MEETING AGENDA
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, JUNE 18, 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 Acceptance or Denial of Qualified Electors for Seat #1, Seat #3 and Seat #5

3.B General Election Resolution in Support of Election Proclamation and Designation for Names to Appear on the Ballot

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

4.A Public Hearing - First Reading - Proposed Ordinance #24-07 - Amending the Code of Ordinances, Chapter 28, Parks and Recreation, giving the City Manager the authority to implement or modify Parks and Recreation user rates, charges and fees.

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, FLORIDA, CHAPTER 28, PARKS AND RECREATION, ARTICLE II, PARKS RULES AND REGULATIONS, DIVISION 1, GENERALLY, SECTION 28-20, POLICY OF USER FEES AND CHARGES, TO ALLOW THE CITY MANAGER TO MODIFY PARK AND RECREATION USER RATES, CHARGES AND FEES; AND PROVIDING AN EFFECTIVE DATE

4.B Public Hearing - First Reading - Proposed Ordinance #24-08 - Amending the Code of Ordinances, Chapter 28, Parks and Recreation, Allowing the Use of Certain E-bikes on Bicycle or Pedestrian Ways within City Parks

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, FLORIDA, CHAPTER 28, PARKS AND RECREATION, ARTICLE II, PARKS RULES AND REGULATIONS, DIVISION 2, REGULATIONS, SECTION 28-50, PROHIBITED ACTS, TO ALLOW THE USE OF CERTAIN E-BIKES ON BICYCLE OR PEDESTRIAN WAYS WITHIN CITY PARKS; 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 June 4, 2024, Workshop, KUA Interviews, and Commission Meeting

7.B Interlocal Agreement for FIRE/EMS Service for a portion of Unincorporated Osceola County.

7.C First Amendment to the Airport Lease for Florida Coach Inc.

7.D 2024 Rescue Unit Replacement and Re-Chassis

7.E Furniture purchase for new Development Services Center (City Hall Addition)

7.F Affordable Housing Advisory Committee (AHAC) Appointment

7.G Disposal of City Assets

7.H Amendment No. 1 to Public Transportation Grant Agreement (PTGA) from the Florida for Airfield Lighting Upgrades

7.I Resolution authorizing a Local Funding Agreement with the Florida Department of Transportation for Traffic Signal Mast Arm Upgrades

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

7.K Bid Award for RFP 2024-007 - Design Services for the Haven on Vine

8. DISCUSSION ITEMS

CITY COMMISSION RECESSES AND CONVENES AS THE COMMUNITY REDEVELOPMENT AGENCY BOARD

8.A (Vine Street CRA) Exploration and due-diligence associated with the potential purchase of the Vine Street Kmart Site located at 2211 West Vine Street

COMMUNITY REDEVELOPMENT AGENCY ADJOURNS AND RECONVENES AS THE CITY COMMISSION

8.B Advisory Board Vacancy: Planning Advisory Board

9. HEAR CITY OFFICIALS

9.A CITY MANAGER

9.B CITY ATTORNEY

9.C CITY COMMISSION

10. ADJOURNMENT

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

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

ITEM 3.A
Acceptance or Denial of Qualified Electors for Seat #1, Seat #3 and Seat #5

Request

Commission discussion and approval or denial of the certification of candidates for the August 20, 2024, General Election for Commission Seat #1, Seat #3, and Seat #5 (Mayor).

Explanation

The Office of the Supervisor of Elections has provided scanned copies of the "Oath of Candidate" (Florida Statutes Section 99.021) that officially certifies the candidates qualified based upon State of Florida Election Law.

The candidates listed below have submitted paperwork to qualify for the General Election as defined in the City Charter, Article II, Chapter 2, Section 7, and Section 8. Residency Affidavits have been submitted, and the candidates are listed below in the order they qualified with the Supervisor of Elections per our Lottery Procedures.

City Commissioner Seat #1

Name	Date	Time
Lisandra Roman	06/05/2024	4:09 pm
Noel Ortiz	06/12/2024	9:30 am
Jaime Reyes	06/12/2024	12:33 pm

City Commissioner Seat #3

Wade A. Choate	06/05/2024	3:40 pm
Carlos Alvarez III	06/07/2024	4:16 pm
Rubin Anderson	06/10/2024	2:12 pm
Nichole Wagoner de Arguello	06/14/2024	11:07 am

City Commissioner Seat #5

Olga A. Carino	06/07/2024	4:11 pm
Olga L. Castano	06/10/2024	2:52 pm
John Cortes	06/11/2024	9:48 am
Jackie Espinosa	06/12/2024	9:25 am

Candidates Moses Quiles (Seat #5), Felix Ortiz (Seat #5), and Brunilda Vanessa Alvarez (Seat #1) withdrew from the election prior to qualifying. The remaining candidates are being submitted to the Commission for review and acceptance or denial as qualified candidates for the City Commission Seat #1, Seat #3 and Seat #5.

