



**MEETING AGENDA
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, APRIL 16, 2024 AT 6:00 PM**

1. MEETING CALLED TO ORDER

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

3. PROCLAMATIONS AND SPECIAL PRESENTATIONS

3.A Proclamation - Denim Day

3.B Proclamation - National Day of Prayer

3.C Proclamation - Caribbean-American Day

3.D Proclamation - National Fair Housing Month

3.E Presentation of International Accreditation by the Commission on Fire Accreditation International

3.F Employee of the Month for April

3.G Service Awards for January, February and March

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

4.A Public Hearing - Second and Final Reading - Proposed Ordinance #24-04 - Revising Chapter 9, Buildings and Building Regulations

AN ORDINANCE REPEALING AND REPLACING THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, FLORIDA, CHAPTER 9, BUILDINGS AND BUILDING REGULATIONS, ARTICLE V RESIDENTIAL PROPERTY MAINTENANCE AND ARTICLE VI COMMERCIAL PROPERTY MAINTENANCE; REORGANIZING, UPDATING, AND COMBINING THE RESIDENTIAL AND COMMERCIAL PROPERTY MAINTENANCE ORDINANCES; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE

5. PUBLIC HEARINGS

5.A Public Hearing - Resolution to vacate right-of-way located at 1108 E. Vine St. - ABDN-23-0002

6. HEAR AUDIENCE

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

7. CONSENT AGENDA

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

7.A Approval of City Commission Minutes from the April 2, 2024 Permitting Process Workshop and April 2, 2024 Commission meeting

- 7.B Resolution establishing the City's intent to secure tax-exempt financing to reimburse the City for capital expenditures related to several capital improvement projects
- 7.C Modification of Control Room Video Management Solution
- 7.D Approval of Key Strategic Plan Elements for Fiscal Year 2025
- 7.E Third Addendum to Hanger Lease Agreement with Bilmar Avionics, Inc.
- 7.F Airport Marketing and Public Relations Services Agreement
- 7.G Grant Application for Airport Lighting Improvements
- 7.H Sponsorship from Kissimmee Utility Authority for Parks and Recreation Special Events
- 7.I Disposal of City Assets

8. DISCUSSION ITEMS

CITY COMMISSION RECESSES AND CONVENES AS THE COMMUNITY REDEVELOPMENT AGENCY BOARD

- 8.A Downtown Kissimmee Community Redevelopment Agency Brand Strategy Acceptance
- 8.B Downtown Kissimmee Community Redevelopment Agency Residential Property Improvement Program (RPIP) Approval
- 8.C Presentation of 2023 Annual Report for City of Kissimmee's Community Redevelopment Agencies

COMMUNITY REDEVELOPMENT AGENCY BOARD ADJOURNS AND RECONVENES AS THE CITY COMMISSION

- 8.D Agreement for Consent to Sublicense with Florida Everglades Eco-Toon Tours d/b/a Captain and Tequila Dockside LLC for concession operations at Big Toho Marina

9. HEAR CITY OFFICIALS

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

10. ADJOURNMENT

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

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

ITEM 3.A

Proclamation - Denim Day

Request

Presentation of Denim Day Proclamation to Lui Damiani, Executive Director of Victim Service Center of Central Florida in honor of National Sexual Assault Awareness Month.

Explanation

N/A

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation- Denim Day 2024

ITEM 3.B

Proclamation - National Day of Prayer

Request

Presentation of the National Day of Prayer Proclamation to Randy Law, President of National Day of Prayer of Osceola County, Inc.

Explanation

N/A

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation- National Day of Prayer 2024

ITEM 3.C

Proclamation - Caribbean-American Day

Request

Presentation of the Caribbean-American Day Proclamation to Andy King, President of The Caribbean and Floridian Association Inc.

Explanation

N/A

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation- Caribbean-American Day 2024

ITEM 3.D**Proclamation - National Fair Housing Month****Request**

Presentation of a proclamation to Frances DeJesus and showing of a brief video in honor of National Fair Housing Month.

Explanation

N/A

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation- National Fair Housing Month 2024

ITEM 3.E

Presentation of International Accreditation by the Commission on Fire Accreditation International

Request

Presentation of International Accreditation by the Commission of Fire Accreditation International (CFAI).

