Request approval to transfer \$25,000 from the Stormwater Fund into the General Fund for contributions towards a four-wheel drive vehicle.

7.N Approval to Accept State Funding Agreement #HL205 with the Florida Department of Commerce for the Haven on Vine Project

Staff requests Commission approval to accept Funding Agreement #HL205 in the amount of \$500,000 and authorization for the City Manager to execute any subsequent documents for the funding to be issued for the project.

8. DISCUSSION ITEMS

8.A Kissimmee Main Street Annual Update and approval of the Kissimmee Main Street Services Agreement for Fiscal Year 2023-2024.

Annual update from Kissimmee Main Street's Executive Director and approval of a new service agreement with Kissimmee Main Street for Fiscal Year 2023-2024.

Economic Development Director Tomerlin, reviewed the request for approval of the annual agreement with Kissimmee Main Street. A slide was displayed with the difference in the distribution between the City funding and Community Redevelopment Agency (CRA) funding. Item 8.A. is for the City portion in the amount of \$119,734 and Item 8.B. is for the CRA portion in the amount of \$50,000. Staff is available for questions and recommends approval of both item 8.A. and 8.B.

Diana Marrero-Pinto, Executive Director of Main Street, made a PowerPoint Presentation (Exhibit "C") that was updated after the publishing of the City Commission Agenda. At the conclusion of the presentation, Ms. Marrero-Pinto distributed a summary of the Kissimmee Main Street Budget (Exhibit "D") at the request of the Commission and received compliments on the hand-out and explaining the budgeted funding.

Hand-out provided on the dais (Exhibit "E") with reference to Kissimmee Main Street questions (Email September 11, 2023 "Questions for Kissimmee Main Street").

Commissioner Eady made a motion to approve. Commissioner Martinez seconded the motion.

AYE: Mayor-Commissioner Gonzalez, Commissioner Alvarez, Commissioner Eady, Commissioner Martinez

NAY: None

Motion carried 4 - 0.

CITY COMMISSION RECESSES AND CONVENES AS THE COMMUNITY REDEVELOPMENT AGENCY BOARD

8.B Approval of the Kissimmee Main Street Services Agreement for Fiscal Year 2023-2024

Approval of a new service agreement with Kissimmee Main Street for Fiscal Year 2023-2024.

After hearing the presentation under Item 8.A. a vote was taken and the CRA Commission convened. CRA Chairperson, Mayor Gonzalez asked for a motion by the CRA Commission on this item.

CRA Commissioner Eady made a motion to approve the Kissimmee Main Street FY23-24 Service Agreement for \$50,000. CRA Commissioner Alvarez seconded the motion.

AYE: CRA Chairperson Mayor Gonzalez, CRA Commissioner Alvarez, CRA Commissioner Eady, CRA Commissioner Martinez

NAY: None

Motion carried 4 - 0.

COMMUNITY REDEVELOPMENT AGENCY BOARD ADJOURNS AND RECONVENES AS THE CITY COMMISSION

8.C Advisory Board Vacancies: Parks and Recreation, Police, and Fire Pension Boards

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. The Commission is also asked to appoint/reappoint a member to the Fire Pension Board.

Commissioner Eady made a motion to reappoint Reginald Hardee to the Fire Pension Board. Commissioner Alvarez seconded the motion.

Motion carried 4 - 0.

9. HEAR CITY OFFICIALS

9.A CITY MANAGER

City Manager Steigerwald reminded the Commission that our next meeting will be next Tuesday, October 3, 2023.

9.B CITY ATTORNEY

Nothing.

9.C CITY COMMISSION

Commissioner Eady congratulated the staff and the Commission on the adoption of the largest budget in City history and all without raising taxes.

Commissioner Martinez commended Kissimmee Main Street for their presentation and all the work they are doing in the community.

Commissioner Martinez presented a Citizen Award (Exhibit "F") to Felix Ortiz, past Commissioner and Vice-Mayor, in recognition of his leadership and community service. She continued by reviewing some of the things that he has done to make our community better. Commissioner Martinez commented that we will continue to bring forward members of the community for recognition. Mr. Ortiz was joined by his family for pictures.