Staff has reviewed all of the candidates qualification documentation for Seats #1, #3 and #5 and has found the information to be in accordance with the City policies, except for candidate Olga A. Carino, for Seat #5. In a review of the documentation available to the City, staff is uncertain whether candidate Olga A. Carino was residing in the City beginning on June 10, 2023, as is required to qualify as an elector by Chapter 2, Section 8 of the City Charter. The Charter states that the City Commission shall be the sole Judge of the qualifications of its own Members. Staff presents the following facts for the Commission's consideration.

Residency is actual presence coupled with the intention of making the abode your residence. A person may have several residences but only one legal residence or domicile as their fixed abode with the intention of making it their permanent home.

A change of residence is not merely a matter of changing your driver's license, voter registration, or billing address; it requires physical relocation. This process becomes effective when there is a genuine intention to establish a new residence, evidenced by actual physical relocation and positive overt acts. These acts serve as tangible proof of the individual's intent to make the new residence their permanent home.

In 2021 Ms. Olga Arlene Carino Lima (Barretto) purchased a home at 1091 Hidden Harbour Lane, outside the City of Kissimmee limits. She has maintained a homestead exemption on the home from that time until recently, with the exemption still on record as late as October 2023, after the date upon which she would've been required to be a City resident for purposes of qualifying.

Ms. Carino has provided the City with a lease for a property located within the city limits at 705 Catherine Street**,** with a lease term beginning January 1, 2023, to January 1, 2024. Juan Acosta and Maria Romero have owned the property since 2007 and have continuously had a homestead exemption on the property, including during the period when it was leased to Ms. Carino. Additional documents were provided demonstrating this address: a vehicle registration dated March 1, 2023; a cell phone bill dated May 21, 2023; an auto insurance bill dated May 11, 2023; and an expressway authority pay-by-plate invoice dated April 27, 2023, with the 705 Catherine Street address.

On October 17, 2023, Ms. Carino applied for a City permit for occupancy at her business. On the permit application, she indicated that her address was 1091 Hidden Harbor Lane, Kissimmee, Florida 34746. This was her homesteaded property at the time, outside the city limits, and she would've had to live within the city to qualify as an elector.

Ms. Carino also provided a lease for 307 E. Monument Ave. Apt. A, owned by Feliz Ortiz and Itza Nadal, with a term beginning on January 3, 2024, and ending on January 2, 2025. Carino provided additional documents demonstrating this address: a driver's license dated January 5, 2024; a voter registration card dated January 17, 2024; a vehicle registration dated June 11. 2024; an auto insurance policy dated May 10, 2024; a cable bill dated February 13, 2024; and a utility bill dated May 28, 2024.

Staff requests that the Commission make a determination on this issue as required by the Charter.

Recommendation

After review of the information presented, Staff requests that the City Commission make a determination on the qualifications of the candidates in accordance with the City Charter.

<u>REQUESTED CITY COMMISSION ACTION:</u>

Commission Direction

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):
None

ITEM 3.B

General Election Resolution in Support of Election Proclamation and Designation for Names to Appear on the Ballot

Request

Adoption of a resolution in support of an Election Proclamation and with the order of the candidate names as they will appear on the ballot for the August 20, 2024, General Election.

Explanation

The Election Resolution establishes August 20, 2024, as the date for the General Election and November 5, 2024, as the date for the "Run-off Election" if required. The resolution also designates candidates' names as they are to appear on the ballot for Commission Seat #1, Seat #3, and Seat #5.

In accordance with the City Charter, Article III, Chapter I, Section 6, the City Clerk held a lottery to draw the names of the candidates who submitted documentation for the Commission to accept them as qualified electors. The Lottery was held on Friday, June 14, 2024, at 3:00 p.m.; the order of the names that will appear on the ballot if accepted by the Commission are as follows:

City Commissioner Seat #1
Lisandra Roman
Jaime Reyes
Noel Ortiz

City Commissioner Seat #3
Carlos Alvarez III
Wade A. Choate
Rubin Anderson
Nichole Wagoner de Arguello

City Commissioner Seat #5
Olga L. Castano
Jackie Espinosa
Olga A. Carino
John Cortes

Should the Commission not accept any of the candidates as qualified, those names will be removed from the Ballot Resolution prior to the Resolution being submitted to the Supervisor of Election for the Official Ballot.