Explanation

On February 27, 2024, the fire department was awarded the very prestigious *International Accreditation* by the Commission on Fire Accreditation International (CFAI). The Commission on Fire Accreditation International is dedicated to assisting fire and emergency service agencies throughout the world in achieving excellence through self-assessment and accreditation to provide continuous quality improvement and the enhancement of service delivery to their communities. Only about one percent of fire and rescue agencies nationwide have received this accreditation.

The lengthy, voluntary process ensures that the department stays up to date on industry standards and follows best practices, keeping the citizens and firefighters safe. It also ensures that the department provides the best possible care for the community. International accreditation has become the gold standard of performance in the industry. Input from our citizens, department personnel, and other stakeholders was invaluable to the process. The CFAI's self-assessment model examines everything the department does as an organization. The self-assessment is then verified and validated by a peer team of assessors from around the country. The department has realized many improvements due to the process, including faster 911 call handling times and faster firefighter turnout times at the fire stations.

Department: Fire
Presenter:

Attachment(s):
None

ITEM 3.F

Employee of the Month for April

Request

Request the City Commission to join the City Manager in recognizing Jeffrey Booher, Fire Lieutenant, as April's Employee of the Month.

Explanation

The City is pleased to honor Jeffrey Booher as the Employee of the Month for April. Jeff has been with the City for over 19 years and currently serves as a Lieutenant for the Kissimmee Fire Department.

Lieutenant Booher continues to excel in various facets of his role within the department. Serving as a valued member of the labor-management committee, Jeff consistently contributes insights and fosters effective communication between labor and management.

As an active trainer, Jeff's commitment to enhancing the skills of his colleagues is evident. Notably, he recently constructed a garage door forcible entry prop, providing hands-on training for new hires. His initiative and practical approach to training have been invaluable assets to the department.

In addition to his operational contributions, Jeff has played a pivotal role in the department's accreditation process. Acting as the unofficial data analyst, Jeff has diligently collected and analyzed relevant data, significantly contributing to the department's accreditation efforts.

Overall, Lieutenant Booher's multifaceted contributions to the department underscore his dedication, expertise, and leadership. For this and more, the City would like to recognize Jeffrey Booher.

Department: Human Resources & Risk Management

Presenter: Mike Steigerwald

Attachment(s):

None

ITEM 3.G

Service Awards for January, February and March

Request

The City Commission joins the City Manager in recognizing employees who have reached milestones in years of service.

Explanation

Five	Karla Colon	Parks & Recreation
	Anthony Demery	Police
	DaQuon Hunter	Public Works & Engineering
	Jacob Hunter	Fire
	Mario Lewis	Police
	Isaiah Radford	Fire
	Brian Renderos	Police
	Abneris Salgado	Parks & Recreation
	Latchman Singh	Police
	Desiree Woroner	Human Resources
Ten	Victor Garza	Fire
	Justin Greenhill	Fire
	Teri Hindle	Police
	Paula Waksmonski	Police
Fifteen	Mark Berard	Police
	Melissa Guitonez	Police
Twenty	Juan F Hernandez	Development Services
	Marlene Neitzel	Police
	Jeff Patanjo	Police
Twenty-Five	Tony Curtis	Information Technology
	John DeMichael	Public Works & Engineering
	Rose Montalvo	Police
Thirty	Maria Damas	City Manager
	Mike Steigerwald	City Manager

Department: Human Resources & Risk Management
Presenter: Mike Steigerwald

Attachment(s):

None

ITEM 4.A

Public Hearing - Second and Final Reading - Proposed Ordinance #24-04 - Revising Chapter 9, Buildings and Building Regulations

AN ORDINANCE REPEALING AND REPLACING THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, FLORIDA, CHAPTER 9, BUILDINGS AND BUILDING REGULATIONS, ARTICLE V RESIDENTIAL PROPERTY MAINTENANCE AND ARTICLE VI COMMERCIAL PROPERTY MAINTENANCE; REORGANIZING, UPDATING, AND COMBINING THE RESIDENTIAL AND COMMERCIAL PROPERTY MAINTENANCE ORDINANCES; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE

Request

Approval of the Second and Final Reading of the Proposed Ordinance #24-04 for the adoption of revised Chapter 9, Buildings and Building Regulations.