Mayor Gonzalez thanked the City staff for the Hispanic Heritage Month events and invited everyone to visit City Hall to look at artwork on display. The Puerto Rican Day Parade was a wonderful event, thankful for the participation and the diversity in our community.

10. ADJOURNMENT

There being no further business to come before the Commission, Mayor Gonzalez adjourned the meeting at 7:11 PM.



ATTEST:

Linda S. Hansell

CITY CLERK

Olga Gonzalez

MAYOR-COMMISSIONER

Exhibit "A"
Letter from The Osceola Chamber
Police, Fire, and Parks & Recreation Impact Fees
Item 4.C. & 4.D.

Exhibit "A"
9/26/2023



September 15, 2023

The Honorable Olga Gonzalez
Mayor
City of Kissimmee
101 Church Street
Kissimmee, Florida 34741

RE: City of Kissimmee Police & Fire Impact Fees

Dear Mayor Gonzalez,

This letter expresses the concern of The Osceola Chamber with the process of bringing forward the proposed Impact Fees under consideration by the City of Kissimmee at the September 26, 2023, Commission Meeting. We also wish to highlight our desire to be a valued partner with the City of Kissimmee along with our interest in being engaged in the current conversation on Impact Fees prior to any action taken by the Commission. Further, we look forward to collaborating earlier in the process in the future on any proposed changes that will or can impact the business community and the members of the Chamber of Commerce.

The Osceola Chamber Board of Directors discussed the proposed impact fees at their September 14, 2023, meeting and several issues were identified relating to the Police, Fire, and Parks & Recreation impact fees. We join the City Commission in recognizing the need to address the pressures from growth and we want to help be part of a solution. However, the board was discouraged that the Chamber's Growth Management Task Force was not able to evaluate and weigh-in on the proposed fees.

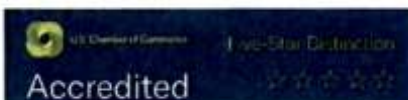
The Growth Management Task Force has existed for more than thirty years under the umbrella of The Osceola Chamber. Open to members and non-members of the chamber, it brings together all stakeholders with interests in property rights, development, and related issues. Typically, there are hundreds of years of expertise in the room to scrutinize the needs and outcomes of proposals such as impact fees. The conversation allows for deeper understanding from all sides – government, private industry, and special interests. While it does not serve the purpose of a noticed public meeting, it helps industry prepare for upcoming changes, reduces the potential of hours of testimony at commission meetings, and mitigates an influx of litigation from actions by the commission. Basically, the Growth Management Task Force offers professional feedback to help our local governments reach their goal.

We continue to strongly advocate that any effort on the issue of growth be made right with all stakeholders at the table. Please do not hesitate to reach out to me on this matter or any issue which The Osceola Chamber can lend its collective experience.

Respectfully,

John Newstreet
President/CEO

CC: The Honorable Carlos Alvarez
The Honorable Olga Castaño
The Honorable Angela Eady
The Honorable Janette Martinez
Mike Steigerwald, City Manager
Allison Beeman, Board Chair, The Osceola Chamber
Rebekah Hurd, Government Advisory Chair, The Osceola Chamber



1425 E. Vine St.
Kissimmee, FL 34744

P: 407.847.3174
F: 407.870.8607



theosceolachamber.com

Exhibit "B"
Map of City Property for Affordable Housing Use
Item 5.D.

