MEETING AGENDA
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, SEPTEMBER 17, 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 - Hispanic Heritage Month

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

4.A Public Hearing - Second & Final 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 - Second & Final 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

4.C Public Hearing - First Reading - Proposed Ordinance #24-15 - Amending Land Development Code, Chapter 14-10-8, Dumpsters

AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF KISSIMMEE, CHAPTER 14-10, SUBDIVISION AND SITE DESIGN; PUBLIC IMPROVEMENTS, 14-10-8, DUMPSTERS, PROVIDING REGULATIONS FOR DUMPSTERS LOCATED FIFTY FEET FROM A WATERBODY; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH, AND PROVIDING AN EFFECTIVE DATE.

5. **PUBLIC HEARINGS**

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

5.B Public Hearing - Resolution Authorizing the Issuance of Capital Improvement Revenue Bonds, Series 2024 and Other Actions Concerning the Authorization of the Series 2024 Bonds

5.C Public Hearing - Supplemental Resolution for Capital Improvement Revenue Bonds, Series 2024

5.D Public Hearing - Resolution to vacate a portion of the McLaurin right-of-way located south of 504 S. Randolph Avenue- ABDN-23-0001

5.E Public Hearing - Resolution to vacate a portion of the Mill Slough Road right-of-way located north of 1630 and 1700 Mill Slough Road - ABDN-24-0001

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 September 3, 2024 City Commission meeting

7.B Adoption of the City of Kissimmee Financial Management Policy

7.C Resolution to adopt the Vision Zero Action Plan

7.D High Intensity Drug Trafficking Grant funding from the Seminole County Sheriff's Office

7.E Extension of the Professional Services Contract with Purvis and Gray Company, LLP to perform auditing services for the Fiscal Year Ending 2024

7.F Interlocal Agreement between School District of Osceola County and the City of Kissimmee for School Resource Officers

7.G Sonoma Resort at Tapestry, Phase 2B – Subdivision Final Acceptance

7.H Resolution to Amend Rates & Charges Policy for Kissimmee Gateway Airport

7.I Third Amendment to Extend Ground Lease for YMCA

7.J Transient Aircraft Landing Fee Process Agreement With Vector Airport Systems, LLC

7.K State Housing Initiatives Partnership (SHIP) Owner Occupied Rehabilitation Agreement between the City of Kissimmee, Osceola County Council on Aging, and Madlene Louisjeune

7.L 2025/26 Florida Recreational Development Assistance Program Grant Applications

7.M TRAIL-GO Local Trail Management Grant Applications

7.N Award City Signature Festival/Events performance and production services agreement for RFP 2024-006

7.O Construction Manager at Risk Continuing Services

7.P FY 2024 Edward Byrne Memorial Justice Assistance Grant Program – Local Solicitation from the U.S. Department of Justice

7.Q Interlocal Agreement for Intergovernmental Radio Communications

7.R Resolution to Approve the Florida Department of Transportation Community Aesthetic Feature Agreement

7.S Ratification of Collective Bargaining Agreements with the Florida State Lodge Fraternal Order of Police, Inc. representing the Police Officers, Corporals and Detectives Unit, and the Sergeants Unit.

7.T Purchase Replacement Self-Contained Breathing Apparatus Unit for Fire Department Personnel

7.U Resolution Authorizing the creation of a Debt Issuance and Management Policy

8. DISCUSSION ITEMS

8.A Kissimmee Main Street Annual Update and Funding Agreement for FY 2024-25

8.B UCF Small Business Development Center Annual Update and Funding Agreement for FY2024-25

CITY COMMISSION RECESSES AND CONVENES AS THE COMMUNITY REDEVELOPMENT AGENCY BOARD

8.C Public Hearing - Resolution to adopt the Downtown Kissimmee Community Redevelopment Agency Budget for the Fiscal Year 2024-2025

8.D Public Hearing - Resolution to adopt the Vine Street Community Redevelopment Agency Budget for the Fiscal Year 2024-2025

8.E (DKCRA) Kissimmee Main Street Lease Agreement for the Main Street office and Kissimmee Welcome Center located at 421 Broadway Avenue.

8.F (DKCRA) Downtown Kissimmee Community Redevelopment Agency approval of Kissimmee Main Street Funding Agreement for Fiscal Year 2024-2025

COMMUNITY REDEVELOPMENT AGENCY BOARD ADJOURNS AND RECONVENES AS THE CITY COMMISSION

8.G Advisory Board Re-Appointments: Police Pension and Fire Pension 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
Proclamation - Hispanic Heritage Month

Request

To present a proclamation to *Escuela de Bomba y Plena Tata Cepeda* in honor of Hispanic Heritage Month.

