



**MEETING AGENDA
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, JUNE 4, 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 2024 Fair Housing Drawing Contest
 - 3.B Employee of the Month for June
- 4. PUBLIC HEARINGS - FIRST AND SECOND READINGS**

- 4.A Public Hearing - Second and Final Reading - Proposed Ordinance # 24-01 - Amending the City's Lien Ordinance

AN ORDINANCE AMENDING THE CODE OF ORDINANCE FOR THE CITY OF KISSIMMEE, CHAPTER 2, ADMINISTRATION, ARTICLE VI, FINANCE, CREATING DIVISION 4, LIEN POLICY; PROVIDING FOR THE ENFORCEMENT AND COLLECTION OF LIENS AND ASSOCIATED FEES; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE

- 4.B Public Hearing - Second and Final Reading - Proposed Ordinance #24-05 - Amending the Future Land Use Map designation from Mixed Use Vine (MU-V) to Industrial Business (IN): Grissom Lane and Kissimmee Executive Park Land Use Amendment - LUPA-24-0001

AN ORDINANCE AMENDING ORDINANCE NO. 3050 KNOWN AS THE ORDINANCE ADOPTING THE COMPREHENSIVE DEVELOPMENT PLAN FOR THE CITY OF KISSIMMEE, FLORIDA, UNDER THE AUTHORITY OF FLORIDA STATUTE 163.3184; DIRECTING THE CITY MANAGER TO AMEND THE COMPREHENSIVE LAND USE PLAN AS HEREIN PROVIDED AFTER THE PASSAGE OF THIS ORDINANCE; PROVIDING FOR A PUBLIC HEARING AS REQUIRED BY LAW; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE

- 4.C Public Hearing - Second and Final Reading - Proposed Ordinance #24-06 - Repealing the Citizens' Police Review Board

AN ORDINANCE REPEALING THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, FLORIDA, CHAPTER 2, ADMINISTRATION, ARTICLE III, BOARDS AND COMMISSIONS, DIVISION 11, CITIZENS' POLICE REVIEW BOARD, SECTIONS 2-364, 2-365, AND 2-366; AND PROVIDING AN EFFECTIVE DATE

- 5. PUBLIC HEARINGS**
- 6. HEAR AUDIENCE**

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

7. CONSENT AGENDA

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

- 7.A Approval of City Commission Minutes from the May 21, 2024, Commission Workshop and Commission Meeting
- 7.B Donegan Corners Replat - Final Plat (DRC# SR-24-0004)
- 7.C Award of Florida Digital Services Technology Grant
- 7.D Approval of an Interlocal Agreement between School District of Osceola County and the City of Kissimmee for School Resource Officers
- 7.E First Amendment for Engineering and Design services for Lancaster Ranch Park
- 7.F Second revision to the Guaranteed Maximum Price for Lancaster Ranch Park
- 7.G KABOOM! Grant for Playground at Mill Slough Park
- 7.H Stormwater Asset Inventory Data Collection for Mill Slough and Bass Slough Basins
- 7.I State Highway Lighting, Maintenance and Compensation Agreement
- 7.J Mill Slough Waterway Debris Removal Project Change Order No.1
- 7.K Easement Agreement between the City and Tohopekalgia Water Authority for Force Main
- 7.L Building Division Budget Transfer to cover additional costs for new Permitting Center project
- 7.M Drainage Easement Agreement for Mosaic at Lake Toho
- 7.N Utility Easement Agreement for Aston Square Development
- 7.O Tohopekalgia Water Authority Easement Agreement for Aston Square
- 7.P A Resolution Establishing Service Fees and Charges for Lien Searches

8. DISCUSSION ITEMS

CITY COMMISSION RECESSES AND CONVENES AS THE COMMUNITY REDEVELOPMENT AGENCY BOARD

- 8.A Vine Street Community Redevelopment Agency (VSCRA) and GAI Consultants, Inc., Agreement for Vine Street CRA Master Plan Update, RFP2024-002

COMMUNITY REDEVELOPMENT AGENCY BOARD ADJOURNS AND RECONVENES AS THE CITY COMMISSION

- 8.B Kissimmee Utility Authority (KUA) Board Appointment
- 8.C Annual Advisory Board vacancies with terms ending May 31, 2024

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

2024 Fair Housing Drawing Contest

Request

Commission recognition of the winners and participants in the 2024 Fair Housing Drawing Contest.

Explanation

The Fair Housing Act protects people from discrimination when they are renting or buying a home, getting a mortgage, seeking housing assistance, or engaging in other housing-related activities. Nationwide, the passage of the Fair Housing Act is celebrated in April. The Act was signed into law in April 1968. It prohibits discrimination in the sale, rental, and financing of housing based on race, color, religion, national origin, sex, handicap or familial status.

The City of Kissimmee, in partnership with the Osceola County Association of REALTORS, celebrates Fair Housing Month with a Fair Housing Drawing Contest. The purpose of the contest is to raise awareness of housing discrimination. Discrimination not only denies access to better resources and opportunities, but it can lead to homelessness. This year, the tenants of the Haven on Vine Apartments were asked to submit drawings. A committee made up of members from city departments and the community selected the winners.

The winners are as follows:

Adults

1st Prize - Catherine Migala (\$150);
2nd Prize - Krista Smith (\$100);
3rd Prize - Amy Migala (\$50).