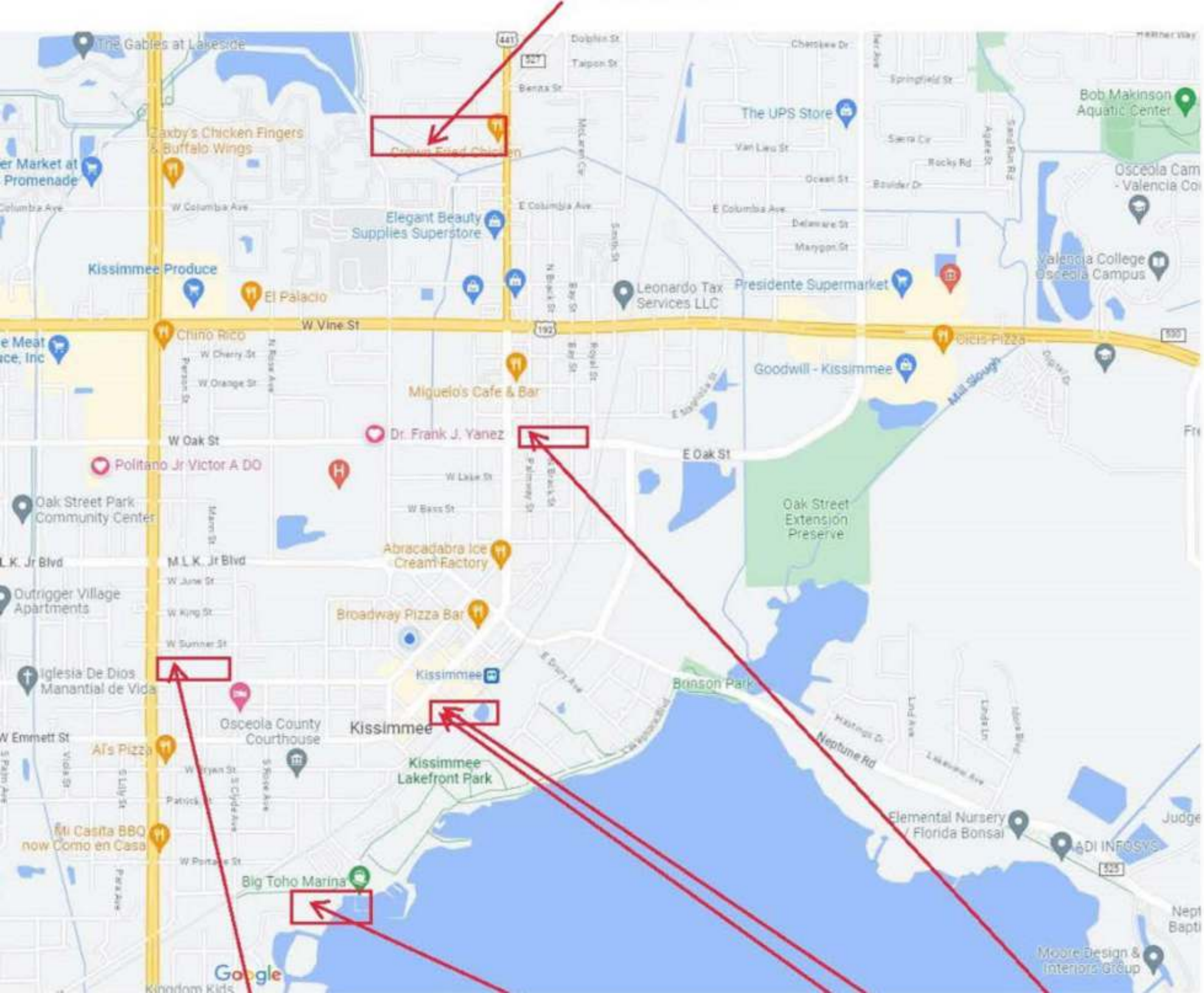


Exhibit "C"
Kissimmee Main Street – Updated PowerPoint Presentation
Item 8.A.



KISSIMMEE MAIN STREET

TO PRESERVE AND ENHANCE HISTORIC
DOWNTOWN KISSIMMEE FOR THE
ENRICHMENT OF PRESENT AND FUTURE
GENERATIONS.