Explanation

To protect the comfort, health, safety and general welfare of the citizens of Kissimmee, the City created a residential property maintenance ordinance in 1995 and a commercial property maintenance ordinance in 2010 with the intent to establish minimum property and building maintenance standards. A majority of the standards within these two ordinances are identical and currently do not reflect leading practices for minimum maintenance.

This is a request to combine the residential and commercial maintenance ordinances into a new minimum property maintenance ordinance. The proposed ordinance also includes updates to ensure current language and best practices are being followed.

Recommendation

Recommend approval of the Second and Final Reading of the Proposed Ordinance #24-04 for the adoption of revised Chapter 9, Buildings and Building Regulations.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Attorney

Presenter: Kalanit Oded

Attachment(s):

1. (S) Proposed Ord. 24-04 (MMO)
2. Osceola News-Gazette Affidavit (Proof of Publication)

ITEM 5.A

Public Hearing - Resolution to vacate right-of-way located at 1108 E. Vine St. - ABDN-23-0002

Request

Approval of a resolution to vacate 0.269 acres, more or less, of right-of-way dedicated to be used as future roadway along the west portion of a 1.15 acre parcel located on the south side of E. Vine St., west of Michigan Ave. and E. Oak St. that has a Mixed-Use Urban Corridor (T5-U) Zoning designation.

Explanation

The right-of-way was established by an agreement with the City of Kissimmee in 1972 (O.R. Book 320, PG 169) for the purpose of constructing a future road connection. There was a building on the property that was used for retail and trailer rental. The building was demolished in 2011 (BP-11-00793). The right-of-way measures 47ft. wide and nearly 250 ft. long and runs along the western portion of the site. The vacated portion is needed to facilitate the redevelopment of the parcel with a retail hardware store (SP-23-0006) that is currently in review. No objections were received for this right-of-way vacation/abandonment by any utility providers.

Spectrum requires a utility easement in the southeast portion of the property where they maintain active infrastructure. Toho Water Authority and Kissimmee Utility Authority (KUA) are both requiring the dedication of new utility easements within the vacated area.

There was discussion during the March 20, 2024 Planning Advisory Board (PAB) about the possibility of retaining a portion of the right-of-way for pedestrian and bicycle connectivity with the property to the south (Pointe Kissimmee Multi-Family, DRC#19-00180) that could provide shorter connectivity from E. Vine St. to E. Oak St. However, this is not feasible given that the Pointe Kissimmee development is proposing a drainage swale within a 25ft. drainage easement (refer to Pointe Kissimmee attachment). The PAB recommended approval with the staff condition.

FINDINGS AND REASONS:

1. Removal of the rights-of-way or easements does not have an impact or effect on the roadway network and will result in no net loss of connectivity within the City's Multimodal Transportation District (MMTD)
2. Consistent with applicant justification; future development; emergency responses; city services; and other Land Development Code documents.
3. Compliance with Land Development Code Sections 14-3-47 Vacation and Abandonment of Rights-of-Way and Easements, procedures, requirements, and criteria for right of way and easement vacation requests.

Recommendation

REQUESTED PLANNING ADVISORY BOARD ACTION:

Approve w/Conditions

The Development Review Committee (DRC) recommended approval on February 20, 2024, subject to a condition.

The Planning Advisory Board (PAB) recommended approval by a vote of 4-1 on March 20, 2024.

City of Kissimmee

CONDITION:

1. Any new easement dedication requirements over this vacated right-of-way must be provided and reviewed with a final plat submittal or by a separate legal instrument(s).