Children

1st Prize - Madilyn Zavanah Maldonado (\$75);
2nd Prize - Zanyah Jade Maldonado (\$50);
3rd Prize - KJJ (\$25).

In addition, a third category was added to recognize Koda Sky Fiesonan with a special award, the Artfully Creative Award (\$100).

Drawings were also received from: Nevelyn Vasquez, Elijah Faison, Lilian Maldonado, Paris Faison, Jude Shoonmaker, Koda Sky Faison, and EP. They will all receive certificates.

Department: Development Services
Presenter: Frances DeJesus

Attachment(s):

1. (S) - Certificates

ITEM 3.B

Employee of the Month for June

Request

That the Commission join the City Manager in recognizing Shawnta Dillard of the Development Services as the Employee of the Month for June.

Explanation

The City is pleased to honor Shawnta Dillard as the Employee of the Month for June. Shawnta has been with the city for 3 ½ years and currently serves as an Administrative Assistant II for the Development Services Department.

Shawnta is very dedicated and strives for professionalism in her role. She keeps a positive and welcoming demeanor that helps elevate the team spirit and foster a positive work environment.

Shawnta's commitment to excellence comes through in her interactions with both colleagues and citizens. She goes above and beyond to address inquiries from our citizens with patience and expertise, ensuring their needs are met promptly and effectively. Her ability to maintain professionalism in handling various situations, regardless of workload, is appreciated.

Her detailed approach to tasks has often contributed to our collective success, reflecting her dedication to delivering exceptional service. For this and more the City would like to recognize Shawnta Dillard.

Department: Human Resources & Risk Management

Presenter: Mike Steigerwald

Attachment(s):

None

ITEM 4.A

Public Hearing - Second and Final Reading - Proposed Ordinance # 24-01 - Amending the City's Lien Ordinance

AN ORDINANCE AMENDING THE CODE OF ORDINANCE FOR THE CITY OF KISSIMMEE, CHAPTER 2, ADMINISTRATION, ARTICLE VI, FINANCE, CREATING DIVISION 4, LIEN POLICY; PROVIDING FOR THE ENFORCEMENT AND COLLECTION OF LIENS AND ASSOCIATED FEES; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE

Request

Request approval of the Second and Final Reading of Proposed Ordinance #24-01.

Explanation

In 2010, the City enacted Ordinance #2766, establishing the collection of service charges for all outstanding liens, special assessments, fees, and fines. The "lien search" process involves staff from multiple departments researching and compiling necessary data and generating an official letter regarding an assessment of each parcel. At the time of the ordinance's enactment, the pricing index was set at \$30 for a standard search and \$75 for an expedited search. Recently, the City received data from other surrounding government entities that offer the same services, which indicated that the current fee structure being utilized is no longer in line with the industry standards for the region and state.

In an effort to not undercharge for the services provided, staff is requesting approval of an amendment to the ordinance to update the current fee structure to a flat rate service charge, set by Resolution of the Commission to be considered later on this agenda, starting at \$100 for all requests and establishing a lien policy. The proposed increase will ensure that employee time and labor costs are covered, as well as the expenses the City incurs for using the software needed to facilitate these requests.

Recommendation

Approval of the Second and Final Reading of Proposed Ordinance # 24-01

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. (S) - Proposed Ordinance #24-01 Amending the Code of Ordinances for Collection of Liens. Final
2. Affidavit of Publication (05-16-2024)

ITEM 4.B

Public Hearing - Second and Final Reading - Proposed Ordinance #24-05 - Amending the Future Land Use Map designation from Mixed Use Vine (MU-V) to Industrial Business (IN): Grissom Lane and Kissimmee Executive Park Land Use Amendment - LUPA-24-0001

AN ORDINANCE AMENDING ORDINANCE NO. 3050 KNOWN AS THE ORDINANCE ADOPTING THE COMPREHENSIVE DEVELOPMENT PLAN FOR THE CITY OF KISSIMMEE, FLORIDA, UNDER THE AUTHORITY OF FLORIDA STATUTE 163.3184; DIRECTING THE CITY MANAGER TO AMEND THE COMPREHENSIVE LAND USE PLAN AS HEREIN PROVIDED AFTER THE PASSAGE OF THIS ORDINANCE; PROVIDING FOR A PUBLIC HEARING AS REQUIRED BY LAW; REPEALING ALL ORDINANCES IN CONFLICT HERewith; AND PROVIDING AN EFFECTIVE DATE

Request

Approval of a City Initiated Land Use Amendment changing the Future Land Use Map designation from Mixed Use Vine (MU-V) to Industrial Business (IN) on approximately 27 acres of land.

Explanation

The majority of the properties included in this amendment are already developed with warehouses built between 1971 and 2008. Of the fourteen (14) properties, six (6) remain vacant. Development Services has received inquiries and requests to develop additional warehousing on the vacant parcels. With this area established to facilitate warehousing, it is reasonable for the City to change the Future Land Use designations from Mixed Use Vine to Industrial to reflect this pattern of uses. This area is one of the few industrial hubs located in the City and is conveniently located north of the Kissimmee Gateway Airport for business that require air cargo and logistics transportation.