KISSIMMEE MAIN STREET

ANNUAL REPORT

OCTOBER 2022 – SEPTEMBER 2023



PROMOTIONS

COMMUNICATING THE UNIQUE CHARACTERISTICS
OF MAIN STREET

KISSIMMEE MAIN STREET EVENTS BOO! ON BROADWAY

Approximately 8,000 in attendance
1,000 rode the Sunrail into Kissimmee



KMS EVENTS

BOO! on Broadway
 Thanksgiving Dinner Downtown
 Small Business Saturday
 Parranda
 Light Up Kissimmee
 Menorah Lighting
 Kissimmee 5K
 Hop on Downtown



ASSISTED EVENTS

Kissimmee Main Street assist with event coordination, hosting, marketing, and logistics for CRA businesses and outside agencies.

"ALONE, WE
 CAN DO SO
 LITTLE;
 TOGETHER,
 WE CAN DO
 SO MUCH"

HELEN KELLER



KMS ASSISTED EVENTS



LITTLE SPROUTS

Monthly food boxes



WALK & CHRISTMAS WITH TEAM KAREEM

Annual fundraisers



COMMISSIONER MARTINEZ COMMUNITY EVENT

Community event



PUERTO RICAN PARADE

Puerto Rican heritage

KMS ASSISTED EVENTS



NEW YEARS EVE

Annual event on Dakin



DIAPER GIVEAWAY

Alianza



WELCOME HOME

GO Orlando



VETERANS STAND DOWN

Mercy Foundation

SMALL BUSINESS MARKETING



SOCIAL MEDIA

- a) Over 300 post advertising local area business events, specials, and city, County, and partnering organizations happenings to nearly 20K Facebook followers.
- b) Facebook reels viewed 7,000 this year
- c) Facebook Visits increased by 173%
- d) Instagram visits increased 84%
- e) Facebook Reach 522,501 k
- f) Instagram Reach 16,077K



NEWSLETTER

Weekly newsletter
50 newsletters to over 6,000 subscribers
with a 30% open rate



ECONOMIC VITALITY

Supporting our small businesses in everyday, everyday.



SHOW YOUR LOVE
AND SHOP SMALL® ALL YEAR LONG



FOUNDING PARTNER



10

SMALL BUSINESS SERVICES

1. Location Assistance
2. Red Ribbon/Grand Openings
3. Friday Coffee
4. Welcome Center
5. Permitting
6. Community Engagement
7. Mini Mart



11

WHITE ROSE BOOKS & MORE
OCTOBER 2023
113 BROADWAY



12

SMALL BUSINESS SUPPORT - SERVICES



DIANE'S TEA ROOM
114 BROADWAY

KMS supported Diane's Tea Room through their BTR process and code violations.



SAQUI NAILS
115 BROADWAY

When the owner of Saqui Nails came to use with building issues we assisted in finding a contractor that would address and repair the issues and get her opened asap.



REY DEL POLLO
917 N. JOHNYOUNG

Since meeting the owners of Rey del Pollo we have provided several services.



ACUMED WELLNESS GROUP
1107 PERSON STREET

After becoming members of Kissimmee Main Street the owner of Acumed, Dr. Cecelia Ruznak expressed an interest in visibility and expanding her facility.

18

SMALL BUSINESS SUPPORT - SERVICES



BEST PRICED FURNITURE
2345 N. OBT

Assisted with lease of property, Osceola County



PA' PICAR
127 BROADWAY

Assisted with liquor licensing



SOUL TAPAS
24 BROADWAY

Assisted with permitting



PEACE BY PIECE ACADEMY
806 EMMETT

Assisted with permitting and BTR

19

ORGANIZATION

Community Connections



SHOW YOUR LOVE
AND SHOP SMALL® ALL YEAR LONG

FOUNDING PARTNER



15

PARTNERS FOR A BETTER COMMUNITY



MERCY FOUNDATION

Pantry Collaborative
Veterans Event
Emergency Management



DESTINATION LIFE

Donations



PANTRY PLANTERS

Information & Resources



AGAPE INC.

Donations

16

COMMUNITY CONNECTIONS

We realize small businesses are a vital part of our community. For this reason, we continually work to remain engaged with local nonprofits in a variety of ways.



