



**MEETING AGENDA
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, SEPTEMBER 3, 2024 AT 6:00 PM**

- 1. MEETING CALLED TO ORDER**
- 2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**
- 3. PROCLAMATIONS AND SPECIAL PRESENTATIONS**
 - 3.A Proclamation - Senior Resource Alliance
 - 3.B Employee of the Month for September
- 4. PUBLIC HEARINGS - FIRST AND SECOND READINGS**

- 4.A Public Hearing - First Reading - Proposed Ordinance #24-12 Amending the City Investment Policy

AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF KISSIMMEE, CHAPTER 2, ADMINISTRATION, ARTICLE VI, FINANCE, DIVISION 3, INVESTMENTS, PROVIDING FOR MODIFICATIONS TO THE CITY'S INVESTMENT POLICY OF CITY FUNDS PURSUANT TO REQUIREMENTS OF FLORIDA STATUTE 218.415; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR AN EFFECTIVE DATE.

- 4.B Public Hearing - First Reading - Proposed Ordinance #24-13 Amending the Code of Ordinances, Chapter 8, Aviation, to implement an Airport Aircraft Landing Fee and Airspace Zoning

AN ORDINANCE AMENDING THE CODE OF ORDINANCE FOR THE CITY OF KISSIMMEE, CHAPTER 8, AVIATION, AMENDING ARTICLE III, AIRPORT REGULATIONS, ADOPTING A TRANSIENT AIRCRAFT LANDING FEE POLICY; RE-ADOPTING ARTICLE V, AIRSPACE ZONING; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE

- 5. PUBLIC HEARINGS**

- 5.A Public Hearing - Adoption by Resolution of the Tentative Millage Levy and Tentative Budget for Fiscal Year 2024-2025

- 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 August 6, 2024, August 20, 2024, Commission Meetings, and August 8, 2024 and August 27, 2024, Special Meetings

- 7.B Reclassify funding from the Florida Department of Law Enforcement (FDLE) Cyber Task Force as a Grant
- 7.C Intergovernmental Transfer Agreement for Medicaid Managed Care Organization Payment Program
- 7.D Task Order No. 4 for Professional Service Agreement with Avcon, Inc., for Airport Air Traffic Control Tower
- 7.E Resolution electing to "opt-out" of providing the Live Local Act Property Tax Exemption pursuant to FL Statute 196.1978(3)(o)
- 7.F Approval of Consent for Investment Advisor Unification
- 7.G Walmart Foundation Spark Good Local Grant Application
- 7.H Approval of staffing plan and budget classifications for the Haven on Vine program
- 7.I Approval of Interagency Agreement between the Miami Beach Police Department and Kissimmee Police Department
- 7.J Federal Aviation Administration Grant Offer for Taxiway Delta Improvements – Construction & Engineering

8. DISCUSSION ITEMS

- 8.A Follow-Up on Commission Retirement Benefit Options
- 8.B Advisory Board Vacancy: Parks and Recreation 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 (1st Budget Hearing) with respect to any matter considered at such meeting or hearing will need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is made.

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

ITEM 3.A

Proclamation - Senior Resource Alliance

Request

To present a proclamation to Karla Radka from Senior Resource Alliance in appreciation of their generous donation to the Kissimmee Police Department.

Explanation

N/A

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation- Senior Resource Alliance

ITEM 3.B

Employee of the Month for September

Request

That the Commission join the City Manager recognizing Magdalena "Maggie" Rivera of the Development Services Department as the Employee of the Month for September.

Explanation

The City is pleased to honor Magdalena "Maggie" Rivera as the Employee of the Month for September. Magdalena has been with the City for almost 2 years and currently serves as a Permit Technician for the Development Services Department. Maggie has been an outstanding team player, consistently showing a willingness to help all citizens with kindness, care, and consideration. Her positive attitude and dedication inspires her coworkers. Maggie plays a crucial role in communicating with our Public Works & Engineering department, ensuring our inspectors have the correct information to service our citizens.