Recommendation

Commission approval of the Resolution for the Election Proclamation based on the acceptance of candidates.

REQUESTED CITY COMMISSION ACTION:

Adopt

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. (S) - General Election Resolution in Support of Election Proclamation and Designation of Names on the Ballot (August 20,2024 Election)
2. City Clerk Certification and Lottery Procedures
3. Lottery Result (06-14-2024)

ITEM 4.A

Public Hearing - First Reading - Proposed Ordinance #24-07 - Amending the Code of Ordinances, Chapter 28, Parks and Recreation, giving the City Manager the authority to implement or modify Parks and Recreation user rates, charges and fees.

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, FLORIDA, CHAPTER 28, PARKS AND RECREATION, ARTICLE II, PARKS RULES AND REGULATIONS, DIVISION 1, GENERALLY, SECTION 28-20, POLICY OF USER FEES AND CHARGES, TO ALLOW THE CITY MANAGER TO MODIFY PARK AND RECREATION USER RATES, CHARGES AND FEES; AND PROVIDING AN EFFECTIVE DATE

Request

Request approval of the First Reading of the Proposed Ordinance #24-07 giving the City Manager the authority to implement or modify Parks and Recreation user rates, charges and fees.

Explanation

City Code currently requires Commission approval to modify parks and recreation user rates, charges and fees by resolution. The current process is not conducive to making timely adjustments to parks and recreation user rates, charges and fees made necessary by inflation and market conditions. To provide the City the flexibility to keep parks and recreation user rates, charges, and fees consistent with inflation and market conditions, staff recommends that Commission delegate the authority to implement and modify parks and recreation user rates, charges and fees to the City Manager.

Recommendation

Approval of the First Reading of the Proposed Ordinance #24-07 giving the City Manager the authority to implement or modify Parks and Recreation user rates, charges and fees.

<u>REQUESTED CITY COMMISSION ACTION:</u>

Approve

Department: Parks & Recreation
Presenter: Steve Lackey

Attachment(s):
1. Proposed Ordinance #24-07 - Amending the park fee ordinance
2. business-impact-estimate for parks fees ordinance
3. Gazette Advertisement Proposed ORD 24-07 - Publication Date 06-13-2024

ITEM 4.B

Public Hearing - First Reading - Proposed Ordinance #24-08 - Amending the Code of Ordinances, Chapter 28, Parks and Recreation, Allowing the Use of Certain E-bikes on Bicycle or Pedestrian Ways within City Parks

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, FLORIDA, CHAPTER 28, PARKS AND RECREATION, ARTICLE II, PARKS RULES AND REGULATIONS, DIVISION 2, REGULATIONS, SECTION 28-50, PROHIBITED ACTS, TO ALLOW THE USE OF CERTAIN E-BIKES ON BICYCLE OR PEDESTRIAN WAYS WITHIN CITY PARKS; AND PROVIDING AN EFFECTIVE DATE

Request

Request approval of the First Reading of the Proposed Ordinance #24-08 allowing the use of certain e-bikes on bicycle or pedestrian ways within City parks.

Explanation

City Code currently prohibits the use of “powered bicycles” on bicycle or pedestrian ways within the City, which includes electronic bicycles (hereinafter "e-bikes"). Staff recommends that Commission adopt this ordinance allowing the use of Class 1 and Class 2 e-bikes within City parks. Staff has found that the use of Class 1 and Class 2 e-bikes poses no additional risk to public safety than the use of bicycles within City parks because Class 1 and 2 e-bikes provide assistance to the e-bike rider until the e-bike reaches 20 miles per hour. However, staff recommends that the use of Class 3 e-bikes within City parks be prohibited because Class 3 e-bikes pose an additional risk to public safety beyond the use of bicycles within City parks because Class 3 e-bikes provide assistance to the e-bike rider until the e-bike reaches 28 miles per hour.

Recommendation

Approval of the First Reading of the Proposed Ordinance #24-08 allowing the use of certain e-bikes on bicycle or pedestrian ways within City parks.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Parks & Recreation
Presenter: Steve Lackey

Attachment(s):

1. Proposed Ordinance #24-08 - Amending Code to Allow Certain E-bikes
2. Business Impact Estimate e-bikes ordinance draft
3. Gazette Advertisement Proposed ORD 24-08 - Publication Date 06-13-2024

ITEM 7.A

Approval of City Commission Minutes from the June 4, 2024, Workshop, KUA Interviews, and Commission Meeting

Request

Request Commission approval of the June 4, 2024 Commission Minutes.

Explanation

Minutes of the Commission meeting, workshop and interviews held on June 4, 2024 are attached for approval.