IDENTIFYING AREAS OF NEED

2023 Shoppers Survey Findings

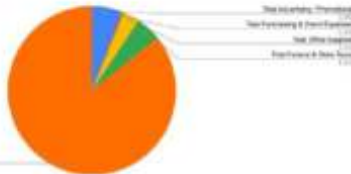
17

ANNUAL BUDGET

Kissimmee Main Street
Annual Finance Report 2022-2023

Total Restricted Funds	\$104,734.00
Total Advertising / Promotional	\$7,733.62
Total Fundraising & Event Expenses	\$521.60
Total Office Supplies	\$4,326.06
Total Federal & State Taxes	\$0,812.10
Total Payroll Costs	\$115,018.87

\$104,734.00



Total Payroll Costs
\$115,018.87

Total Expenditures	\$129,331.22
--------------------	--------------

18

DESIGN

Sharing our History

**SO MUCH OF OUR
FUTURE LIES IN
PRESERVING OUR
PAST.**

QUOTEHD.COM

Peter Westbrook



19

HISTORIC WALKING TOUR



20



THANK YOU!

 INFO@KISSIMMEEMAINSTREET.ORG

 WWW.KISSIMMEEMAINSTREET.ORG

Exhibit "D"
Kissimmee Main Street Hand-out on Budget
Item 8.A.

**Kissimmee Main Street Budget 2012-2013
Planned**

Item 8A • 8B
Hand-out
9/26/2023
Exhibit "D"