Explanation

N/A

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):
1. Proclamation- Hispanic Heritage Month 2024

ITEM 4.A

Public Hearing - Second & Final 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 Second & Final 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 DEPOSITORIES 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 Second & Final Reading of this proposed ordinance.

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

Approve

Department: Finance

City of Kissimmee

Presenter:

Attachment(s):

1. (S) Proposed Ordinance # 24-12 - Amending Article VI. Finance Division 3 Investments
2. Osceola News Gazette Affidavit of Publication

ITEM 4.B

Public Hearing - Second & Final 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 Second & Final 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 Second & Final Reading of Proposed Ordinance #24-13 to implement an Airport Aircraft Landing Fee and Airspace Zoning.

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

Approve

Department: Airport
Presenter: Shaun Germolus

Attachment(s):

1. (S) Proposed Ordinance #24-13Transient Aircraft Fees and Re-enacting Airspace Zoning 8.26.24
2. Ordinance Business Impact Estimate
3. Osceola News Gazette Affidavit of Publication

4. CP 1502 Proposed Rates Charges 2024
5. CP 1502 - Kissimmee Gateway Airport Rates & Charges
6. LANDING FEES Presentation

ITEM 4.C

Public Hearing - First Reading - Proposed Ordinance #24-15 - Amending Land Development Code, Chapter 14-10-8, Dumpsters

AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF KISSIMMEE, CHAPTER 14-10, SUBDIVISION AND SITE DESIGN; PUBLIC IMPROVEMENTS, 14-10-8, DUMPSTERS, PROVIDING REGULATIONS FOR DUMPSTERS LOCATED FIFTY FEET FROM A WATERBODY; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH, AND PROVIDING AN EFFECTIVE DATE.

Request

Request approval of the First Reading of Proposed Ordinance #24-15, amending the Land Development Code, Chapter 14-10-8, Dumpsters, providing for regulations for dumpsters located fifty feet from a body of water.

Explanation

The City Commission found that garbage and refuse from commercial dumpsters are often not adequately contained in the dumpster, which results in the city's waterways and other bodies of water being polluted with trash. For the health and safety of the citizens, it is necessary to provide regulations to help mitigate this type of pollution. The code shall be amended to state that dumpsters located within fifty (50) feet of a body of water must be completely enclosed. Placement of new dumpsters located within fifty (50) feet of a body of water shall be prohibited unless it is below ground or Nord containers are being utilized. Existing dumpsters located fifty (50) feet from a body of water must be completely covered with a lid at all times.

Recommendation

Recommend approval of the First Reading of Proposed Ordinance #24-15, amending the Land Development Code, Chapter 14-10-8, Dumpsters, providing for regulations for dumpsters located fifty feet from a body of water.

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

Approve

Department: Development Services
Presenter: Craig Holland

Attachment(s):

1. Proposed Ordinance 24-15 _ DUMPSTERS
2. Legal Advertisement - Proof of Publication (Proposed Ordinance 24-15)

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

Request

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

Explanation

Public notice of this hearing was given via an advertisement placed in the newspaper on September 15, 2024. 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 FINAL BUDGET

1. The Resolution will adopt a Final 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:

The Tentative Millage and Tentative Budget were adopted by Resolutions approved at the September 3rd Public Hearing.

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 final budget for all funds remained relatively the same as what was presented in July, with the exception of the General Fund. The General Fund experience 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.

REQUESTED CITY COMMISSION ACTION:

Adopt

Department: Finance
Presenter: Mike Steigerwald

Attachment(s):
1. (S) RESO OP MILL FINAL.25
2. (S) RESO OP BUDGET FINAL.25
3. Budget Reports FY25

ITEM 5.B
Public Hearing - Resolution Authorizing the Issuance of Capital Improvement Revenue Bonds, Series 2024 and Other Actions Concerning the Authorization of the Series 2024 Bonds

Request

Approval of a Resolution authorizing the issuance of not to exceed $79,000,000 Capital Improvement Revenue Bonds, Series 2024, along with various other actions necessary for the issuance of the bonds.