Attachment(s):

1. ABDN-23-0002 Aerial Map
2. ABDN-23-0002 Vicinity Map
3. (S)ABDN-23-0002 ROW Vacation Resolution
4. ABDN-23-0002 ROW Agreement (OR Book 320 PG 169-170)
5. ABDN-23-0002 City Commission Ad
6. ABDN-23-0002 PAB Actions
7. ABDN-23-0002 Adjacent Pointe Kissimmee Development
8. ABDN-23-0002 DRC Comments
9. ABDN-23-0002 DRC Support Documents

ITEM 7.A

Approval of City Commission Minutes from the April 2, 2024 Permitting Process Workshop and April 2, 2024 Commission meeting

Request

Request Commission approval of the April 2, 2024 Permitting Process Workshop and April 2, 2024 Commission Minutes.

Explanation

Minutes of the Commission meeting held on the April 2, 2024 Permitting Process Workshop and April 2, 2024 Commission meeting are attached for approval.

Recommendation

Approval of the April 2, 2024 Permitting Process Workshop and April 2, 2024 minutes.

REQUESTED CITY COMMISSION ACTION:

Department: City Commission

Presenter:

Attachment(s):

1. (S) April 2, 2024 Permitting Process Workshop Minutes
2. (S) April 2, 2024 City Commission Meeting Minutes

ITEM 7.B

Resolution establishing the City's intent to secure tax-exempt financing to reimburse the City for capital expenditures related to several capital improvement projects

Request

Approval of a reimbursement Resolution to establish the City's intent to procure future tax exempt financing for capital expenditures in connection with several capital improvement projects.

Explanation

This proposed resolution establishes the City's intent to pursue tax-exempt financing and to utilize those future revenues to reimburse the City for capital expenditures made in advance of that debt issuance. This funding is for several capital improvement projects, including public safety facilities, parks and recreation improvements, and transportation projects. Adoption of the resolution will allow the City to begin making purchases prior to the issuance of the debt, which is critical given the current supply chain issues affecting the availability of securing consultants, equipment, and construction materials.

Finance staff is working with the City's Financial Advisors on the process of securing the financing, which will include a procurement process to consider a variety of financing vehicles, issuers and rates. The final recommendation on the planned debt issuance will be scheduled for City Commission consideration at a later date.

This initiative is one of the Commission's top priorities for the upcoming fiscal year.

Recommendation

Approval of the Resolution.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Finance

Presenter:

Attachment(s):

1. (S) - Reimbursement Resolution (Kissimmee) (02668674-3) - TR

ITEM 7.C

Modification of Control Room Video Management Solution

Request

Approval of a quote to modify an existing contract with ThunderCat Technology to enhance the video management solution project's audio features.

Explanation

On February 6, 2024, the City Commission approved an agreement with ThunderCat Technology (Contract #20240232) to implement a turn-key video management system for various facilities owned by the City.

As part of the project, there was a determination that several adjustments were needed to support audio functions at each installation location better. The scope change will continue to provide a turn-key solution with the previously selected vendor to ensure compatibility and interoperability with all system components.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00110706-506494	SSEM002B	Decrease	\$412,100	\$411,250.67

Financial Summary:

The additional components and associated labor are an extension of the original agreement and being procured under Omnia contract 43210000-23-OMNIA-ACS-TX. The change of scope will increase the project by \$32,062.46, bringing the total project to \$411,250.67.

Recommendation

Approval of the modified scope of work proposal with ThunderCat Technology in the amount of \$32,062.46.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager
Presenter:

Attachment(s):

1. ThunderCat Technology Quote

City of Kissimmee

ITEM 7.D

Approval of Key Strategic Plan Elements for Fiscal Year 2025

Request

Approval of the five-year goals and the City of Kissimmee's Action Agenda for fiscal year 2025.

Explanation

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

The draft Strategic Plan was developed from this year's annual planning retreat, which was held in January. The retreat identified and ranked policy and management Targets for Action for fiscal year 2025 as well as five- and fifteen-year long-term goals and visions for the City.

The approval of a strategic plan allows staff to establish internal priorities and develop a budget for consideration and approval in the coming months.

Recommendation

Approval of the proposed Strategic Plan for the City of Kissimmee for fiscal year 2025.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. Strategic Plan Action Agenda

ITEM 7.E

Third Addendum to Hanger Lease Agreement with Bilmar Avionics, Inc.

Request

Approval of Contract No. 20240287, Third Addendum for Lease Extension for Bilmar Avionics, Inc.