Funding	Planned Revenue	Planned Expenses	Planned Net	
a. City of Kissimmee	\$149,734	\$0	\$149,734	Salary and benefits for two full time employees
b. *Gerry Forward	\$1,500	\$0	\$1,500	requesting 10% added to savings
c. BOCC Grant	\$25,000	\$0	\$25,000	1/2 Marketing Coordinator, Marketing Ambassador
d. CRA Funding	\$20,000	\$0	\$20,000	Admin expenses, website, recruiting & retaining business
e. Membership	\$10,000	\$0	\$10,000	Membership flowers/disques/ marketing/ special events
	\$206,234	\$0	\$206,234	
Programs	Planned Revenue	Planned Expenses	Planned Net	NOTES
Design Committee				
Specialty Maps	\$0	\$0	\$0	
History Tables	\$0	\$0	\$0	
*Downtown Clean Up Days	\$100	\$100	\$0	Trashbags, gloves, supplies. Hopefully can be donated.
Holiday Display Competition	\$300	\$300	\$0	\$100 Advertising/\$200 Cash Prize
Design Total	\$400	\$400	\$0	
Economic Restructuring Committee				
Grant Program	\$0	\$0	\$0	10, Business Start Up, Conditional Use, etc.
*Economic Development Events/Projects	\$0	\$0	\$0	Participate at CD Events/Promote Material promoting space
Economic Restructuring Total	\$0	\$0	\$0	
Organization Committee				
Annual Meeting/Volunteer Appreciation	\$1,000	\$1,000	\$0	Sept 2024, Food, Gifts, etc.
Membership Support	\$1,000	\$1,000	\$0	
Farmer's Market & Kissimmee Fair	\$7,000	\$4,200	\$2,800	
*Board Retreat	\$1,000	\$1,000	\$0	July/August 2024; Facilitation and Lunch for Members
Organization Total	\$10,000	\$7,200	\$2,800	
Promotions Committee				
BOCC on Broadway	\$25,000	\$20,000	\$5,000	Does not include 10 days of BOCC
Hop on Downtown	\$12,000	\$10,000	\$2,000	
Kissimmee Crawl	\$3,000	\$750	\$2,250	
*Kissimmee 5K	\$20,000	\$17,500	\$2,500	See attached proposed budget
Monthly Events	\$6,000	\$6,000	\$0	Includes CA \$5,000
*Marketing (Ads/Promos)	\$8,000	\$8,000	\$0	General Marketing, Website, Walking brochures
Small Business Saturday	\$1,000	\$1,000	\$0	
Light Up Kissimmee	\$2,000	\$2,000	\$0	TRC
Festival of Lights Parade	\$1,500	\$1,500	\$0	Downtown Parade float
Promotions Total	\$78,500	\$66,750	\$11,750	
Committee Programs - (ALL)	\$88,900	\$74,350	\$14,550	
Capital Projects				
Google Cloud/Apple/Server Data Backup	\$300	\$300	\$0	Ability to backup information to a server and exchange files
Total Capital	\$300	\$300	\$0	
Operating	Planned Revenue	Planned Expenses	Planned Net	
Employees				
Executive Director	\$65,500	\$65,500	\$0	CRA Funding for Director's Salary
Employer Liability - Executive Director	\$5,240	\$5,240	\$0	Salary * 8% - Estimate of Taxes
Small Business Liaison/Office Manager	\$40,000	\$40,000	\$0	Salary, up to \$15.00/hour - 40 hours/week
Small Business Liaison Health Insurance	\$5,000	\$5,000	\$0	
Employer Liability - Event Coordinator	\$3,200	\$3,200	\$0	Salary * 8% - Estimate of Taxes
Internet Marketing Coordinator	\$20,000	\$20,000	\$0	Grant via DeSoto County
Payroll Processing Fees	\$5,000	\$5,000	\$0	Max Solutions
Market Manager	\$2,400	\$2,400	\$0	
KMS Ambassador	\$4,800	\$4,800	\$0	
KMS Cell Phone	\$240	\$240	\$0	\$20/month to take calls from Market Merchants
401 k Contributions	\$4,000	\$4,000	\$0	
Employee Totals	\$155,880	\$155,880	\$0	
General				
Alarm	\$0	\$0	\$0	Need to add new feature to new door. \$700/year
Audit/Accounting	\$1,000	\$1,000	\$0	CPA Audit/Accounting Fees/Extra time
Computer/Copier Maintenance	\$1,000	\$1,000	\$0	If we order new printer, we get new maint. Agreement
Credit Sales Cost, Bank Fees, QB Sync	\$500	\$500	\$0	Fees
*Directors, Officers, Volunteers, Liability Insurance	\$3,000	\$3,000	\$0	All grouped together via CNA Insurance. Also covers Storage, events
Event Collateral	\$1,500	\$1,500	\$0	
Dues, Subscriptions & Memberships	\$700	\$700	\$0	Carroll, Box Chamber, FNL
Text Messaging	\$200	\$200	\$0	\$20/month for iPad service
Unbudgeted Items	\$0	\$0	\$0	If more than \$50 in a line item will need Exec. Committee Approval
*Flyers, Printed Communication	\$2,000	\$2,000	\$0	Business Cards, Affirmes, Event Cards
Office Supply	\$2,500	\$2,500	\$0	Pens, Paper, Folders etc.
Pest Control	\$1,000	\$1,000	\$0	
Postage	\$250	\$250	\$0	
Professional Fees	\$500	\$500	\$0	
Rent	\$0	\$0	\$0	\$100/monthly free fee \$100
Staff Training/Education	\$3,000	\$3,000	\$0	Training Fees/National Conference Fees
Staff Travel/Lodging/Per diem	\$3,000	\$3,000	\$0	Quarterly Meeting TRAVEL/National Conf Travel
Storage	\$1,800	\$1,800	\$0	\$1.25/line. Looking into other units for less
Telephone/Internet	\$1,800	\$1,800	\$0	\$1.75/month
Utilities (Elec, Wat, Trash,)	\$4,800	\$4,800	\$0	\$800 Avg Util. \$400/month Landscare
Website/Social Media	\$1,100	\$1,100	\$0	\$840/Year + Website/Hosting (\$150)
General Total	\$32,850	\$32,850	\$0	
Total Operating	\$63,300.00	\$187,030.00	\$250,330.00	
TOTALS	Planned Revenue	Planned Expenses	Planned Net	
Funding	\$206,234	\$187,090	\$19,204	
Committee Program Totals	\$88,900	\$74,350	\$14,550	
			\$0	
FINAL TOTALS	\$295,134	\$261,380	\$33,754	

Exhibit "E"
Email Hand-out Reference Questions for Kissimmee Main Street
Item 8.A.