Explanation

On April 16, 2024, the Commission approved a reimbursement resolution and decided to look into the bond market to finance several large upcoming capital improvement projects. These projects include the Lakeside Fire Station, Mill Run Fire Station, Lakeside Community Center,Civic Center renovations, Police Parking Structure, Police Forensics and Evidence Storage Facility, street narrowing, Central Services and City Hall improvements, and acquisition of the former K Mart and adjacent building on Vine Street.

Subsequent to the action taken by the Commission on April 16, 2024 , staff has been working with Toby Wagner, the City's Financial Advisor, along with representatives from Hilltop Securities, the City's Underwriter, Bryant Miller Olive, bond counsel and Akerman LLP, disclosure counsel (collectively, the City's financing team) to determine the best financing plan. Based upon recommendations from the City's financing team, staff is proposing to issue the Series 2024 Bonds, in one or more series, in an aggregate principal amount not to exceed $79,000,000 and secure the Series 2024 Bonds with a covenant to budget, appropriate and deposit Non-Ad Valorem Revenues to pay debt service on the Series 2024 Bonds.

Based upon the efforts of City staff and its financing team, staff is requesting the Commission approve the attached resolution authorizing the issuance of not to exceed $79,000,000 of Capital Improvement Revenue Bonds, Series 2024, in one or more series, and other actions necessary for the issuance of the Series 2024 Bonds with delegated powers given to the Mayor, City Manager, and Finance Director with advice from the finance team. Toby Wagner, Southeastern Investment Securities, Joel Tindal, Hilltop Securities, and Misty Taylor, Bryant Miller Olive, will be present at the Commission meeting to answer any questions.

Recommendation

Staff recommends the City Commission approve the Resolution authorizing the issuance of not to exceed $79,000,000 in Capital Improvement Revenue Bonds, Series 2024 and all other actions needed for the issuance of the Series 2024 bonds.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Finance
Presenter: Tavia Ritchie

Attachment(s):
1. (S) Authorizing Resolution (Kissimmee 2024AB) (02739191-5)

ITEM 5.C
Public Hearing - Supplemental Resolution for Capital Improvement Revenue Bonds, Series 2024

Request

Approval of a Supplemental Resolution authorizing the negotiated sale of not to exceed $79,000,000 Capital Improvement Revenue Bonds, Series 2024, along with various other actions necessary for the sale and issuance of the Series 2024 Bonds.

Explanation

On April 16, 2024, the Commission approved a reimbursement resolution and decided to look into the bond market to finance several large upcoming capital improvement projects. These projects include the Lakeside Fire Station, Mill Run Fire Station, Lakeside Community Center, Civic Center renovations, Police Parking Structure, Police Forensics and Evidence Storage Facility, street narrowing, Central Services and City Hall improvements, and the acquisition of the former K Mart and adjacent building on Vine Street.

Subsequent to the action taken by the Commission on April 16, 2024, staff has been working with Toby Wagner, the City's Financial Advisor, along with representatives from Hilltop Securities, the City's Underwriter, Bryant Miller Olive, bond counsel, and Akerman LLP, disclosure counsel (collectively, the City's financing team) to determine the best financing plan. Based upon recommendations from the City's financing team, staff is proposing to issue the Series 2024 Bonds in an aggregate principal amount of not to exceed $79,000,000 and to secure the Series 2024 Bonds with a covenant to budget, appropriate and deposit Non-Ad Valorem Revenues for the payment of debt service on the Series 2024 Bonds.

Based upon the efforts of City staff and its financing team, staff is requesting the Commission approve the attached Supplemental Resolution supplementing the Authorizing Resolution previously approved and authorizing the negotiated sale of not to exceed $79,000,000 of Capital Improvement Revenue Bonds, Series 2024, approves the forms of certain documents necessary to market and sell the Series 2024 Bonds, and other actions necessary for the issuance and sale of the bonds with delegated powers given to the Mayor, City Manager, and Finance Director with advice from the finance team. Toby Wagner, Southeastern Investment Securities, Joel Tindal, Hilltop Securities, and Misty Taylor, Bryant Miller Olive, will be present at the Commission meeting to answer any questions.

Recommendation

Staff recommends the City Commission approve the Supplemental Resolution authorizing the negotiated sale of not to exceed $79,000,000 in Capital Improvement Refunding Revenue Bonds, Series 2024 and all other actions needed for the sale and issuance of the Series 2024 Bonds.