The Mixed Use Vine (MU-V) Future Land Use designation was established as part of an Evaluation and Appraisal Report (EAR) based amendments adopted under Ordinance 2771 approved at the August 17, 2010 City Commission meeting. However, the Zoning designation of the majority of the properties pre-dates the MU-V designation and was approved for warehouse uses as far back as 1968 with the approval of the Kissimmee Executive Park Planned Unit Development (PUD) at the December 17, 1968 City Commission meeting.

This Land Use Amendment will also provide a considerable decrease to the allowable Floor Area Ratio (FAR) from 6.0 to 0.50 which will limit the intensity of any new industrial uses given the close proximity of the redevelopment efforts of the Vine St. corridor to encourage and attract more walkable, public gathering spaces and vibrant mixture of uses. The nearest residential areas are east of Dyer Blvd. at the intersection with W. Oak St. and there are a number of non-residential restaurants and retail uses to the north along Vine St.

FINDINGS AND REASONS:

1. Compliance with Comprehensive Plan Future Land Use Policy 1.2.4.3., Industrial Business (IN), that is intended to accommodate a mixture of typical industrial uses and more intense non-industrial uses. Development and redevelopment projects within this future land use designation may be built with an intensity of up to 0.50 FAR. This designation shall be applied to areas appropriate for typical industrial uses or mixed-use development consisting of light-industrial uses and compatible commercial uses. The Land Development Code shall establish the specific permitted uses and applicable restrictions which shall be applied to areas with the Industrial Business land use designation.

City of Kissimmee

2. Compliance with Land Development Code Section 14-3-26, Comprehensive Plan Text and Map Amendments, in regards to the submittal and review procedures and criteria to support an amendment.
3. Compliance with Land Development Code Section 14-3-27, Zoning Map and Land Development Code Amendments, in regards to the submittal and review procedures and criteria to support an amendment.

Recommendation

The Development Review Committee (DRC) recommended approval on January 2, 2024.

The Planning Advisory Board (PAB) recommended approval by a vote of 4-1 on May 15, 2024.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Brenda Ryan

Attachment(s):

1. LUPA-24-0001 Aerial Map
2. LUPA-24-0001 Vicinity Map
3. LUPA-24-0001 Site Data Tables
4. (S) LUPA-24-0001 Proposed Ord 24-05
5. LUPA-24-0001 CC Ad
6. LUPA-24-0001 City Commission Ad
7. LUPA-24-0001 PAB Actions
8. LUPA-24-0001 DRC Comments
9. LUPA-24-0001 DRC Support Documents
10. LUPA-24-0001 CC Ad FINAL

ITEM 4.C

Public Hearing - Second and Final Reading - Proposed Ordinance #24-06 - Repealing the Citizens' Police Review Board

AN ORDINANCE REPEALING THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, FLORIDA, CHAPTER 2, ADMINISTRATION, ARTICLE III, BOARDS AND COMMISSIONS, DIVISION 11, CITIZENS' POLICE REVIEW BOARD, SECTIONS 2-364, 2-365, AND 2-366; AND PROVIDING AN EFFECTIVE DATE

Request

Approval of the Second and Final Reading of the Proposed Ordinance #24-06 repealing the Citizens' Police Review Board (CPRB).

Explanation

On July 01, 2024, State law will preempt the City's Citizen's Police Review Board from investigating complaints or misconduct by KPD officers. Since this was the primary role of the board, staff recommends that the board be disbanded. This ordinance will repeal the City ordinances related to the City's Citizen's Police Review Board in order to comply with State law.

Recommendation

Approval of the Second and Final Reading of the Proposed Ordinance #24-06 repealing the Citizens' Police Review Board (CPRB).

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Attorney

Presenter: Curtis McGehee

Attachment(s):

1. (S) Proposed Ordinance #24-06 - Repealing CPRB
2. Business Impact Estimate for CPRB Repeal
3. Osceola News Gazette Affidavit (CPRB)

ITEM 7.A**Approval of City Commission Minutes from the May 21, 2024, Commission Workshop and Commission Meeting****Request**

Request Commission approval of the May 21, 2024, Commission Workshop and Meeting Minutes

Explanation

Minutes of the Commission Workshop and Meeting held on May 21, 2024 are attached for approval.

Recommendation

Staff recommends Commission approval.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Commission

Presenter: Mike Steigerwald

Attachment(s):

1. (S) - Commission Workshop Minutes (Community Events)
2. (S) - Commission Meeting Minutes (05-21-2024)

ITEM 7.B**Donegan Corners Replat - Final Plat (DRC# SR-24-0004)****Request**

Approval of the final plat known as Donegan Corners Replat.

Explanation

The owner of the property, Donegan Corners Limited, LLC., is requesting final plat approval without a guarantee. The property is located north of Donegan Avenue, east of Old Dixie Highway, and south of Duncan Avenue and is combining two lots for development purposes.

Recommendation

Staff recommends approval of the final plat for the Donegan Corners Replat.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. Final Plat
2. Vicinity Map

ITEM 7.C

Award of Florida Digital Services Technology Grant

Request

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

Explanation

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

Recommendation

Accept the Florida Digital Services Technology Grant from the State of Florida and authorize the City Manager to execute any documents needed in connection with the grant award.