Explanation

Bilmar Avionics, Inc., leases an aircraft hangar and has provided aircraft maintenance services at the Kissimmee Gateway Airport since February 1998. The current agreement provides the ability to extend the agreement for an additional two years, one year at a time. Bilmar Avionics Inc. is requesting to exercise the first-year extension through 2024 under the same terms and conditions. Staff concurs with this request.

Recommendation

Approval of the Third Addendum for Lease Extension for Bilmar Avionics, Inc. (Contract No. 2024-0287)

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. (S) Third Addendum to Hangar Lease Agreement Bilmar2

ITEM 7.F

Airport Marketing and Public Relations Services Agreement

Request

Approval of a Service Agreement with The Brand Advocates in the amount of \$48,000.00.

Explanation

The City advertised a request for qualifications (RFQ 2024-001) for Airport Marketing and Public Relations Consulting of Record Services for Kissimmee Gateway Airport. A committee reviewed the responses and selected The Brand Advocates to provide the services. The agreement will be for a term of one year with the option of two consecutive twelve-month renewals. Services will include marketing through social media, website, monthly newsletters, airport promotion and media coordination. In addition, a marketing plan will be developed and implemented for the Experience Kissimmee marketing grant.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
46170103-504901				48,000

Financial Summary:

The total amount of \$48,000.00 will go towards advertising the airport and its businesses.

Recommendation

Approval of an Agreement with The Brand Advocates in the amount of \$48,000.00 for marketing services. (Contract No. 2024-0289)

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport
Presenter:

Attachment(s):

1. (S) 2024 Airport Marketing PR Consulting Services Contract - Notarized

ITEM 7.G

Grant Application for Airport Lighting Improvements

Request

Approval to apply for a Public Transportation Grant Agreement (PTGA), Grant Master No. AirF Light, from the Florida Department of Transportation (FDOT) for Airport Lighting Improvements at Kissimmee Gateway Airport.

Explanation

FDOT has agreed to assist in funding two airport lighting improvements. The Airport utilizes equipment to close the runway in the event of an emergency or for maintenance purposes. The equipment consists of two portable lighted "X's" that require LED upgrades to properly function and provide the proper safety appearance. The upgrade costs are \$17,308.52. The second improvement would replace Runway 06, Runway End Identifier Lights (REIL's). These lights act as strobe lights to assist a pilot to identify the runway end, especially in times of lower weather visibility. The lights have currently stopped working, are aged, and are no longer supported by the manufacturer, requiring the purchase of new lights. The replacement cost is \$14,650.00, all totaling approximately \$32,000.00.

The FDOT funding would be an 80/20 grant and requires an application request. The total cost is (80% FDOT) and (20% Airport).

Recommendation

Approval to apply for a Public Transportation Grant Agreement (PTGA), Grant Master No. AirF Light, from the Florida Department of Transportation (FDOT) for Airport Lighting Improvements at Kissimmee Gateway Airport.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

None

ITEM 7.H

Sponsorship from Kissimmee Utility Authority for Parks and Recreation Special Events

Request

Accept sponsorship from Kissimmee Utility Authority for Special Events in the amount of \$25,000 for special events at Lakefront Park.

Explanation

On January 22, 2024, the Parks and Recreation Department submitted an application to the Kissimmee Utility Authority (KUA) to sponsor and support the City's 2024 Festival Series, which includes events such as: Kissimmee Festival of Lights, Martin Luther King Jr. Unity Festival, Juneteenth, Pridefest, Monumental 4th of July and Fandom. Based on this application, KUA awarded the City a \$25,000 sponsorship.

These funds will allow the Parks and Recreation Department to host and promote high quality community events that create leisure experiences designed to enhance the quality of life for the City's residents and visitors. As a condition of this award of sponsorship, KUA will be listed as a sponsor on promotional materials and event advertisements and KUA will have the option to host a KUA Kids Zone and other activities during the City's 2024 Festival Series.

Financial Information

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

Financial Summary:

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

Recommendation

Accept sponsorship from Kissimmee Utility Authority for Special Events in the amount of \$25,000 for special events at Lakefront Park.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Parks & Recreation
Presenter:

City of Kissimmee

Attachment(s):

1. City of Kissimmee-2024 Festival Series

ITEM 7.I

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, junked or scrapped 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.