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

Approve

Department: Finance
Presenter: Tavia Ritchie

Attachment(s):
1. (S) - Supplemental Resolution (Kissimmee 2024AB) (02754269)

ITEM 5.D
Public Hearing - Resolution to vacate a portion of the McLaurin right-of-way located south of 504 S. Randolph Avenue- ABDN-23-0001

Request

Approval to adopt a resolution to vacate 0.18 acres, more or less, of right-of-way located south of 504 S. Randolph Ave. that has a Mixed-Use Urban Corridor (T5-U) Zoning designation.

Explanation

The proposed vacated/abandoned portion of right-of-way is called McLaurin Avenue which was established by a final plat that was recorded on September 1, 1886. This section of right-of-way is approximately 63 feet wide and 122 feet long. The right-of-way is between 2 parcels; the Veterans of Foreign Wars (VFW) Kissimmee Post 4225 at 504 S. Randolph is directly to the north and a vacant parcel is to the south. With the construction of the John Young Parkway bridge to the west creating a steep enbankment, this section of McLaurin Avenue does not provide any vehicular or pedestrian purposes to maintain its right-of-way status. In addition, the section does not provide any access to any additional properties. No objections were received for this right-of-way vacation/abandonment by any utility providers. The dedication of easements within the vacated area will be required for existing utilities and infrastructure.

At the August 7, 2024 Planning Advisory Board (PAB) meeting, the board made a motion to retain the 15ft. easternmost portion of the ROW and construct a sidewalk along Randolph Ave.

Staff is recommending to the City Commission to not construct a sidewalk at this time. Based on the Florida Department of Transportation (FDOT) cost-per-mile model, the rough estimate is $4,000.00 which excludes any safety, structural, drainage upgrades or improvements. The construction of any sidewalks should be deferred until there is a full ROW needs assessment and cost estimate completed and a funding source(s) are identified. The construction of sidewalks are required at the developer's expense when properties are developed or redeveloped throughout the City.

<u>FINDINGS AND REASONS</u>:

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

Recommendation

<u>STAFF RECOMMENDATION</u>:
The staff recommendation is to adopt a resolution to vacate the entire remaining portion of the McLaurin right-of-way, subject to the conditions listed below.
The Development Review Committee (DRC) recommended approval on June 18, 2024, subject to conditions.

CONDITIONS:

1. Easements must remain over the vacated portion of right-of-way and must be provided with a final plat or by a separate legal instrument(s).
2. Defer the construction of a sidewalk until there is a full ROW needs assessment and cost estimate completed and funding is attained for a roadway improvement plan.

PLANNING ADVISORY BOARD RECOMMENDATION:
The Planning Advisory Board (PAB) recommended a motion to modify the staff recommendation by a vote of 3-1 on August 7, 2024 to keep the 15ft. easternmost portion of the ROW and construct a sidewalk along Randolph Avenue.

REQUESTED CITY COMMISSION ACTION:

Adopt

Department: Development Services
Presenter: Brenda Ryan

Attachment(s):
1. ABDN-23-0001 Aerial Map
2. ABDN-23-0001 Vicinity Map
3. ABDN-23-0001 ROW Exhibit
4. (S)ABDN-23-0001 Resolution
5. ABDN-23-0001 City Commission Ad
6. ABDN-23-0001 Aug. 7, 2024 PAB Actions
7. ABDN-23-0001 DRC Comments
8. ABDN-23-0001 DRC Support Documents

ITEM 5.E
Public Hearing - Resolution to vacate a portion of the Mill Slough Road right-of-way located north of 1630 and 1700 Mill Slough Road - ABDN-24-0001

Request

Approval of a resolution to vacate 0.67 acres, more or less, of right-of-way located north of 1630 and 1700 Mill Slough Road that has a Single Family Residential (RA-1) and Community Facilities (CF) Zoning designations.

Explanation

This is a City initiated vacation/abandonment request. This proposed vacated/abandoned portion of the Mill Slough right-of-way is located behind the perimeter fence of private property at 1630 Mill Slough Road and Mill Creek Elementary School located at 1700 Mill Slough Road. The proposed areas are being privately maintained by both property owners. The width of the proposed vacation/abandonment varies and the length is approximately 1,300 linear feet. The existing sidewalk is outside of the perimeter fence of both properties, is not part of this request, and will remain as part of the Mill Slough Road right-of-way. No objections were received for this right-of-way vacation/abandonment by any utility providers. Public comment received is included within the attachments. The dedication of easements within the vacated area will be required for existing utilities and infrastructure.