REQUESTED CITY COMMISSION ACTION:

Accept

Department: Information Technology

Presenter:

Attachment(s):

1. Florida Digital Services Award Letter
2. Florida Digital Services Grant Agreement

ITEM 7.D

Approval of an Interlocal Agreement between School District of Osceola County and the City of Kissimmee for School Resource Officers

Request

Approval of the Interlocal Agreement relating to School Resource Officers at each district public school (Contract #20240087).

Explanation

During the 2018 legislative session, the Florida Legislature enacted the Marjory Stoneman Douglas High School Public Safety Act, which allows School Resource Officer programs in public schools. The Act requires each School District to partner with Law Enforcement Agencies to establish or assign one or more Safety School Officers to each public school within the School District. The Osceola County School Board desires the City of Kissimmee to provide law enforcement personnel as School Resource Officers (SRO) to each of the District Public School facilities within the city limits.

The Kissimmee Police Department has the personnel to place a full-time SRO at the two (2) public middle schools, seven (7) public elementary schools and one (1) K-8 school and two (2) full-time SROs at the public high school within the city. The public schools are as follows: Osceola High School, Kissimmee Middle School, Denn John Middle School, Knights Pointe K-8 School, Central Avenue Elementary School, Thacker Avenue Elementary School, Highlands Elementary School, Flora Ridge Elementary School, Kissimmee Elementary School, Cypress Elementary School, and Mill Creek Elementary School. In 2020-2021, 2021-2022, 2022-2023 and 2023-2024, the City Commission approved similar contracts that placed SROs in these public schools.

There are twelve (12) SROs assigned to the City public schools and a Sergeant and a Corporal to supervise the SROs. The School District cannot afford to fund the entire salary of each School Resource Officer, Sergeant and Corporal but agrees to provide funds to the City in the amount of \$53,655.89 per officer and \$65,000 per supervisor. The School District has also agreed to fund one (1) detail officer to work at New Beginnings Education Center at the current Off Duty Detail rate. As of this agreement, the School District has agreed to fund one (1) full-time and one (1) part-time Guardian floater to cover missed workdays by primary SROs. The total amount of the contract is \$945,793.28.

Recommendation

Approval of the Interlocal Agreement relating to School Resource Officers at each district public school.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter:

Attachment(s):

1. (S) - Interlocal Agreement between Osceola School District and COK

City of Kissimmee

ITEM 7.E

First Amendment for Engineering and Design services for Lancaster Ranch Park

Request

Approval of the First Amendment to the Engineering and Design Services Agreement with AECOM Technical Services, Inc. (Contract 20240324) for additional engineering and design services related to the construction of Lancaster Ranch Park in the amount of \$941,897.

Explanation

On September 8, 2020, the City Commission entered into an agreement with AECOM Technical Services Inc. for engineering and design services related to the construction of Lancaster Ranch Park. While performing the agreement, the parties experienced unanticipated delays and conditions when seeking permits from various agencies. AECOM expended more hours than anticipated during the permitting process and, as a result, the City directed AECOM to focus on engineering and design services specific to the Lackey parcel (Phase 1A). This portion of the project is currently underway.

This amendment, in the amount of \$941,897, is for the completion of the final phase of the Lackey parcel (Phase 1B), 100% construction documents and permitting for the vertical structures and for various tasks related to the Lancaster Parcel (Phase 2). These tasks include all necessary surveys, permitting applications and site plans to 60% drawings for Phase 2 (100 acre site).

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10450106-506393	ST2411	Decrease		\$941,897

Financial Summary:

Project ST2411 for Lancaster Ranch Park has available budgeted funds for this Amendment.

Recommendation

Approval of the First Amendment to the Engineering and Design Services Agreement with AECOM Technical Services Inc. for additional engineering and design services related to the construction of Lancaster Ranch Park in the amount of \$941,897.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Parks & Recreation

Presenter:

City of Kissimmee

Attachment(s):

1. (S) First Amendment AECOM Lancaster Ranch Park 5.24.2024
2. AECOM Lancaster Contract

ITEM 7.F

Second revision to the Guaranteed Maximum Price for Lancaster Ranch Park

Request

Approve the second revision to the Guaranteed Maximum Price (GMP) for Lancaster Ranch Park Phase 1A.

Explanation

On September 12, 2023, the City Commission approved a revision to the Guaranteed Maximum Price (GMP) from Arnco Construction for Phase 1A of Lancaster Ranch Park bringing the contract price to \$4,713,197.36. At that point, the City had received the Environmental Resource Permit from South Florida Water Management District (SFWMD) and the contractor was issued an early work permit.

In the eight months since then, there have been additional changes to the design resulting primarily from the discovery of muck and clay, as well as additional delays in final permit approval from Toho Water Authority (TWA) and the Florida Department of Environmental Protection (FDEP). This resulted in the contractor receiving the approved stamped plans and permit from the City on April 24, 2024. This delay has resulted in a revision, which includes material and labor price increases, which are reasonable due to price and labor escalation from the original GMP from September 2022 to final approval in April 2024. There are also additional costs due to design changes needed to address unsuitable soils found during initial construction.

Staff is requesting approval to use budgeted Sales Tax funds for Lancaster Ranch to cover the second revision to the GMP in the amount of \$639,677.18. This will bring the total contract price to \$5,352,874.54 for Lancaster Ranch Park 1A.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10450106-506393	ST2411	Decrease		\$639,678

Financial Summary:

Funds to cover this revision are currently available in ST2411.