Beyond her primary responsibilities, Maggie is always ready to assist her coworkers, taking the time to teach and explain complex situations. This not only enhances the team's understanding but also strengthens our overall efficiency. Many citizens have expressed their appreciation for Maggie's friendly and helpful demeanor over the phone, highlighting her commitment to resolving their concerns. Maggie's exceptional commitment to her role, her colleagues, and the citizens she serves makes her a truly deserving Employee of the Month. For these reasons and more, the City would like to recognize Magdalena "Maggie" Rivera.

Department: Human Resources & Risk Management

Presenter: Mike Steigerwald

Attachment(s):

None

ITEM 4.A

Public Hearing - First Reading - Proposed Ordinance #24-12 Amending the City Investment Policy

AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF KISSIMMEE, CHAPTER 2, ADMINISTRATION, ARTICLE VI, FINANCE, DIVISION 3, INVESTMENTS, PROVIDING FOR MODIFICATIONS TO THE CITY'S INVESTMENT POLICY OF CITY FUNDS PURSUANT TO REQUIREMENTS OF FLORIDA STATUTE 218.415; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR AN EFFECTIVE DATE.

Request

Approval of the First Reading of Proposed Ordinance #24-12 to amend the City's Investment Policy.

Explanation

It has been a number of years since the City's investment policy has been updated. An investment policy provides guidance on the investment of public funds, including permissible investment instruments, standards of care for invested funds, and the role of staff and professional advisors in the investment program. On May 21, 2024 the City Commission approved the engagement of PFM Asset Management as the City's Investment Advisor. Staff has worked with PFM to bring our policy up to date to current standards. Summarized changes include:

IX. RISK AND DIVERSIFICATION (Page 11) Removed some language as it will be described in the authorized investments and portfolio composition section.

X. AUTHORIZED PUBLIC DEPOSITORY AND BROKER DEALERS (Page 11) Now includes language for investment advisor for transparency purposes.

XIII. DERIVATIVES AND REVERSE REPURCHASE AGREEMENTS (Page 12) Removed some language as it will be referenced in the Authorized Investments and Portfolio Composition under General Portfolio Investment Guidelines.

XVII. PERFORMANCE MEASUREMENT (Page 15) Now includes another performance measurement to allow for flexibility in the event the City would like to change investment strategies that are longer, but within the duration limits set forth. It now includes language for the investment advisor's report on performance.

XIX. INVESTMENT POLICY ADOPTION (Page 16) - New

Attachment A: Glossary of Cash and Investment Management Terms (Page 17-34) - New

Attachment B: Investment Pool/Fund Questionnaire (Page 35) - New

Recommendation

Staff recommends approval of the First Reading of this proposed ordinance.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Finance

Presenter: Tavia Ritchie

City of Kissimmee

Attachment(s):

1. Proof of Advertising (Publication Date: August 29, 2024)
2. Proposed Ordinance # 24-12 - Amending Article VI. Finance Division 3 Investments

ITEM 4.B

Public Hearing - First Reading - Proposed Ordinance #24-13 Amending the Code of Ordinances, Chapter 8, Aviation, to implement an Airport Aircraft Landing Fee and Airspace Zoning

AN ORDINANCE AMENDING THE CODE OF ORDINANCE FOR THE CITY OF KISSIMMEE, CHAPTER 8, AVIATION, AMENDING ARTICLE III, AIRPORT REGULATIONS, ADOPTING A TRANSIENT AIRCRAFT LANDING FEE POLICY; RE-ADOPTING ARTICLE V, AIRSPACE ZONING; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE

Request

Approval of the First Reading of Proposed Ordinance #24-13 to implement an Airport Aircraft Landing Fee and Airspace Zoning.

Explanation

City Code currently requires Commission approval to modify airport regulations by policy. The City adheres to a user-fee principle, ensuring those who benefit directly from the use of the airport facilities contribute to the airport's upkeep and enhancements. The City Commission determines the fees, rates, and charges, which staff proposes to amend to include transient aircraft landing fees. Such fees are only applicable to visiting aircraft that are not based at the airport and shall be adjusted periodically to remain consistent with inflation, market conditions, and standard practices for airports within Florida.