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. April 2024 Asset Disposal

ITEM 8.A

Downtown Kissimmee Community Redevelopment Agency Brand Strategy Acceptance

Request

Approval to accept Redevelopment Management Associates Contract #20240296 to develop a brand strategy for the Downtown Kissimmee Community Redevelopment Agency (DKCRA).

Explanation

The Downtown Kissimmee Community Redevelopment Agency (DKCRA) sought proposals from qualified firms to develop a branding strategy for the downtown Kissimmee area. The purpose of this branding strategy is to differentiate downtown as a unique destination offering a variety of activities for residents and visitors alike. This branding project will be completed in three phases:

- 1) Research and Development
- 2) Brand Strategy Development
- 3) Marketing Campaign and Evaluation Plan

A host of subtasks are associated with each of these phases. The final product will be a complete brand identity that includes a tagline, logo and execution strategy. This brand strategy will be used by the DKCRA and the City of Kissimmee to increase awareness and to buttress investment interest. The new brand will be cohesive and complementary with the current City of Kissimmee branding and logo.

A total of 15 proposals were submitted to the DKCRA, ranging in price from \$36,000 to \$299,000. A selection committee of key internal stakeholders was created and included representatives from four (4) City departments and Kissimmee Main Street. The selection committee determined that Redevelopment Management Associates (RMA) was the most qualified firm to complete this project. Within their proposal, RMA demonstrated a clear understanding of the scope and has an extensive background working directly with CRAs on branding and economic development.

The brand strategy project is identified in the DKCRA's Masterplan, which guides all efforts within the Downtown CRA. More specifically, Goal 13 outlines that the Downtown Kissimmee Community Redevelopment Agency shall develop and cultivate a unique brand for Downtown Kissimmee. Staff is confident in RMA's ability to help create a unique brand which will honor Kissimmee's rich history while also positioning Downtown Kissimmee as its own distinct destination within Central Florida.

If approved, RMA will begin working with CRA staff and a selected group of key internal stakeholders on a kickoff meeting within two months. Dates for community engagement workshops and a live website to gather feedback will be developed. After Phase 2, RMA and CRA staff will present a brand strategy (logo, slogan, timeline, etc.) to the CRA Board for review and approval. The future use of the brand will help support CRA staff as we work to accomplish additional goals listed within the DKCRA Masterplan.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
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City of Kissimmee

10622200-509276		Decrease		\$89,695
10622203-503131		Increase		\$89,695

Financial Summary:

The Downtown Kissimmee CRA is requesting a budget transfer of \$89,695 to cover the cost of this contract from unrestricted reserve account to Aid for Private Organizations account. There are adequate funds within the DKCRA reserve account to support this program.

Recommendation

Approve DKCRA entering into a contract with Redevelopment Management Associates.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development

Presenter: Arthur Tomerlin

Attachment(s):

1. (S) DKCRA-RMA Agreement with Exhibits

ITEM 8.B

Downtown Kissimmee Community Redevelopment Agency Residential Property Improvement Program (RPIP) Approval

Request

The Downtown Kissimmee Community Redevelopment Agency (DKCRA) is requesting approval of the new Residential Property Improvement Program (RPIP) and the approval of a \$100,000 budget transfer to support the program.

Explanation

The Downtown Kissimmee CRA is proposing the adoption of the new Residential Property Improvement Program (RPIP). This program aims to encourage the rehabilitation and preservation of the neighborhoods within the DKCRA district. A residential improvement grant is supported by the DKCRA masterplan, which guides all efforts within the DKCRA. More specifically, goals 5 and 6 outline ways, including an improvement grant, in which the DKCRA can support single-family and historic properties within the area.

The DKCRA will offer financial assistance for eligible projects in a reimbursable 50/50 matching grant up to \$5,000. Eligible improvements include:

- Exterior painting; including preparation costs (pressure cleaning, fascia repair, etc.)
- Landscaping improvements; including new irrigation system
- Porch/deck repair or addition of new porch/deck. (Front of house only)
- Exterior lighting (installation of new lighting only, repairs not covered)
- Driveway repaving or resealing.
- Installation of new doors, awnings, and windows.
- Removal of front yard chain link fence.