Linda Hansell

Exhibit "E"
9/26/2023
Item 8A + 8B

From: Mike Steigerwald
Sent: Tuesday, September 26, 2023 11:01 AM
To: Linda Hansell
Cc: Desiree Matthews; Olga Sanchez de Fuentes; Austin Blake
Subject: FW: Questions for Kissimmee Main Street

Good morning Linda, Commissioner Eady requested that we make copies of this email and provide them to the rest of the commissioners at the meeting tonight. Thanks

From: Todd Swingle <tswingle@tohowater.com>
Date: September 11, 2023 at 4:11:33 PM EDT
To: Angela Eady <Angela.Eady@kissimmee.gov>
Cc: Jamie Floer <jfloer@tohowater.com>
Subject: Questions for Kissimmee Main Street

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Dear Angela,

Following your inquiry at our Toho Board last month, please see the attached and the email communication below.

Our Comms team reached out to Kissimmee Main Street for more particulars and if the attached does not answer your concerns, please let me know?

Many thanks,

Ali 😊

Ali Smith, Executive Assistant to
Todd P. Swingle, P.E., Executive Director

alsmith@tohowater.com
Phone: 407-944-5130
Mobile: 321-290-7572
Fax: 407-343-4371

951 Martin Luther King Blvd.
Kissimmee, FL 34741

WWW.Tohowater.com

From: Diana Marrero-Pinto <dmarreropinto@kissimmeemainstreet.org>

Sent: Friday, September 8, 2023 4:16 PM

To: Jamie Floer <jfloer@tohowater.com>

Subject: Re: FW: Questions for Kissimmee Main Street

Hello Ms. Floer,

Kissimmee Main Street provides both quarterly reports and an annual presentation to the City of Kissimmee Commissioners. At that time we answer all questions required per our contract with the City of Kissimmee and meet the deliverables as described in said contract. I have responded to the questions as best I could considering much of what is being asked are not items we have tracked both for me while here and prior to my time here at Kissimmee Main Street. If you require more information from previous years I will need more time to research and pull archived data as best I can. Please forgive my not getting this to you sooner, I have been battling the flu.

1. The number of paid memberships for each of the past 7 years

Kissimmee Main Street does not track membership beyond the most previous past year.

Membership for 2021-2022 fiscal year was 51

Membership for year to date (since October 1, 2022) is currently 45

2. The amount of revenue generated from memberships for each of the past 7 years

Total generated for membership this year: \$5,825

3. The names and addresses and type of assistance provided to businesses under the businesses assistance for each of the past 3 years

Kissimmee Main Street provides reports to the City of Kissimmee detailing the business we assist and at what levels. A copy of some of these reports is attached.

4. Attendance numbers for Main Street hosted events for the past 3 years

Although we do not track numbers outside of reporting within the current year, below is a list of attendance at some of our events.

October 2021 BOO1 on Broadway -10,000 in attendance

November 2021 Thanksgiving Dinner Downtown - 300 meals served

2021 Light Up Kissimmee - 750 in attendance

Feb 2022 Kissimmee 5K - 500 in attendance

April 2022 Hop on Downtown - 3,500 in attendance (an increase from 200 in its first year in 2018)

5. Main Streets budget and actual for the past 5 years. I'd like to see what was spent versus what was budgeted. And revenue income streams

We are currently finalizing our actuals with our bookkeeper and plan to provide them to the City of Kissimmee at our annual report.

6. Audits for the past 2 years

On the advice of our CPA and due to the cost of an audit, our limited budget, we do not have an annual budget. However, beginning 2024 per the City of Kissimmee contract an audit will be required.

Again, I have attached copies of some of the reports as examples of what is submitted to the City of Kissimmee, and will be more than happy to provide you with our annual report at the end of this month along with our budget and actuals. Thank you and I look forward to hearing from you regarding our sponsorship submission as Kissimmee Main Street and Toho Water Authority have had a long standing, mutually respectful and beneficial collaboration and hope to continue it going forward.