The City Commission previously adopted airspace zoning regulations in accordance with federal and state zoning guidance. These regulations ensure that development activity within proximity of the runways does not interfere with safe aircraft operations, protecting both the flying and general public alike. During the recent recodification of the City Code of Ordinances, the "Airspace Zoning" section of the Code was intended to be relocated to the Land Development Code. It was removed but inadvertently not added to the Code. Staff desires to correct the scrivener's error and return it to the Kissimmee Aviation Act. The approach zone distances have been updated to reflect current published approaches. The Runway Protection Zone (RPZ) has been defined to enhance safety and protection of people and property on the ground near the runway ends.

Recommendation

Request approval of the First Reading of Proposed Ordinance #24-13 to implement an Airport Aircraft Landing Fee and Airspace Zoning.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter: Shaun Germolus

Attachment(s):

1. Proposed Ordinance #24-13 Transient Aircraft Fees and Re-enacting Airspace Zoning 8.26.24
2. Proof of Advertising - Publication Date (08-29-2024)
3. CP 1502 Proposed Rates Charges 2024
4. CP 1502 - Kissimmee Gateway Airport Rates & Charges

City of Kissimmee

ITEM 5.A

Public Hearing - Adoption by Resolution of the Tentative Millage Levy and Tentative Budget for Fiscal Year 2024-2025

Request

Adoption by Resolution of the Tentative Millage Levy of 4.6253 mills and Tentative Budget of \$273,937,602 for Fiscal Year 2024-2025.

Explanation

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

RESOLUTION OF THE PROPOSED OPERATING MILLAGE

1. State that the Proposed Operating Millage is 4.6253 which is 5.40% more than the Rolled Back Rate of 4.3885
2. Call for public comments or questions.
3. Have the attorney read the Resolution title and vote on adoption.

RESOLUTION ADOPTING THE TENTATIVE BUDGET

1. The Resolution will adopt a Tentative Budget of \$273,937,602 and authorize 881 full and part-time positions. A schedule of positions authorized for each department and summaries of each Fund are attached to the Resolution.
2. Call for public comments or questions.
3. Have the attorney read the Resolution title and vote on adoption.

BACKGROUND:

As indicated above, the proposed millage rate is 4.6253 mills, which is the same millage rate that was levied for the current budget year. The tentative budget for all funds remained relatively the same as what was presented at the Commission Budget Workshop in July, with the exception of the General Fund. The General Fund experienced a slight increase of .3%. This increase included revenue increase adjustments for next year's forecast based on current state trends, as well as adjustment to personnel accounts to accommodate for additional salary increases.

Recommendation

Staff requests that the Public Hearing be conducted as outlined above. In addition, staff recommends the Commission adopt the two Resolutions. The Second and Final Hearing will be held September 17, 2024.

REQUESTED CITY COMMISSION ACTION:

Adopt

City of Kissimmee

Department: Finance

Presenter: Mike Steigerwald

Attachment(s):

1. (S) RESO OP MILL TENTATIVE.25
2. (S) RESO OP BUDGET TENTATIVE.25
3. Budget Reports FY25

ITEM 7.A

Approval of City Commission Minutes from August 6, 2024, August 20, 2024, Commission Meetings, and August 8, 2024 and August 27, 2024, Special Meetings

Request

Request Commission approval of the August 6, 2024, and August 20, 2024, Commission Meetings and August 8, 2024, and August 27, 2024, Special Meeting minutes.

Explanation

Minutes of the Commission meeting held on August 6, 2024, August 8, 2024, August 20, 2024, and August 27, 2024, are attached for approval.

Recommendation

Staff recommends Commission approval.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Commission

Presenter:

Attachment(s):

1. (S) - CCM Meeting Minutes August 6, 2024
2. (S) - CCM Special Meeting August 8, 2024
3. (S) - CCM Meeting Minutes August 20, 2024
4. (S) - CCM Special Meeting August 27, 2024

ITEM 7.B

Reclassify funding from the Florida Department of Law Enforcement (FDLE) Cyber Task Force as a Grant

Request

Authorize the Chief of Police to execute the FDLE Orlando Cyber/ESST Financial Assistance Agreement (Grant CYBER23) with the Florida Department of Law Enforcement (FDLE), accept funding from FDLE in the amount of \$12,500, and amend the budget accordingly.