Recommendation

Staff recommends Commission approval.

REQUESTED CITY COMMISSION ACTION:

Department: City Commission
Presenter:

Attachment(s):

1. (S) - CCM MIN JUN 04 2024 (Social Services Workshop)
2. (S) - CCM MIN JUN 04 2024 (KUA Interviews)
3. (S) - CCM MIN JUN 04 2024

ITEM 7.B
Interlocal Agreement for FIRE/EMS Service for a portion of Unincorporated Osceola County.

Request

Approval of Contract #20240370, the updated Interlocal Agreement between City of Kissimmee and Osceola County relating to the Kissimmee Fire Department (KFD) providing Fire and EMS services in the unincorporated areas of Osceola County identified within the attached agreement. This Agreement begins in FY25 with a Base Cost Share of $2,419,656.20 annually. Osceola County's fee shall be paid quarterly and will be the Base Cost Share minus any EMS collections in the defined service area.

Explanation

KFD has been providing Fire and EMS response services to unincorporated Osceola County areas since this Agreement's initial version was signed in 2004. There were then and continue to be areas of the County that are in closer proximity to the City fire stations than County fire stations; therefore, this Agreement was made. The original Agreement called for the County to pay the City $500,000 annually (billed quarterly) minus a portion of the EMS transport fees the City collected for the incidents in the Agreement areas. In 2016, the Agreement was updated to an increased fee of $600,000 annually and did not include an EMS transport fee offset.

This new agreement returns the EMS transport fee offset, but increases the base fee to $2,419,656.20 in FY25 with a 3% annual increase. The term of this agreement is 5 years, with the ability for either party to terminate the agreement with or without cause with at least 180 days notice. The service area boundary is illustrated on the map at the end of the Agreement.

Recommendation

Approval of the updated Interlocal Agreement between City of Kissimmee and Osceola County relating to the Kissimmee Fire Department (KFD) providing Fire and EMS services in the unincorporated areas of Osceola County identified within the attached agreement.

<u>REQUESTED CITY COMMISSION ACTION:</u>

Approve

Department: Fire
Presenter:

Attachment(s):

1. (S) Interlocal Agreement Between City of Kissimmee and Osceola County for FireEM-EMS Service

ITEM 7.C
First Amendment to the Airport Lease for Florida Coach Inc.

Request

Approval of First Amendment for Ground and Building Lease for Florida Coach, Inc. at Aerospace Park located at Kissimmee Gateway Airport, Contract # 20240318.

Explanation

Florida Coach Inc. manufactures and delivers high quality motor coaches at facilities located adjacent to the Airport Aerospace Park (former golf course). Florida Coach employs over 100 skilled artisans, engineers, drivers, and mechanics and has plans to expand their operations. In 2020, Florida Coach signed an agreement to lease and redevelop the adjacent property removing the former golf clubhouse and constructing a 15,000 SF facility for manufacturing and storage of motor coaches.

Since then, the proposed project has changed to include the renovation of the previous golf clubhouse for offices and construction of two facilities to support the motor coaches. The two facilities will be constructed with the ability to repurpose as aircraft storage hangars. Staff believes Florida Coach’s operations and commitment to call Kissimmee “home” is beneficial to the City's economy and recommends amending the lease to support Florida Coach's plans to expand.

Recommendation

Approval of First Amendment for Ground and Building Lease for Florida Coach, Inc. at Aerospace Park located at Kissimmee Gateway Airport.

<u>REQUESTED CITY COMMISSION ACTION:</u>

Approve

Department: Airport
Presenter:

Attachment(s):
1. (S) Florida Coach First Amendment to Lease 2024
2. Florida Coach Lease 10.6.2020 (3103 Florida Coach Drive)

ITEM 7.D
2024 Rescue Unit Replacement and Re-Chassis

Request

Approval to purchase a Freightliner M2 Chassis through Excellance, Inc. for the re-chassis and refurbishment of FD127.

Explanation

The Florida Sheriffs Association (FSA) offers statewide purchasing contracts for a variety of vehicles, equipment, and services that are available to any and all units of local governments/political subdivisions within the State of Florida.

The Fire Department desires to purchase a Freightliner M2 from Excellance, Inc. using the FSA Cooperative Purchase Agreement for the re-chassis and refurbishment of FD127, as detailed in the attached quote.

The remount of the unit will continue standardizing the fleet with the addition of a second HVAC unit added to the rear patient compartment. As indicated in their letter to the City, this work will extend the warranty of the existing ambulance box for an additional 25 years. This is considered a sole-source purchase since Excellance, Inc. must be utilized in order to maintain and extend the warranty.