At the August 7, 2024 Planning Advisory Board (PAB) meeting, the board made a motion to modify the staff recommendation and exclude all ROW property north of the fence lines from the vacation. In addition, the PAB made a separate recommendation by a vote of 4-0 during the PAB discussion to construct a missing sidewalk segment within the remaining Mill Slough ROW. Staff is recommending to the City Commission to not construct a sidewalk at this time. Based on the Florida Department of Transportation (FDOT) cost-per-mile model, the rough estimate is $10,000.00 which excludes any safety, structural, drainage upgrades or improvements. The construction of any sidewalks should be deferred until there is a full ROW needs assessment and cost estimate completed and a funding source(s) are identified.

<u>FINDINGS AND REASONS</u>:

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

Recommendation

<u>STAFF RECOMMENDATION</u>:
The staff recommendation is to adopt a resolution to vacate a portion of the Mill Slough right-of-way, subject to the conditions listed below.
The Development Review Committee (DRC) recommended approval on June 4, 2024, subject to conditions.

CONDITIONS:

1. Easements must remain over the vacated portion of right-of-way and must be provided with a final plat or by a separate legal instrument(s).
2. Defer the construction of a sidewalk until there is a full ROW needs assessment and cost estimate completed and funding is attained for a roadway improvement plan.

PLANNING ADVISORY BOARD RECOMMENDATION:
The Planning Advisory Board (PAB) recommended a motion to modify the staff recommendation by a vote of 3-1 on August 7, 2024 to exclude all ROW property north of the fence lines from the vacation.

In addition, the PAB made a separate recommendation by a vote of 4-0 during the PAB discussion to construct a sidewalk within the remaining Mill Slough ROW.

REQUESTED CITY COMMISSION ACTION:

Adopt

Department: Development Services
Presenter: Brenda Ryan

Attachment(s):
1. ABDN-24-0001 Aerial Map
2. ABDN-24-0001 Vicinity Map
3. ABDN-24-0001 ROW Exhibit
4. (S)ABDN-24-0001 Resolution
5. ABDN-24-0001 City Commission Ad
6. ABDN-24-0001 Public Comments
7. ABDN-24-0001 Aug. 7, 2024 PAB Actions
8. ABDN-24-0001 DRC Comments
9. ABDN-24-0001 DRC Support Documents

ITEM 7.A
Approval of City Commission Minutes from the September 3, 2024 City Commission meeting

Request

Request Commission approval of the September 3, 2024, Commission Minutes.

Explanation

Minutes of the Commission meeting held on September 3, 2024 are attached for approval.

Recommendation

Staff recommends Commission approval.

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

Approve

Department: City Commission
Presenter:

Attachment(s):
1. (S) - CCM MIN SEP 03 2024

ITEM 7.B
Adoption of the City of Kissimmee Financial Management Policy

Request

Approval of the proposed Financial Management Policy and permission for the City Manager to approve any immaterial changes in the future.

Explanation

Currently, the City does not have a complete suite of written financial management policies. The Government Finance Officer's Association (GFOA) recommends that governments formally adopt financial policies. Financial policies are central to a strategic, long-term approach to financial management. Some of the most powerful arguments in favor of adopting formal, written financial policies include their ability to help governments:

1. Institutionalize good financial management practices. Formal policies usually outlive their creators, and, thus, promote stability and continuity. They also prevent the need to re-invent responses to recurring issues.
2. Clarify and crystallize strategic intent for financial management. Financial policies define a shared understanding of how the organization will develop its financial practices and manage its resources to provide the best value to the community.
3. Define boundaries. Financial policies define limits on the actions staff may take. The policy framework provides the boundaries within which staff can innovate in order to realize the organization's strategic intent.
4. Support good bond ratings and thereby reduce the cost of borrowing.
5. Promote long-term and strategic thinking. The strategic intent articulated by many financial policies necessarily demands a long-term perspective from the organization.
6. Manage risks to financial condition. A key component of governance accountability is not to incur excessive risk in the pursuit of public goals. Financial policies identify important risks to financial condition.
7. Comply with established public management best practices. The Government Finance Officers Association (GFOA), through its officially adopted Best Practices endorsement of National Advisory Council on State and Local Budgeting (NACSLB) budget practices and the GFOA Distinguished Budget Presentation Award Program, has recognized financial policies as an essential part of public financial management.