Explanation

The Kissimmee Police Department (KPD) is a participating agency with the Cyber Task Force and Electronic Surveillance Support Team. FLDE has allocated up to \$12,500 to reimburse the City of Kissimmee for overtime and travel / training expenses to assist with these efforts during the period from 7/1/2023 through 6/30/2024 upon KPD's execution of a Financial Assistance Agreement. KPD has already entered into the agreement and received the funds, but seeks to reclassify such funds as grant funding upon the advice of the City's Finance Department.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
15100334 334200	Cyber23	Increase	12,500	
15130403 505559	Cyber23	Increase	12,500	

Financial Summary:

This grant is a reimbursement grant with reports filed quarterly.

Recommendation

Authorize the Chief of Police to execute the FDLE Orlando Cyber/ESST Financial Assistance Agreement (Grant CYBER23) with the Florida Department of Law Enforcement (FDLE), accept funding from FDLE in the amount of \$12,500, and amend the budget accordingly.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter:

Attachment(s):

1. Kissimmee Police Dept FY-23-24-ESST-Contract

City of Kissimmee

ITEM 7.C

Intergovernmental Transfer Agreement for Medicaid Managed Care Organization Payment Program

Request

Approval of Budget Transfer in the amount of \$185,731.47 from Capital Outlay Reserve (00190700-509276) to Other Contract Services (00135103-503434) to cover the amount not budgeted for this payment. Additionally, approval of payment in the amount of \$685,731.47 in accordance with the contract.

Explanation

On September 26, 2023, the City Commission approved an Intergovernmental Transfer (IGT) agreement with the Agency for Health Care Administration (AHCA) in order to continue receiving supplemental payments for Medicaid patients transported by the Fire Department.

The City executed a Letter of Agreement (LOA) with AHCA for IGTs not to exceed \$685,731.47 for FY24. Once executed, the City will receive \$945,409.04 in reimbursements from the managed care organizations. Because the proposed operating budget was due before receiving the total amount due, the department's budget request included an estimated amount of \$500,000. As a result, funds had to be transferred from other projects and accounts to cover the full payment, which is causing a shortage in some of those accounts. When forecasting the department's budget for the remainder of FY24, these transfers will cause the department to be over budget in several of its accounts.

Therefore, Staff is requesting a budget transfer in the amount of \$185,731.47 from Capital Outlay Reserves (00190700-509276) to Other Contract Services (00135103 503434) to cover the under-budgeted amount of this payment. The department will limit its spending to only necessary items and those budgeted items already approved for the remainder of the fiscal year. Any funds not needed will be returned.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00190700-509276		Decrease		\$185,731.47
00135103-503434		Increase		185,731.47

Financial Summary:

Any funds not needed will be returned to the reserves.

Recommendation

Approval of budget transfer for, and payment of, the Intergovernmental Transfer Agreement for Medicaid Managed Care Organization Payment Program.

City of Kissimmee

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Fire

Presenter:

Attachment(s):

None

ITEM 7.D

Task Order No. 4 for Professional Service Agreement with Avcon, Inc., for Airport Air Traffic Control Tower

Request

Approval of Task Order No. 4 of the professional service agreement, Contract No. 20230139 between the City of Kissimmee and AVCON, Inc. that was executed on February 7, 2023, for Airport Air Traffic Control Tower and Site Work – Design and Permitting, in the amount of \$1,449,563.00.

Explanation

The proposed project will provide the design and preparation for bidding services to construct a new Air Traffic Control Tower (ATCT). The service will ensure the proper siting (location), and visual criteria are met, as required by the Federal Aviation Administration. Current industry standard designs will be implemented as AVCON coordinates the needs of the local air traffic control personnel and the City of Kissimmee.

The professional service agreement between the City of Kissimmee and AVCON, Inc. was executed on February 7, 2023, for engineering design and permitting services. All hours and expenses are included in Lump Sum Costs as shown in Attachment A of the provided document, which is consistent with the original project agreement.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
46170106-506393	AP2201	Decrease	9,193	9,200
47070109-509171		Increase	9,193	9,200

Financial Summary:

The amount of the (BIL-FCT) Grant is \$1,000,000.00 FAA No. 3-12-0038-045-2024. This grant is 100% Federally funded, requiring no local match.