The original Chevrolet chassis currently on FD127 will be traded in towards this purchase.

Cost of Unit	$ 294,548.71
Less Prepayment Discount	$ - 3,873.52
Less Trade Allowance	$ 5,000.00
TOTAL	$ 285,675.20

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10435206 506494	ST2401	Decrease	$300,000	$285,675.20

Financial Summary:

Sufficient funds are budgeted for this purchase.

Recommendation

Staff recommends approval to purchase a Freightliner M2 106 chassis through Excellance, Inc. for the re-chassis and refurbishment of FD127.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Fire
Presenter:

Attachment(s):
1. (S) Excellence, Inc Invoice w City Addendum signed by vendor 6.10.24
2. 2024 Rescue Unit Replacement and Re-Chassis - Sole Source Letter
3. 2024 Rescue Unit Replacement and Re-Chassis - Florida Sherriffs Contract

ITEM 7.E
Furniture purchase for new Development Services Center (City Hall Addition)

Request

Approval to purchase furniture and furnishings from Commercial Design Services for the new Development Services Center in the new City Hall addition in the amount of $427,855.

Explanation

As the new Development Services Center in the City Hall addition nears completion, the final details to open the building are being completed. This includes the purchase of furniture and furnishings from Commercial Design Services (CDS). CDS is part of the Florida State contract for furniture, alleviating the need to go through a separate procurement process.

The cost of furniture and furnishing for the 12,000 square foot building addition is $427,855. These funds were previously approved by the City Commission in FY2023 and FY2024 in the Building Fund budget.

Please note: The entire project, including the plaza in front of City Hall and the furniture purchase was funded completely from Building Division funds, and no General Fund or other taxpayer dollars were spent.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10140106-506292		Decrease		$427,855

Financial Summary:

These funds were previously approved by the City Commission in FY2023 and FY2024 in the Building Fund budget.

Recommendation

Approve purchase.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services
Presenter:

Attachment(s):

City of Kissimmee

1. (S) CDS Furniture Proposal new Development Services Center 05.29.2024

ITEM 7.F
Affordable Housing Advisory Committee (AHAC) Appointment

Request

Review the application and qualification of the recommended candidate (Fatima Santiago) in order to fill the current vacancy on the AHAC.

Explanation

Currently, the AHAC has a vacancy in one of the required categories specified in Section 420.9076(2), Florida Statutes - a Citizen who resides within the jurisdiction of the local governing body making the appointments. Ms. Santiago is interested in participating on the Committee, and she lives in the City. Based on her application, she will be a great asset to the AHAC. Members are appointed for three-year terms by majority vote of the Commission.

Recommendation

Appoint Fatima Santiago to the AHAC to fill the current vacant position.

<u>REQUESTED CITY COMMISSION ACTION:</u>

Appoint/Reappoint

Department: Development Services
Presenter: Frances DeJesus

Attachment(s):
1. Affordable Housing board application

ITEM 7.G
Disposal of City Assets

Request

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

Explanation

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

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

Recommendation

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

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Finance
Presenter: Tavia Ritchie

Attachment(s):

1. June 2024 Asset Disposal

ITEM 7.H
Amendment No. 1 to Public Transportation Grant Agreement (PTGA) from the Florida for Airfield Lighting Upgrades

Request

Approval of Amendment No. 1 to the Public Transportation Grant Agreement (PTGA) from the Florida Department of Transportation (FDOT) for the Airfield Lighting Upgrades at Kissimmee Gateway Airport in the amount of $1,850.00, Grant Master No. AirF Light.

Explanation

The Airport was awarded a grant in the amount of $28,745.00 for Airfield Lighting Upgrades. A Resolution was adopted by the City Commission on May 7, 2023, Item 7.I

The upgrade 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.

This amendment offers to pay for the labor to install the REIL's by a certified airfield electrician. This labor cost was unknown at the time of the original application.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
46170106-506393 47070106-506393 47000334-334410	AP2400	Decrease Increase Increase	370.00 370.00 1,480.00	370.00 370.00 1,480.00

<u>Financial Summary:</u>

Airport funds are budgeted in the current fiscal year, allocated in AP2400 Fund 461 to be transferred to Fund 470 (Grants). Portions of this project are funded by the Florida Department of Transportation (80%) and the Kissimmee Gateway Airport (20%). The total project amount is $37,781.00 with each agency funding the following amounts.