It is the goal of the DKCRA to elevate the public-facing appearance of the residential stock within the DKCRA. As such, only improvements visible from the public realm will be approved for this grant. DKCRA Staff is recommending a budget of \$100,000 annually for this program.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10622200-509276		Decrease		\$100,000
10622208-508282		Increase	\$100,000	\$100,000

Financial Summary:

DKCRA Staff is recommending a budget transfer of \$100,000 from Reserves to Aid for Private Organizations account. There are adequate funds within the DKCRA Reserve account to support this program.

Recommendation

City of Kissimmee

Approval to adopt the DKCRA Residential Property Improvement Program (RPIP).

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development
Presenter: Arthur Tomerlin

Attachment(s):

1. DKCRA Residential Property Improvement Program- Policy

ITEM 8.C

Presentation of 2023 Annual Report for City of Kissimmee's Community Redevelopment Agencies

Request

Presentation of 2023 Annual Report for City of Kissimmee's Community Redevelopment Agencies.

Explanation

In accordance with the Community Redevelopment Act, Florida Statute Chapter 163, Section 371, the Fiscal Year 2023 Annual Report for both the Downtown Kissimmee Community Redevelopment Agency (CRA) and the Vine Street CRA was submitted to the Department of Economic Opportunity, Osceola County and City Management by March 27, 2024.

At this time, staff would like to present the annual report to the CRA Boards and answer any questions the Board may have.

CRA highlights from FY 2023 include:

- The Beaumont Redevelopment Project Site continues to progress, with a projected opening date for The Allen this Winter 2024.
- Both CRAs increased the maximum Commercial Property Improvement Program (CPIP) award to \$30,000 and expanded eligible projects.
- The Downtown Kissimmee CRA's first Pioneer Project Incentive Program (PPIP) award recipient, Z Family Assets, LLC, completed the Historical Makinson Hardware Building Project, also known as 1881, located at 308 Broadway.
- The Vine Street CRA was awarded a FDOT Landscape Grant in the amount of \$1.7 million.

Recommendation

Presentation of 2023 Annual Report for City of Kissimmee's Community Redevelopment Agencies.

REQUESTED CITY COMMISSION ACTION:

No Action

Department: Economic Development

Presenter: Samia Singleton

Attachment(s):

1. 2023 CRA Annual Report
2. 2023 Annual Report Presentation- Final

ITEM 8.D

Agreement for Consent to Sublicense with Florida Everglades Eco-Toon Tours d/b/a Captain and Tequila Dockside LLC for concession operations at Big Toho Marina

Request

Approve sublicense agreement 20240297 between the City of Kissimmee, Kissimmee Marina by Lake Toho and Florida Everglades Eco-Toon Tours, LLC d/b/a Captain and Tequila Dockside, LLC. for operation of services at Big Toho Marina.

Explanation

On October 5, 2021 the City entered into a contract with Kissimmee Marina by Lake Toho thereafter, referred to as "Licensee" for bait, tackle and food services at Big Toho Marina. At this time, the Licensee desires to assign the Concession License to Florida Everglades Eco-Toon tour d/b/a Captain and Tequila Dockside, LLC., hereinafter referred to as "Sublicensee". The Licensee and Sublicensee have entered into agreement under which the Sublicensee will occupy the Big Toho Marina pursuant to applicable provisions in the original Concession License between the City and the Licensee.

City Commission approval is required for sublicensee use and occupancy of the Big Toho Marina subject to all of the terms, conditions and limitations of the original Concession License.

Recommendation

Approve sublicense agreement between the City of Kissimmee, Kissimmee Marina by Lake Toho and Florida Everglades Eco-Toon Tours, LLC d/b/a Captain and Tequila Dockside, LLC. for operation of services at Big Toho Marina.

REQUESTED CITY COMMISSION ACTION:

Approve
Execute

Department: Parks & Recreation
Presenter:

Attachment(s):

1. (S) Agreement to Sublicense the Concession License Agreement at Big Toho Marina Final (1)