The additional amount of the project is \$459,663.00, of which this (BIL-AIG) Grant is \$413,697.00 FAA No. 3-12-0038-046-2024. This grant is 90% \$413,697 Federally funded, 8% \$36,773 FDOT funded. All three grants were previously approved by the Commission on August 6th, 2024, Item 7. L, and August 20, 2024 agenda Items 7.B and 7.C.

The 2% \$9,193 Airport share will be transferred from Airport funds remaining allocated in the Master Plan Project.

Recommendation

Approval of Task Order No. 4 of the professional service agreement, Contract No. 20230139 between the City of Kissimmee and AVCON, Inc. that was executed on February 7, 2023, for Airport Traffic Control Tower and Site Work – Design and Permitting, in the amount of \$1,449,563.00.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter: Shaun Germolus

Attachment(s):

1. ISM Air Traffic Control Tower Independent Fee Estimate
2. (S) Task Order 4_AVCON_ ATCT Design_JAK

ITEM 7.E

Resolution electing to "opt-out" of providing the Live Local Act Property Tax Exemption pursuant to FL Statute 196.1978(3)(o)

Request

Request the adoption of the Resolution allowing the City to "opt-out" of providing the Live Local Act Property Tax Exemption pursuant to FL Statute 196.1978(3)(o)

Explanation

FL Statute 196.1978(3), also known as the "Live Local Act Property Tax Exemption", requires the Osceola County Property Appraiser to exempt certain rental properties from ad valorem taxes if such properties meet the criteria of said exemption. Beginning with the 2025 tax roll, FL Statute Section 196.1978(3)(o) allows taxing authorities to "opt-out" of providing the Live Local Act Property Tax Exemption to units in multifamily projects that are used to house natural persons or families whose annual household income is between 80 and 120 percent of the median annual adjusted gross income for households within the metropolitan statistical area ("MSA") or, if not within an MSA, within the county in which the person or family resides (the "80 to 120 Tax Exemption"), if the taxing authority finds that the latest Shimberg Center for Housing Studies Annual Report, prepared pursuant to Section 420.6075, Florida Statutes ("Shimberg Annual Report"), identifies that the number of affordable and available units in the MSA or region is greater than the number of rental households in the MSA or region for natural persons or families who meet the income criteria for the 80 to 120 Tax Exemption.

The latest Shimberg Annual Report identifies a surplus of affordable and available units in the Orlando-Kissimmee, FL MSA, in which the City is located. The City, being a taxing authority, is eligible for the election in FL Statute Section 196.1978(3)(o), which allows the City to not exempt properties that would otherwise qualify for the 80 to 120 Tax Exemption.

Recommendation

Adoption of the Resolution allowing the City to "opt-out" of providing the Live Local Act Property Tax Exemption pursuant to FL Statute 196.1978(3)(o)

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter:

Attachment(s):

1. (S) RES - Live Local Tax Exempt Opt-out 2024

ITEM 7.F

Approval of Consent for Investment Advisor Unification

Request

Approval to Consent to PFMAM and USBAM consolidation for Investment Advisor services.

Explanation

On May 21, 2024 the City Commission approved Investment Advisor services with PFM Asset Management LLC. U.S. Bancorp Asset Management, Inc. (USBAM) acquired PFM Asset Management LLC (PFMAM) in 2021. From December 7, 2021 to present, PFMAM has been operating as a wholly-owned subsidiary of USBAM. USBAM and PFMAM are separate legal entities and maintain separate registrations as investment advisers with the U.S. Securities and Exchange Commission (SEC).

We were recently notified that moving forward upon the consolidation, USBAM and PFMAM will become a single legal entity and a single SEC-registered investment adviser. The PFMAM entity will be dissolved and its registration with the SEC will be withdrawn. USBAM will be the continuing legal entity and registered investment adviser that will serve PFMAM clients following the Consolidation. USBAM will service PFMAM's public sector and related clients under the PFMAM brand name, operating as a division of USBAM. Therefore, consent is now needed to proceed as a client under PFMAM's parent, USBAM.