FDOT-PTGA - $28,745.00
FDOT- Amended PTGA $1,480.00
Kissimmee Gateway Airport - $7,186.00
Kissimmee Gateway Airport Amended - $370.00

Recommendation

Approval of Amendment No. 1 to the Public Transportation Grant Agreement (PTGA) from the Florida Department of Transportation (FDOT) for the Airfield Lighting Upgrades at Kissimmee Gateway Airport in the amount of $1,850.00, Grant Master No. AirF Light.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport
Presenter:

Attachment(s):

1. (S) Amendment #1 PTGA to Sponsor 454683-1-94-01 Lighting Upgrades at ISM
2. Executed PTGA to Sponsor 454683-1-94-01 (G2Y08) Lighting Upgrades (Equipment) at Kissimmee Gateway

ITEM 7.I
Resolution authorizing a Local Funding Agreement with the Florida Department of Transportation for Traffic Signal Mast Arm Upgrades

Request

Approval of a resolution authorizing the Mayor to execute and deliver the Local Funding Agreement (LFA), contract # 20240378, to the Florida Department of Transportation (FDOT) for the upgrade of four (4) traffic signal mast arms in the amount of $368,586.

Explanation

FDOT has approached City of Kissimmee for partnering on a resurfacing project with FPID 448783-1-52-01. The scope of this project involves resurfacing US 192/ Vine Street from Bamboo Lane to Main Street along with safety improvements within this limit. As part of this project, it was determined that the existing span wire signals do not meet the current FDOT standards with insufficient structural capacity. Therefore, FDOT's Engineer determined those traffic signals to be modified from span wire to mast arm upgrades.

FDOT requested the that City share the construction cost for this upgrade at the following four intersections within the City of Kissimmee's jurisdiction as shown below:

Project: 448783-1-52-01- US 192 / Vine Street from Bamboo Lane to Main Street

Location	Current Condition	Proposed Condition
Dyer Boulevard	Diagonal Span	New Mast Arms (4) (midnight neutral color)
Thacker Avenue	Box Span	New Mast Arms (4) (midnight neutral color)
Emory Avenue	Box Span	New Mast Arms (3) (midnight neutral color)
Central Avenue	Box Span	New Mast Arms (4) (midnight neutral color)

Based on the Engineer's construction cost estimate, the total cost of these signal upgrades is $2,085,213.69. Out of this total cost, FDOT is requesting the City fund $368,586. The Engineering division analyzed this request, and these signal upgrades will extend the signal's overall lifespan to be an additional 50 years and will be able to withstand significant wind load from hurricane/storms based on latest FDOT standards. Hence, the division is requesting approval based on the cost savings and longer span of the signal. Below is the financial information where the funding of this task can be arranged.

The City Attorney's Office has reviewed and approved the agreement, which is attached herewith for the Commission's approval.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10445206 506393 10445206 506393 10445206 506393 10445206 506393 10445206 506393	ST24xx ST2118 ST2202 ST2305 ST2403	Increase Decrease Decrease Decrease Decrease	$368,586.50 $77,502.00 $46,258.50 $150,000.00 $94,826.00	$368,586.00

Financial Summary:

Sufficient funds are available for the project.

Recommendation

Approval of the resolution authorizing the Mayor to execute and deliver the Local Funding Agreement (LFA) to the Florida Department of Transportation (FDOT) for the upgrade of four (4) traffic signal mast arms in the amount of $368,586.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):
1. (S) Resolution Authorizing Local Funding Agreement for Traffic Signal Mast Arm Upgrades
2. (S) Mast Arms Improvement Agreement (1)

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

Request

Authorize the Chief of Police to execute the Letter of Agreement (Grant HIGHVIS24) 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.

Explanation

The Kissimmee Police Department has been identified as a priority agency within Osceola County, which has the highest representation of traffic crashes resulting in serious or fatal injuries to pedestrians and bicyclists. As a result, the Florida Department of Transportation (FDOT) has allocated overtime reimbursement funding to the City in the amount of $17,621.58 to assist with High Visibility Enforcement efforts. These funds will be under agreement with the University of North Florida – Institute of Police Technology and Management.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
15130601 501414 15100334 334200		Increase Increase	17,622.00 17,622.00	

Financial Summary:

Monthly invoicing will be done for overtime expenses to be reimbursed during the grant period up to $17,621.58. This grant is offered to the City of Kissimmee. No application process is completed, only acceptance.

Recommendation

Approval to accept funding from FDOT, through the University of North Florida - Institute of Police Technology and Management, in the amount of $17,621.58 and to amend the budget accordingly.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police
Presenter:

Attachment(s):

City of Kissimmee

1. Alert Today Florida High Visibility Enforcement for Pedestrian and Bicycle Safety
2. 2024-2025 High Visibility Enforcement Program
3. 2024-2025 High Visibility Enforcement Program - Osceola County Pedestrian Bicycle Segments

ITEM 7.K
Bid Award for RFP 2024-007 - Design Services for the Haven on Vine

Request

Approval of award RFP 2024-007 to Forefront Architecture and Engineering to provide design services for the Haven on Vine Project in an amount not to exceed $115,092.