Recommendation

Approve the second revision to the Guaranteed Maximum Price (GMP) for Lancaster Ranch Park Phase 1A.

REQUESTED CITY COMMISSION ACTION:

City of Kissimmee

Approve

Department: Parks & Recreation

Presenter:

Attachment(s):

1. GMP Fully Executed Contract - Arnco
2. KissimmeeLancasterRanchParkPhase1GmpContractAddendumNo_Nov-02-2022_Fully...
3. RCO 2 Permit, Design, Price Increases

ITEM 7.G

KABOOM! Grant for Playground at Mill Slough Park

Request

Approval to accept a "Build it with KABOOM!" grant for a new playground to be constructed at the Mill Slough Park and for the City Manager to sign and execute any documents related to the grant.

Explanation

The Parks and Recreation Department is asking that the City Commission accept, if selected, a "Build it with KABOOM!" grant and allow the City Manager to sign the contract and all pertaining documents. An application was submitted for the Mill Slough Park site and, if selected, the Community Partner Agreement will need to be signed within 3 business days. The City's legal team has reviewed the document and approved it in the event we are selected.

This grant will provide the City with a new playground with a City match of only \$8,500 plus the cost of soil testing and permitting. This playground will be built in one day, with the community's input and volunteer hours. We are asking for a budget transfer from the Recreation Impact Funds to create a new project for a new playground, as it will increase the recreation capacity for the City of Kissimmee.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10550700-509276	TBD	Decrease		\$10,000
10550706-506393		Increase		\$10,000

Financial Summary:

Amend the budget to move funds from the Recreation Impact Fee account to create a new project in the amount of \$10,000.

Recommendation

Approval to accept a "Build it with KABOOM!" grant for a new playground to be constructed at the Mill Slough Park and for the City Manager to sign and execute any documents related to the grant.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Parks & Recreation
Presenter:

City of Kissimmee

Attachment(s):

1. Sample Partner Agreement 2024

ITEM 7.H

Stormwater Asset Inventory Data Collection for Mill Slough and Bass Slough Basins

Request

Approval of Task Work Order No. 5 to Michael Baker International, Inc. (Contract # 20230232) for Phase II of the Stormwater Asset Inventory Data Collection for the City's Mill Slough and Bass Slough Drainage Basins in the amount of \$280,237.00

Explanation

The City is working towards developing a Stormwater Management Plan (SWMP) and a Master Stormwater Model for the entire City. The City has six drainage basins within the City limits: West City Ditch, Downtown, East City Ditch, Mill Slough, Bass Slough, and Shingle Creek. The City has completed three drainage basins: the West City Ditch, Downtown, and East City Ditch drainage basins. The City is ready to begin work on Mill Slough and Bass Slough. The City continues to use Michael Baker International, Inc. under the continuing services contract (RFQ 2021-003), which the Commission approved on July 6, 2021.

This task will involve Stormwater Asset Inventory Phase II Data Collection for Mill Slough and Bass Slough Drainage Basins in the amount of \$280,237. The scope of work will also include field reviews of the assets to update vertical elevations, horizontal location, structure type, pipe sizes, and conditions, updating the City's GIS database, providing required information for maintenance consideration, and ultimately developing a stormwater basin model to evaluate areas where improvements would be beneficial.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
40945203-503131		Decrease	460,269	280,237

Financial Summary:

Adequate funds are available for Professional Services in the project fund.

Recommendation

Approval of Task Work Order No. 5 to Michael Baker International, Inc. (Contract # 20230232) for Phase II of the Stormwater Asset Inventory Data Collection for the City's Mill Slough and Bass Slough Drainage Basins for \$280,237.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) PW&E Work Order Form- Michael Baker International, Inc.
2. Scope of Services Mill Slough-Bass Slough Basins

ITEM 7.I

State Highway Lighting, Maintenance and Compensation Agreement

Request

Approval to renew State Highway Lighting, Maintenance and Compensation Agreement Contract #20240362 between the City of Kissimmee and the Florida Department of Transportation (FDOT).

Explanation

The City's current State Highway Lighting, Maintenance and Compensation Agreement (Agreement) with the Florida Department of Transportation (FDOT), Contract # AM750, will expire on June 30, 2024. FDOT proposed renewing the Agreement effective July 1, 2024, for a one (1) year term with services ending June 30, 2025. The Agreement includes maintenance and repair of FDOT street lighting within the city limits with compensation based on the number of units. The total annual compensation for the renewal contract is \$105,786.43.

Recommendation

Approval of the renewal of the State Highway Lighting, Maintenance, and Compensation Agreement between the City of Kissimmee and The Florida Department of Transportation.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) AM750 Kissimmee LA 2025 Package. MAYOR SIGNATURE

ITEM 7.J

Mill Slough Waterway Debris Removal Project Change Order No.1

Request

Approval of Change Order No. 1 to amend the current contract price for the Mill Slough Debris Clearing project (contract # 20240222) from \$218,000 to \$247,000, for the cost of completing additional work to satisfy the grant requirements and award a \$3,300 Task Work Order for professional engineering services to Michael Baker International, Inc. (contract # 20230232).