Recommendation

Staff recommends approval to Consent to PFMAM and USBAM consolidation for Investment Advisor services.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Finance

Presenter:

Attachment(s):

1. One RIA Positive Consent Letter_FINAL(AR) - S
2. U.S. BANCORP ASSET MANAGEMENT INC. ADV Part 2A - 2024.03.29

ITEM 7.G

Walmart Foundation Spark Good Local Grant Application

Request

Staff requests approval to apply for the Walmart Foundation Spark Good Local Grant for \$2,419, which will be used to purchase 2,500 fire safety 2-in-1 educational activity books and 1,000 fire hats for children.

Explanation

Fire department crews and staff provide educational activity books and helmets at public education/community risk reduction events where children are present, including schools, camps, back-to-school occasions, events at Kissimmee Lakefront Park, and other community activities.

The 2-in-1 activity books have been the department's educational books of choice for children, providing information on fire escape plans for families and teaching children not to fear firefighters in gear. In addition to coloring pages and safety messages throughout the books, there are numerous fun activities, including unscrambling words and mazes. There are also instructions for parents and caregivers to learn the material more effectively. The cost includes one color imprinting with the department's name, emergency and non-emergency numbers, and additional safety messages. The one-size-fits-all red fire hats include a fire department personalized shield (sticker) on the front of the helmets.

The cost of 2,500 activity books is \$1,275, and the cost of 1,000 fire hats is \$840.00. There is also a \$60 set-up fee and a \$244 shipping cost, for a total cost of \$2,419.

Recommendation

Staff recommends approval to apply for the Walmart Foundation Spark Good Local Grant in the amount of \$2,419.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Fire

Presenter:

Attachment(s):

None

ITEM 7.H

Approval of staffing plan and budget classifications for the Haven on Vine program

Request

Approval to reclass positions for the Haven on Vine Affordable Housing Program staffing

Explanation

The Haven on Vine initiative has completed the first phase of renovations for the two-bedroom apartments, with all available units now fully occupied. As Phase 2 nears the final design stage for the studio apartments, construction is expected to be completed by the end of the year. Currently, 50% of the studio apartments are occupied in preparation for the construction and the relocation of existing residents necessary to complete the project.

Given that there are over 60 high-risk households on the property, staff is requesting a restructuring of the originally proposed staffing structure. This change is necessary to meet the increased demands of the residents and to ensure ongoing compliance with State, Federal, and National Fair Housing Standards.

The previously approved staffing plan is as follows:

- (1) Full-time Community Property Manager
- (2) Part-time Clerk Level Positions
- (1) Full-time Maintenance Technician

In order to balance the future demands of the completed project, which includes 83 leased units of affordable housing and 40 units of bridge and emergency housing, staff proposes to reclass the two part-time positions into one full-time position.

The new staffing structure would be as follows:

(1) Full-time Community Property Manager	Grade 22	\$62,005 - \$99,216
(1) Full-time Administrative Assistant III	Grade 11	\$36,254 - \$58,011
(1) Full-time Property Maintenance Technician	Grade 12	\$38,064 - \$60,902

Recommendation

Staff recommends approval.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter: Desiree Matthews

Attachment(s):

None

ITEM 7.I

Approval of Interagency Agreement between the Miami Beach Police Department and Kissimmee Police Department

Request

The Police Department is requesting the Commission approve the Interagency Agreement between Miami Beach Police Department and the Kissimmee Police Department (Contract #20240501).

Explanation

The Criminal Investigations Division is developing and expanding the Department's License Plate Reader (LPR) camera capabilities. Motorola's Vigilant Solutions is a leading manufacturer of LPR cameras/database and the Department currently has a contract for our LPR cameras to be ingested into Vigilant's database through the Urban Areas Security Initiative program (UASI) from the Homeland Security Grant. Currently, hits from the LPR system are limited to a local database maintained by the Intelligence Unit, requiring manual entry/removal of individual vehicles to receive alerts if recognized by an LPR camera within the City.

The Miami Beach Police Department (MBPD) has elected to be the Lead Agency for statewide vetting of the Vigilant Vendor personnel. MBPD hosts and maintains the electronic database for the Vigilant LPR System to assist law enforcement agencies statewide. As the Lead Agency, individual agencies can then complete the attached Interagency Agreement, with MBPD, to access the statewide database. MBPD ensures Vigilant's compliance with CJIS regulations.