Explanation

The City is moving forward with Phase 1B at the Haven on Vine. To complete this project, the Purchasing Division solicited proposals from qualified firms for experienced and qualified professional design services. The selected design professional services firm will work with the selected construction management firm, through the completion of the design, project bid/awards, and construction phase of the Haven on Vine Project and site development.

RFP-2024 was issued and two (2) firms submitted proposals. The selection committee consisting of representatives from Public Works, Development Services, and the City Manager's Office, met on June 3, 2024 to open the bids and on June 10, 2024 to evaluate and score the proposals. Based the committee's recommendation, staff requests Commission approval to award the contract to ForeFront Architecture and Engineering with a contract award not to exceed $115,092. In order to keep the completion timelines on track, staff requests Commission approval of the award and authorization for the City Manager to execute the contract and any subsequent agreements.

Design of Phase 1A and 1B	$59,003.10
Design of Phase 2A and 2B	$56,088.90
	$115,092.00

<u>The following is a listing of firms in their ranked order:</u>

1. Forefront Architecture and Engineering
2. Bumpus and Associates

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
15110106-506292	HAVENHL205	Decrease	500,000	115,092

<u>Financial Summary:</u>

This project will be funded by the State of Florida 2023-24 General Appropriations Act HL205

Recommendation

Staff recommends Commission approval of bid award to Forefront Architecture and Engineering to provide professional design services for the Haven on Vine Project and approval for the City Manager to execute any subsequent documents.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager
Presenter:

Attachment(s):
1. RFP2024-007 Design Services for the Haven on Vine Project 4.30.24 final_

ITEM 8.A
(Vine Street CRA) Exploration and due-diligence associated with the potential purchase of the Vine Street Kmart Site located at 2211 West Vine Street

Request

Request Vine Street Community Redevelopment Agency authorize the City Manager to execute sales contracts for the Kmart property.

Explanation

The property is the location of the 101,000 square foot Kmart store that has been vacant since 2017, the still active 36,380 square foot Big Lots retail store, and a vacant lot that extends to Thacker Ave. The total site consists of four lots of 22.29 +/- acres that are for-sale under two listings with a total asking price of $16.7 million. Staff would like to make a tentative offer of $14 million, with the purchase cost to be secured through a loan using Tax Increment Funding as part of the Vine Street Community Redevelopment Agency (VSCRA).

The VSCRA operates in accordance with the adopted redevelopment plan for the Vine Street Community Redevelopment Area. Section 3 of the adopted redevelopment plan outlines goals and objectives that encapsulate activity to be pursued by the VSCRA (see attached Exhibit 1). Virtually every objective under VSCRA Master Plan ***Goal 6*** speaks to the request to purchase the Kmart site. ***Goal 6*** objectives are briefly summarized as follows:

- Objective 6.1 - identify opportunities for parcel consolidation for mixed use development.
- Objective 6.2 - reduce the prevalence of outdated highway commercial buildings
- Objective 6.3 - align strategies to target locations suitable for density and intensity
- Objective 6.4 - use of Tax Increment Financing (TIF) to fund property acquisition
- Objective 6.5 - attraction of business that can flourish in compact,mixed-use developments
- Objective 6.6 - creation of a Vine Street Improvement Committee
- Objective 6.7 - decrease visual blight associated with vacant and unmaintained properties.

The Vine Street Master Plan identifies the Kmart location as part of the *North of Vine* (NOVI) district. The adopted future design vision for the NOVI district is for the replacement of big box stores with a town center style of development (see Exhibit 2). Acquisition of the site is also consistent with the time-frame(s) outlined in the Vine Street Master Plan, as well as the City Commission's recently adopted 2025 High Priority for Management to pursue strategic land acquisitions that will further the City's objectives.

Using the CRA as a vehicle to facilitate mixed-use development on the site will also further the City's intent for the corridor under the Form Based Code, Section 14-5-1 by:

A. Promoting transit oriented design;
B. Encouraging infill development;
C. Facilitating the aggregation of lots;
D. Promoting redevelopment on underdeveloped sites;
E. Fostering a relationship between new development and existing transit stops; and
F. Implementing the Vine Street CRA master redevelopment plan.

The following bullet points provide additional insights in support of purchasing the Kmart site.