This policy begins to formalize some of Staff’s accounting policies, separate from procedures. This policy also includes some policies already adopted by the Commission presented as Appendixes. Changes to policies already adopted by the Commission include:

- Changes to capital asset policy: creation of an aggregate threshold for assets that individually are below the capitalization threshold.
- Changes to procurement policy: The following verbiage was added to pages 12 and 14 “Commission priority competitive sealed proposals solicited through a Request for Proposals shall be presented to the City Commission for award or rejection of the proposal.”
- Inclusion of newly created debt policy

Recommendation

Staff recommends approval of the formal Financial Management Policy and permission for the City Manager to approve any immaterial changes in the future.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Finance
Presenter:

Attachment(s):
1. Financial Management Policies Draft 7.16.24 - TR
2. App B - CP 501 - Purchasing Manual 2024 rev 8.5.24
3. App C - Capital Asset Policy Draft 8.12.24 - TR

ITEM 7.C
Resolution to adopt the Vision Zero Action Plan

Request

Approval of a resolution adopting the Vision Zero Action Plan with the goal to set targets for reaching zero traffic fatalities and serious injuries on roadways by 2050.

Explanation

Over the last year, staff has worked in conjunction with MetroPlan Orlando to develop the proposed Vision Zero Action Plan with the goal to set targets for reaching zero traffic fatalities and serious injuries on roadways throughout the region and to define the actions and approach that will help achieve those targets. This is a part of a regional effort to eliminate traffic deaths and serious injuries on roadways within the City by 2050. This target is based upon analysis from this Action Plan and is in alignment with the Vision Zero goal for the region.

The City of St. Cloud is set to adopt their plan in September 2024 and Osceola County set to adopt in October 2024.

Recommendation

Approval of a resolution adopting the Vision Zero Action Plan.

REQUESTED CITY COMMISSION ACTION:

Adopt

Department: Development Services
Presenter:

Attachment(s):
1. (S) - 7.17.2024 Vision Zero Action Plan Resolution
2. (S) Vision Zero Action Plan

ITEM 7.D
High Intensity Drug Trafficking Grant funding from the Seminole County Sheriff's Office

Request

Authorize the Chief of Police to execute the High Intensity Drug Trafficking (HIDTA) Agreements (Grant HIDTA-DEA24 and Grant HIDTA-23) with the Seminole County Sheriff's Office in the amount of $31,747.00 each, amending the budget and reclassifying expenses accordingly.

Explanation

The Kissimmee Police Department (KPD) is a participating agency with the High Intensity Drug Trafficking (HIDTA) Task Force. The program allocates subrecipient's reimbursements up to $31,747.00 annually for overtime, vehicle lease and fuel expenses. KPD has already entered into an agreement and received 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
15000331-331200	HIDTADEA24	Increase	$31,747.00	
15030601-501414	HIDTADEA24	Increase	$20,707.00	
15030603-504444	HIDTADEA24	Increase	$7,440.00	
15030203-505259	HIDTADEA24	Increase	$3,600.00	
15000331-331200	HIDTADEA23	Increase	$31,747.00	
15030601-501414	HIDTADEA23	Increase	$20,707.00	
15030603-504444	HIDTADEA23	Increase	$7,440.00	
15030203-505259	HIDTADEA23	Increase	$3,600.00	

Financial Summary:

This grant is a reimbursement grant for overtime, vehicle lease and fuel expenses with reports filed quarterly.

Recommendation

Authorize the Chief of Police to execute both HIDTA Agreements with the Seminole County Sheriff's Office, accepting funding from HIDTA and amending the budget accordingly.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police
Presenter:

Attachment(s):

1. HIDTA-DEA24 Agreement
2. HIDTA-DEA23 Agreement

ITEM 7.E
Extension of the Professional Services Contract with Purvis and Gray Company, LLP to perform auditing services for the Fiscal Year Ending 2024

Request

Commission approval to extend the audit services contract with Purvis Gray and Company, LLP (contract #20240269) for auditing services for the fiscal year ending 2024.

Explanation

In 2021, the City entered into an agreement with Purvis Gray and Company, LLP to perform auditing services for fiscal years ending September 30, 2022 and 2023. The original contract provided for 2 additional one-year periods.

Staff is requesting Commission approval to extend the Purvis Gray contract for the fiscal year 2024 audit. This addendum follows all provisions of the original agreement with the exception of the pricing for the services to be performed. The fees for the 2024 audit will be as follows:

City's Basic Audit	$61,000
Federal Single Audit – Per Major Program	$4,500
State Single Audit – Per Major Project	$4,500
City's Two Community Redevelopment Agency Funds ($5,500 each)	$11,000

Recommendation

Staff recommends approval of the extension of the professional services contract with Purvis and Gray Company, LLP to perform auditing services for FY 2024.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Finance
Presenter:

Attachment(s):
1. (S) 11368RCL24 City of Kissimmee

ITEM 7.F
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.