Recommendation

Staff recommends approval of the Interagency Agreement.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter:

Attachment(s):

1. Interagency Agreement between MBPD and KPD

ITEM 7.J

Federal Aviation Administration Grant Offer for Taxiway Delta Improvements – Construction & Engineering

Request

Approval to accept a Federal Aviation Administration (FAA) Airport Improvement Program (AIP) Grant for Rehabilitate, Mark, Light Taxiway Delta & RIMS – Construction & Engineering” at Kissimmee Gateway Airport. Grant Master No. TWYD Const.

Explanation

The Kissimmee Gateway Airport’s 3-year Capital Improvement Plan has identified the need to rehabilitate pavement and replace associated lighting for Taxiway Delta (TW D). The Pavement Condition Index (PCI) rating evaluates pavement conditions by assigning a scale; 0 indicating failed, and 100 indicating perfect. PCI rating 41-55 indicates a “poor condition” and the current average number assigned to TW D is 47.5.

The project will improve lighting with new LED edge lights and directional signs. In addition, the project will straighten an adjacent pavement, Taxiway Charlie, to meet the FAA’s Runway Incursion Mitigation (RIM) Program. The grant is expected to be announced the week of September 9, 2024. Due to the end of the federal fiscal year, the FAA will require acceptance and a full execution, to be returned to the FAA no later than September 17, 2024.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
47070106-506393		Increase	10,290,661	10,290,661
47000331-331410		Increase	10,290,661	10,290,661

Financial Summary:

The project cost is \$11,434,068, 90% FAA (\$10,290,661). Typically, the Florida Department of Transportation (FDOT) will offer 8% (\$912,561) at a later offer/date and require a local match (Airport) of 2% (\$230,847).

Recommendation

Approval to accept a Federal Aviation Administration (FAA) Airport Improvement Program (AIP) Grant for Rehabilitate, Mark, Light Taxiway Delta & RIMS – Construction & Engineering” at Kissimmee Gateway Airport.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Airport
Presenter: Shaun Germolus

Attachment(s):

1. ISM Taxiway D Rehabilitation and RIMS Const Application

ITEM 8.A

Follow-Up on Commission Retirement Benefit Options

Request

Staff requests Commission direction on which retirement benefits it would like to pursue.

Explanation

As a follow-up to the discussion on retirement benefit options at the Commission meeting on August 20, 2024, staff is seeking direction from the Commission on which retirement benefits it would like to pursue. The two options are Option A - Inclusion in the City's General Pension Plan (pension option), or Option B - Establishment of a 401(a) Defined Contribution Employer Sponsored Plan (defined contribution option).

In response to the question posed at the previous meeting on whether making the commissioners full-time employees would enable immediate participation in the General Pension Plan, the City's pension ordinance states:

Sec. 30-85. - Membership.

General. All general employees as of the effective date, and all future new general employees shall become members of this system as a condition of employment, except as provided in this section. However, the mayor, city commissioners, authority board of trustees, and the authority attorney and assistants shall not participate in the system.

Therefore, the ordinance will need to be amended to include the mayor and city commissioners should the Commission decide to pursue the pension option. The second option of a defined contribution benefit can be implemented at any time.

Recommendation

Staff requests Commission direction on which retirement benefits it would like to pursue.

REQUESTED CITY COMMISSION ACTION:

Commission Direction

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

None

ITEM 8.B

Advisory Board Vacancy: Parks and Recreation Board

Request

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

Explanation

Parks and Recreation Board Member, Linda McCoy has resigned from the board effective August 14, 2024. Ms. McCoy's term is set to expire on May 31, 2026. Seat # 1 has been assigned this vacancy.

The Commissioner will have 30 days to make an appointment. If no extension is requested, the appointment will automatically roll over to the next Commissioner in the rotation.

Commissioner Rotation:	Date Assigned:	Commissioner Appointment Expires:	Advisory Board:	Board Term Expires:	Requirements:
Seat # 1 - Castano * 1 application currently on file*	09/03/2024	10/01/2024	Parks & Recreation	05/31/2026	Member must be a City resident and may not serve on any other board.

Recommendation

After holding a discussion, staff recommends the Commission make an appointment to fill the vacancy on the Parks and Recreation Advisory Board.

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: City Manager

Presenter:

Attachment(s):

1. PARAB Applicant: Amarilis Olivo Williams