Explanation

On January 16, 2024, the City accepted a grant award of \$266,067.29 from the United States Department of Agriculture (USDA), Natural Resources Conservation Service (NRCS) Emergency Watershed Protection Program. The City has a match of non-federal Funds of \$80,140.75.

Due to the time constraints of the grant, on February 20, 2024, the City approved the use of the Disaster Recovery and Debris Management Continuing Services agreement with Crowder Gulf (contract #20230037) for the project and the completion of the tasked deadline set by the NRCS grant (Contract #20240222). The contractor will remove debris left by Hurricane Ian from two main locations along the Mill Slough waterway, including an estimated 20 fallen/dead trees. The NRCS Grant Manager and the City Project Manager walked through the project and identified an additional area that needed bank stabilization and some sediment removal, due to the bank falling in after a tree was removed. The NRCS approved the additional work under the current agreement.

The additional work will be for two bank restoration locations:

Location 1: Remove approximately 30 cubic yards of sediment caused by the waterway embankment erosion.

Location 2: Remove approximately 70 cubic yards of sediment and rock from the collapsed waterway embankment. This change order will increase the contract price by \$29,000, from \$218,000 to \$247,000, total cost.

Michael Baker (Engineer of record) will provide professional engineering services to cover the revised debris plans to reflect Hurricane Ian's area for debris removal, station location, and the as-built required for \$3,300 to satisfy the grant requirements. This amount is covered by the grant.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
150000331-331490	MSUSDA24	Decrease	266,067	247,000

Financial Summary:

Adequate funds are available in the Stormwater Utility Fund.

Recommendation

City of Kissimmee

Approval of Change Order No. 1 to amend the current contract price for the Mill Slough Debris Clearing project from \$218,000 to \$247,000 to satisfy the grant requirements and award a \$3,300 Task Work Order to Michael Baker International, Inc. for professional engineering services.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. Michael Baker- Mill Slough Debris Clearing Proposal
2. WO#1 - CO #1 - Sediment Removal & Bank Stabilization
3. Crowder Gulf Mill Slough Sediment Removal proposal
4. Task Work Order - Technical Assistance NRCS Grant

ITEM 7.K

Easement Agreement between the City and Tohopekaliga Water Authority for Force Main

Request

Approval of an Easement Agreement between the City of Kissimmee and Tohopekaliga Water Authority (Toho) for a new force main within city property located between Vine Street and Columbia Avenue.

Explanation

Toho recently approached the City regarding a project that will replace an 8" Force Main from Columbia Avenue to Oak Street. The alignment of this proposed Force Main will be crossing the City-owned parcel (parcel ID: 16-25-29-00U0-0090-0000) between W. Columbia Avenue to W. Vine Street as shown in Exhibit A of the Easement Agreement. This project is currently at a 60% design phase and the requested easement is 1228.40 ft long by 20 ft wide. The legal department has reviewed and approved the agreement which is attached herewith for the Commission's review, approval, and Mayor's signature.

Recommendation

Approval of the Easement Agreement between the City of Kissimmee and Toho Water Authority.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) Toho Water Authority LS 30 Project_Easement (5.28.24)
2. Toho Water Authority LS 30 Project_Vicinity Map

ITEM 7.L

Building Division Budget Transfer to cover additional costs for new Permitting Center project

Request

Approve budget transfer from the Building Fund to several other funds to complete the new Permitting Center project.

Explanation

The new Permitting Center for the Building Division of the Development Services Department is nearing completion, with an estimated opening date of Late July to early August.

Three items for the project need budget transfers to complete the project.

- 1) The large conference room/Emergency Operations Center will have a video wall installed for a number of uses. The cost is \$150,000 and was not included in the original budget of the project.
 - 2a) The general contractor, Balfour Beatty Construction, found the existing fire alarm control panel in City Hall was antiquated and the new Permitting Center would be unable to tie into the existing system until it was upgraded.
 - 2b) The general contractor is managing the construction of the rain garden and plaza improvements adjacent to the new building. The change order will address electrical and fixture procurement for the rain garden plaza.
- The total amount for 2a and 2b is \$294,246.32.

The funds will come from an unused revenue account in the Building Fund.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10100322-322900		Increase	\$450,000	
10140106 506393		Increase	\$450,000	
00110703-505255		Increase	\$150,000	
00100381 381000		Increase	\$150,000	

Financial Summary:

These budget adjustments are necessary to reclass expenditures from the General Fund to the Building Fund.

Recommendation

Approval of the requested budget transfers.

REQUESTED CITY COMMISSION ACTION:

City of Kissimmee

Approve

Department: Development Services

Presenter:

Attachment(s):

1. COK Hall PCCO 008

ITEM 7.M

Drainage Easement Agreement for Mosaic at Lake Toho

Request

Approval of the Easement Agreement between Mosaic at Lake Toho, LLC and the City of Kissimmee.

Explanation

The Easement Agreement dated December 2023 is executed between Mosaic at Lake Toho, LLC, and the City of Kissimmee. This agreement grants a perpetually unobstructed drainage easement over, under, upon, across, and through a parcel of real property (Parcel ID: 28-25-29-1599-0001-00A0). The purpose of the easement is to allow for ingress and egress, as well as for installing, maintaining, repairing, reconfiguring, or reconstructing drainage utilities and associated facilities. Mosaic retains the right to use the surface of the easement areas for lawful purposes that do not interfere with the easement rights, but permanent structures are prohibited. The City can clear the easement area of any objects that interfere with the safe or efficient operation of the drainage facilities. The City is responsible for restoring any disturbed areas to their original condition. Mosaic confirms it is the record owner of the property and has the authority to grant this easement.