The Commission approved a previous version of this Agreement on June 4, 2024. Afterwards, the School District modified the Agreement to clarify how the law enforcement agencies are reimbursed for after school events. As a result, Staff requests that Commission approve the final version of this Agreement.

Recommendation

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

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

Approve

Department: Police
Presenter:

City of Kissimmee

Attachment(s):

1. Interlocal Agreement between Osceola School District and COK final
2. (S) - Signature page for SRO agreement (1)

ITEM 7.G
Sonoma Resort at Tapestry, Phase 2B – Subdivision Final Acceptance

Request

Requesting City Commission acceptance of the subdivision improvements for the subdivision known as Sonoma Resort at Tapestry, Phase 2B. (Contract -20240506)

Explanation

The developer, Park Square Enterprises, LLC, is requesting acceptance of Sonoma Resort at Tapestry, Phase 2B subdivision improvements (DRC# 19-00023). At this time, the construction has been deemed substantially complete with all inspections conducted and completed in accordance with the City's subdivision site improvements, inspection, and certification procedures (LDC §14-3-43).

The fee-simple residential subdivision is located west of Carroll Street and north of Donegan Avenue. The required subdivision improvements with this development include paving, grading, drainage, water, sewer, landscaping, amenities, and street lighting.

The subdivision roads, ponds, and open-space tracts have been dedicated to and will be maintained by the HOA.

The owner has posted a maintenance bond in the amount of $303,871.51 to ensure the satisfactory condition of the required subdivision improvements for a period of one year from formal acceptance by the City Commission.

The City Commission previously approved the final plat with guarantee for this subdivision, Sonoma Resort at Tapestry Phase 2B (DRC# SR-21-0003), on June 20, 2023.

Recommendation

Accept the subdivision improvements for Sonoma Resort at Tapestry, Phase 2B.

REQUESTED CITY COMMISSION ACTION:

Accept

Department: Public Works & Engineering
Presenter:

Attachment(s):
1. Vicinity Map
2. Maintenance Bond

ITEM 7.H
Resolution to Amend Rates & Charges Policy for Kissimmee Gateway Airport

Request

Approval to amend the Rates & Charges Policy by Resolution for Kissimmee Gateway Airport (KISM) approved on October 20, 2020.

Explanation

The City of Kissimmee operates KISM as an enterprise fund, meaning revenues produced by the airport are utilized to offset the annual operating and capital expenses. KISM operates self-sufficiently with the goal of requiring no general funds from the public. To ensure this continues, rates and charges are set based on the operating and capital improvement forecast over a five-year projection.

Although costs have significantly risen over the past two decades, FAA funding entitlements for general aviation (GA) airports have remained stagnant. GA airports face financial challenges and have limited revenue sources compared to those typically available to commercial airline airports. GA airports may also struggle to compete for Airport Capital Improvement Program discretionary dollars, and funding for some key airfield components, such as crosswind runways or aircraft parking aprons, typically considered low priority items for the FAA.

Since 2015, KISM has utilized $1,027,549.00 from reserve funds to finance several capital improvement projects, usually leveraging federal and state grants. FY’25 – FY’30 capital improvement projects total approximately $71M requiring $5M from reserve funds, ($833,333 average per year/6 years). This does not include an additional $56M, requiring $1.1M from reserves ($188,000 average per year/6 years) if the Runway 15/33 Rehabilitation Project and major Apron Projects are introduced (FAA recommendation). KISM’s reserves realize approximately $200,000 per year under its current revenue structure requiring additional revenue.

Implement Transient Aircraft Landing Fees
Implementing transient aircraft landing fees is a viable strategy endorsed by the FAA to enhance airport financial stability – if following grant assurances and guidance to ensure reasonable rates and financial accountability. GA landing fees are popular in certain regions, with the Northeast, West Coast, and Texas, having the most GA airports with landing fees. GA airports in Florida generally do not charge landing fees. However, there is no legal barrier to their implementation. Some commercial airline service airports in Florida charge GA aircraft landing fees (TLH Tallahassee and PBI Palm Beach), and at least two Florida GA airports, FMY Page Field (for Part 135 operators) and APF Naples also collect landing fees.