- Staff has received feedback from private sector developers with concerns regarding purchase of the site now for reasons including current interest rates, asking price, market conditions, bank lending, and the Big Lot's Lease. Having the CRA step in now would allow a stop-gap to occur given all expectations are that interest rates, while in a holding pattern, will go down eventually.
- The seller has other offers from parties interested in using the site in a manner that would not further the goals of the VSCRA master plan. Staff believes having the VSCRA be the purchaser and deeded owner will facilitate the implementation of the plans for Vine Street redevelopment with the long-run goal of reselling the property to the right developer for a mixed-use project that meets the goals of the Master Plan.
- VSCRA purchase of the site will enable us to work with our master plan consultant to develop an RFP/Q document along with a design vision for the site. Exhibit 1 goals and objectives reinforce the approach of having the VSCRA purchase the site. Beyond the **Goal 6** objectives outlined above, additional goals associated with housing, transportation, mixed use and creation of a sense-of-place are supportive of this purchase request.
- CRA Staff believes messaging on this purchase should be positive by allowing the City to openly communicate what we envision for the site, which will reset the bar for Vine Street as a walkable urban-scaled community that strives for a range of housing choices. The VSCRA will help realize the vision of transforming the Vine Street arterial corridor into a series of interconnected urban-scaled mixed use centers.
- The Big Lots retail store's lease expires in 2026, with an option to renew through 2031. The lease generates $120,000 in revenue annually, which can be utilized to cover the City's interim expenses for maintaining and operating the property until it is sold to a developer in the future.

This property acquisition is for approximately 22.29 +/- total acres consisting of four (4) separate parcels. All four (4) parcels are owned by the same ownership group under two separate LLC's, as follows:

Property PID	Owner	Acreage
17-25-29-00U0-0015-0000	Camacho Ventures LLC	6.59
17-25-29-00U0-0045-0000	Camacho Ventures LLC	8.93
17-25-29-00U0-0047-0000	Camacho Ventures LLC	4.89
17-25-29-2009-0001-0010	Eight and First, LLC	1.88
	Total	22.29

More details about the parcels, a site aerial, and future development concepts developed by the owner are included in Exhibit 3.

Once executed, the sales contracts will provide a 30-day due diligence period. This due diligence period will enable Staff to have an appraisal conducted, perform inspections of the property, research existing property conditions and restrictions, and review any other pertinent issues. The sales contracts allow the City to walk away from the offer at anytime during the due diligence period at the City's sole and absolute discretion.

During this due diligence period, the City will also explore financing with tax increment funds from the

Vine Street CRA. Currently, the tax increment revenue generated within the VSCRA is approximately $2.9 million annually. A loan can be secured with this revenue stream, which will have a manageable impact on the ability for the CRA to continue its operating and capital budgets. The total city offer would be $14 million, but this may be changed subject to appraisal and property inspections. The total listed asking price for the four parcels was $16.7 million.

Recommendation

Community Redevelopment Agency Staff recommends that the CRA Board authorize the City Manager to execute sales contracts for the Vine Street Kmart site consisting of 22.29 +/- acres with a tentative offer of $14 million. The purchase will be secured through a loan using Tax Increment Funding as part of the Vine Street CRA. Particulars regarding the loan will be worked out during a due diligence period.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development
Presenter: Arthur Tomerlin

Attachment(s):

1. Exhibit 1 - VSCRA GOPs
2. Exhibit 2 - VSCRA Novi Vision
3. Exhibit 3 - VSCRA Site Data Kmart
4. N. Thacker Avenue Vacant Land Contract
5. 2211 W. Vine Street Commercial Contract

ITEM 8.B
Advisory Board Vacancy: Planning Advisory Board

Request

The Commission is requested to make an appointment to fill a vacancy on the Planning Advisory Board.

Explanation

Planning Advisory Board Member, Melissa Thacker has resigned from the board effective June 4, 2024, as a result of her recent appointment to the KUA Board of Directors. Ms. Thacker's term was not set to expire until May 31, 2025. Staff requests that an appointment be made to fill the remainder of the term. Seat # 5 has been assigned to this vacancy. The assigned Commissioner will have thirty (30) days to make an appointment. At the end of the 30-day assignment, the assigned Commissioner will need to request an extension or the appointment will automatically rotate to the next Commissioner.

Commissioner Rotation:	Date Assigned:	Commissioner Appointment Expires:	Advisory Board:	Board Term Expires:	Requirements:
Seat # 5 - Mayor Gonzalez **One (1) Application on file*	06/18/2024	07/16/2024	Planning Advisory Board	05/31/2025	Member must be a City resident.

Recommendation

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

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):
1. (2024) PAB Application - Rebeca Marin