Thank you,
Diana Marrero-Pinto
Executive Director
Kissimmee Main Street
421 Broadway
Kissimmee, Florida 34741
www.kissimmeemainstreet.org
www.facebook.com/KissimmeeMainStreet
www.facebook.com/KissimmeeValleyFarmersMarket
407-846-4643 (O)
440-714-8124 (C)



On Fri, Sep 8, 2023 at 3:36 PM Jamie Floer <jfloer@tohowater.com> wrote:

Checking in on this, Diana. If you need more time, let me know when to expect it.

Thank you,

Jamie Floer, APR, CPRC, Fellow PRSA

Communications Manager

Toho Water Authority

O: 407-944-5123

M: 407-450-6450

jfloer@tohowater.com

From: Diana Marrero-Pinto <dmarreropinto@kissimmeemainstreet.org>

Sent: Wednesday, September 6, 2023 4:01 PM

To: Jamie Floer <jfloer@tohowater.com>

Subject: Re: FW: Questions for Kissimmee Main Street

Hi, you will have it by end of day tomorrow. This flu had me put longer than I thought. But I'm back at the office now.

On Wednesday, September 6, 2023, Jamie Floer <jfloer@tohowater.com> wrote:

Hi Diana:

Hoping you are making progress on this request. Reminder: I will need it Friday at the latest.

Thanks!

Jamie Floer, APR, CPRC, Fellow PRSA
Communications Manager
Toho Water Authority
O: 407-944-5123
M: 407-450-6450
jfloer@tohowater.com

-----Original Message-----

From: Jamie Floer
Sent: Monday, August 28, 2023 4:35 PM
To: dmarreropinto@kissimmeeainstreet.org
Subject: FW: Questions for Kissimmee Main Street

Diana:

I left you a VM. Please see below. I need to try to get financial information about the organization, which was requested by the Commissioner during a public meeting last week. I am glad to answer any questions, but would request a response back via email by Sept. 8 at the latest.
Thank you,

Jamie Floer, APR, CPRC, Fellow PRSA
Communications Manager
Toho Water Authority
O: 407-944-5123
M: 407-450-6450
jfloer@tohowater.com

-----Original Message-----

From: Angela Eady <Angela.Eady@kissimmee.gov>
Sent: Wednesday, August 23, 2023 7:44 PM
To: Todd Swingle <tswingle@tohowater.com>
Subject: Fwd: Questions for Kissimmee Main Street

Please be advised that I sent the following questions to Diana Medina Pinto on April 28, 2023 and as of today I have not received the answers to my questions.

Sent from my iPad

Begin forwarded message:

From: Angela Eady <Angela.Eady@kissimmee.gov>
Date: August 23, 2023 at 7:34:29 PM EDT
To: Angela Eady <Angela.Eady@kissimmee.gov>
Subject: Questions for Kissimmee Main Street

Sent from my iPad

1. The number of paid memberships for each of the past 7 years
2. The amount of revenue generated from memberships for each of the past 7 years
3. The names and addresses and type of assistance provided to businesses under the businesses assistance for for each of the past 3 years
4. Attendance numbers for Main Street hosted events for the past 3 years
5. Main Streets budget and and actual for the past 5 years. I'd like to see what was spent versus what what budgeted. And revenue income streams
6. Audits for the past 2 years
7. The number of new businesses you assisted and sent on to secure a location downtown Kissimmee.

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Diana Marrero-Pinto, Director
Kissimmee Main Street
440-714-8124

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Exhibit "F"
Citizen Award Certificate – Felix Ortiz
9.C.

OUTSTANDING CITIZEN AWARD

This Certificate is Awarded to

Felix Ortiz

We appreciate your leadership, service and contribution to our community. Your caring and giving heart is one of the many amazing qualities you have. We are thankful for everything you do!

Janette Martinez
City Commissioner