The legal department has reviewed and approved the agreement, which is attached for the Commission's review, approval, and signature.

Recommendation

Approval of the Easement Agreement between Mosaic at Lake Toho, LLC and the City of Kissimmee.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. Mosaic at Lake Toho Easement Agreement
2. Mosaic at Lake Toho Easement Agreement_Vicinity Map

ITEM 7.N

Utility Easement Agreement for Aston Square Development

Request

Approval of a new Utility Easement Agreement between the City of Kissimmee and Aston Square Kissimmee MF, LLC (the developer).

Explanation

The City of Kissimmee owns certain real property located near 1425 E Vine Street. Park Square MF, LLC, is currently developing the adjacent property known as Aston Square development (DRC# 18-00145), which includes retail, commercial, and residential buildings. Toho Water Authority (TWA) is requesting the developer to add a secondary feeder watermain that runs across the development in case the primary water line becomes nonfunctional. To install this 8" PVC watermain, the developer is seeking a varying length and width easement from the City, as shown in Exhibit C, dated 3/22/24. This watermain easement will be perpetual and non-exclusive. Aston Square must maintain insurance and indemnify the City for any damages related to their activities. The City has the right to clear the easement area of any objects that interfere with the safe or efficient operation of the drainage facilities and is responsible for restoring any disturbed areas to their original condition.

The legal department has reviewed and approved the agreement, which is attached herewith for the Commission's review, approval, and signature.

Recommendation

Approval of the new Utility Easement Agreement between the City of Kissimmee and Aston Square Kissimmee MF, LLC.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) Aston Square Easement
2. Aston Square Easement - Vicinity Map

ITEM 7.O

Tohopekaliga Water Authority Easement Agreement for Aston Square

Request

Approval of a new Utility Easement Agreement between the City of Kissimmee and Tohopekaliga Water Authority (Toho) for the Aston Square development.

Explanation

The City of Kissimmee owns certain real property located near 1425 E Vine Street. Park Square MF, LLC, is developing the adjacent property known as Aston Square Apartments (DRC# 18-00145), which includes retail, commercial, and residential buildings. Toho requires the developer to install a secondary feeder water main across the development to ensure functionality if the primary water line fails. To install this 8" PVC water main, the developer seeks a varying length and 20 ft wide easement from the City, as shown in Exhibit A (dated 3/22/24). This easement will be perpetual and non-exclusive. Toho will have the right to clear the Easement Area of trees, limbs, vegetation, or other physical objects that endanger or interfere with the safe or efficient installation, operation, maintenance, repair, or replacement of facilities within the Easement Area. Toho will also be responsible for restoring the surface of any disturbed portion of the Easement Area to its original condition as near as is reasonably practicable after performing any work.

Recommendation

Approval of the new Utility Easement Agreement between the City of Kissimmee and Tohopekaliga Water Authority.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) Toho Water Authority Easement
2. Toho Water Authority Easement_Vicinity Map

ITEM 7.P

A Resolution Establishing Service Fees and Charges for Lien Searches

Request

Adoption of the Resolution establishing Service Fees and Charges for lien searches.

Explanation

The City adopted Ordinance No. 3099, amending the Code of Ordinances, Chapter 2, Administration, Article VI, Finance, creating Division 4, Lien Policy, providing for the enforcement and collection of liens and associated fees (Kissimmee Lien Ordinance). The ordinance requires the Commission to set the fees, rates, and charges applicable by Resolution. A non-refundable service charge(s) of \$100.00 will be imposed with each written confirmation of the amount owed for any outstanding lien, special assessment, fees, and fines. If a parcel has multiple buildings or units, the \$100.00 fee will be collected for each building or unit on that parcel. In addition, the City shall recover all filing fees incurred at the time of satisfaction of a lien.

Recommendation

Adoption of the Resolution establishing fees for lien searches.

REQUESTED CITY COMMISSION ACTION:

Adopt

Department: City Attorney

Presenter:

Attachment(s):

1. (S) Resolution Adopting Lien Search Charges

ITEM 8.A

Vine Street Community Redevelopment Agency (VSCRA) and GAI Consultants, Inc., Agreement for Vine Street CRA Master Plan Update, RFP2024-002

Request

Approve the VSCRA and GAI Consultants, Inc.,(contract #20240342) RFP2024-002 for Update of the Vine Street CRA Master Plan Agreement and authorize the Economic Development Director to add any additional services to the scope of work not to exceed \$150,000.

Explanation

In 2012, the City of Kissimmee City Commissioners approved the creation of the Vine Street Community Redevelopment Agency (VSCRA). The Master Plan was subsequently adopted, providing the framework to advance the Vine Street Corridor Vision. The Master Plan built upon the Vine Street Vision and Action Plan and the Vine Street Overlay District Design Manual. At the time of adoption, the Master Plan was structured around seven guiding principles, which formed the goals, objectives and policies. Since the time of adoption, the CRA vision remains the same: to transform the existing strip style, highway commercial development into a connected series of mixed-use, urban-scale neighborhoods and villages.

Since its establishment in 2012, several recent initiatives have contributed to the gradual improvement of the corridor – adoption of the Form-Based Code, Vine Street Landscaping Project and Streetlight Replacement Project, FDOT US192 Pedestrians and Drivers Safety Improvements Project. A CRA best practice is to periodically update its plan to address changing conditions and to identify new projects or programming for implementation. On January 28, 2024, the VSCRA issued RFP2024-002 Vine Street CRA Master Plan Update to solicit qualified professional consulting firms with experience in preparing and updating CRA plans to update the VSCRA Master Plan. The Master Plan update will build off the planned improvements and provide a 10-year outlook on next steps to advance the Vine Street Corridor Vision.

The RFP urged respondents to submit a proposal for a project that would meet VSCRA priorities including, but not limited to:

1. An implementation plan and time frame in which public and private resources may be used to accomplish a sufficient degree of streetscaping, landscaping, recreation, land acquisition, and other redevelopment projects.
2. Recommendations regarding the acquisition of land in the area, such as identifying three to five sites that may be categorized as “catalyst sites”, that are viable for assembly, and/or master stormwater retention, including renderings of proposed uses.
3. A strategy for redeveloping aging motels/hotels and retail centers within the Vine Street CRA district.

The RFP closed for submissions on March 28, 2024. The VSCRA received four responses to the RFP. A Selection Committee comprised of the Economic Development Director, Development Services Director, Long-Range Planning Manager, Redevelopment Planner and CRA Manager reviewed and scored the proposals at a publicly noticed meeting on April 15, 2024. The scores were based on the criteria of 1) Experience in preparation of CRA Plans; 2) Experience in implementation

of CRA Plans; 3) Cost/fee; 4) Ability to perform services on time and within budget; and 5) Knowledge of challenges and opportunities in the VSCRA district. With a possible 500 points, the firms were ranked as follows:

Rank	Company	Score
1	GAI Consultants, Inc.	463
2	Redevelopment Management Associates, L.L.C. (RMA)	447
3	Inspire Placemaking Collective, Inc.	445
4	Chen Moore and Associates (CMA)	349

As shown above, the Committee collectively scored GAI Consultants, Inc. higher than the other three respondents. Their response was complete and consistent with the requirements outlined in the RFP. GAI Consultants, Inc. has demonstrated experience with updating and modifying numerous existing CRA plans throughout Florida.

Therefore, Staff recommends the VSCRA Board approve the VSCRA and GAI Consultants, Inc RFP2024-002 Vine Street CRA Master Plan Update Agreement and authorize the Economic Development Director to add additional services to the scope of work not to exceed \$150,000.

The RFP and all four (4) responses are attached.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10722203-503131		Decrease	150,000	150,000

Financial Summary:

The total estimate for this project is \$125,000, with the option to include additional services for an additional cost. The VSCRA has budgeted \$150,000 for this project.

Recommendation

Approve the VSCRA and GAI Consultants, Inc. RFP2024-002 Vine Street CRA Master Plan Update Agreement and authorize the Economic Development Director to add any additional services to the scope of work not to exceed \$150,000.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development
Presenter: Samia Singleton

Attachment(s):

1. (S) RFP2024-002 Vine Street CRA Master Plan Update Agreement
2. RFP2024-002 Vine Street CRA Master Plan Update
3. RMA Proposal
4. CMA Proposal
5. Inspire Placemaking, Inc. Proposal

ITEM 8.B

Kissimmee Utility Authority (KUA) Board Appointment

Request

Review the applications and qualifications of the recommended candidates (Scott Brian Gerald, Felix Ortiz, and Melissa Thacker) in order to fill the upcoming vacancy on the Kissimee Utility Authority (KUA) Board.

Explanation

Since the current outgoing board member is not eligible for re-appointment, the KUA Board recommended three candidates (Scott Brian Gerald, Felix Ortiz, and Melissa Thacker) for consideration to fill the five-year term beginning October 1, 2024. Candidate interviews were conducted prior to the commission meeting.

Recommendation

To appoint one of the candidates that was previously interviewed to fill the vacancy on the KUA board.

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

None

ITEM 8.C

Annual Advisory Board vacancies with terms ending May 31, 2024

Request

The Commission is requested to appoint or reappoint members to fill vacancies for boards with terms ending May 31, 2024.

Explanation

The following board member terms are expiring May 31, 2024. The assigned Commissioner will have thirty (30) days to make an appointment. All members will be appointed/reappointed to serve a three (3) year term. At the end of the 30-day assignment, Commissioners who have active vacancies will need to request an extension or the appointment will automatically rotate to the next Commissioner in the rotation.

Commissioner Rotation:	Date Assigned:	Commissioner Appointment Expires:	Advisory Board:	Board Term Expires:	Requirements:
Seat # 4 - Martinez Current Board Member: Maria Lebron is seeking reappointment	05/21/2024	06/18/2024	Historic Preservation Board	05/31/2027	Member must be a City resident.

Recommendation

The Commission reappoint members who wish to continue serving and to make appointments to fill any vacancies for terms expiring on May 31, 2024.

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. HPB (2018) Application Maria Lebron SOG