A growing number of Florida GA airport leaders recognize this approach as a reasonable means of revenue generation to assist achieving financial stability. Landing fees would diversify revenue streams, support infrastructure upgrades and expansion, and assist in managing operating / maintenance and capital improvement costs.

The landing fees would apply to transient aircraft to supplement the revenue needed for capital improvement projects. This adheres to the user-fee principle, ensuring that those who benefit directly from the use of KISM facilities contribute fairly to their upkeep and expansion. Based aircraft owners will be exempted from landing fees since they contribute to revenue sources through ground and facility rental leases and are often engaged in bolstering the local economy through job production and purchasing of local goods and services.

The typical landing fee is set as a fixed amount per 1,000 lbs. of weight, based on either Maximum Take-Off Weight (MTOW) or Maximum Landing Weight (MLW). Fees typically vary from $1.50 to $12.00 per 1,000 lbs. (Source: Vector Airport Systems)

It is recommended to set the transient fixed-wing aircraft landing fee at $3.00 per 1,000 lbs. MLW, and a transient helicopter fee of $20.00 per operation. This fee structure could generate annual revenue of approximately $600,000 at KISM (vendor estimates on file). While it is understood that each airport arrives at a fee structure meeting its unique financial needs, these fees keep with rates proposed by other East Central Florida airports and align with industry norms.

The proposed date to initiate the transient aircraft landing fees is November 1, 2024. The collection process is expected to be managed by a third-party vendor utilizing our based aircraft list (for exemptions) and the ADS-B tracking system currently in place at KISM. Other exemptions would include military, federal, state and county registered aircraft, and medical evacuation aircraft.

Adjust Aeronautical Land Rental Rate
KISM's establishment of rates and charges utilizes a combination of fair market value appraisals by a third party and surveys of Florida airports of similar size and operations. The market value of the property has increased based on those appraisals and recent surveys. It is recommended to increase the aviation land rental charges by $0.05 per square foot annually for new leases.

1. Aeronautical Land: $0.30 $0.35 per square foot annually
(1 acre = $13,068.00 $15,246.00 per year)

2. Aircraft Parking Apron: $0.35 per square foot annually

Recommendation

Approval to amend the Rates & Charges Policy by Resolution for Kissimmee Gateway Airport (KISM) approved on October 20, 2020.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport
Presenter:

Attachment(s):
1. (S)Resolution_ Landing Fee.Rate.Charges Ord-24-13
2. CP 1502 Proposed Rates Charges 2024

ITEM 7.I
Third Amendment to Extend Ground Lease for YMCA

Request

Request approval for a Third Amendment to the existing YMCA ground lease for land parcel located at the Kissimmee Gateway Airport, contract # 20240322 for one additional year.

Explanation

The YMCA entered into an agreement with the City to provide community services in October 1989 and signed a subsequent first amendment in August of 2003. The City and YMCA signed a second amendment in September 2023 to extend the agreement one year with an option to renew for a second year. City Staff desires to renew the current term for an additional year.

During the pandemic, the YMCA suspended services but has since reopened focusing on facility improvements and restructuring programs and services. This includes working with the City to provide complimentary services and increasing operating revenues to sustain the operation.

Prior to the end of the lease in September 2025, the City will propose negotiations to develop a long-term arrangement to obtain fair market rental rates while ensuring financial stability for the organization. The current annual rental rate is $19,238.88.

Recommendation

Approval for a Third Amendment to the existing YMCA ground lease for land parcel located at the Kissimmee Gateway Airport, for one additional year.

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

Approve

Department: Airport
Presenter:

Attachment(s):
1. (S)Third Amendment Renewal to YMCA Agreement _ Sept. 2024 CFYsigned
2. Renewal And Second Amendment-YMCA_Sep-13-2023_
3. Renewal And Amendment YMCA Aug 18, 2003
4. YMCA LEASE OCT 10, 1989

ITEM 7.J
Transient Aircraft Landing Fee Process Agreement With Vector Airport Systems, LLC

Request

Request approval of contract # 20240437 with Vector Airport Systems, LLC to identify, invoice and collect transient aircraft landing fees on behalf of the Kissimmee Gateway Airport at a cost of 15% of landing fees collected for three years.

Explanation

Vector has designed a software program, PLANEPASS tailored to assist managing the Kissimmee Gateway Airport's collection of revenues. The program will assist in identifying transient aircraft (eliminating the exempt aircraft), invoicing and collecting the revenues providing efficiency and saving staff time. The agreement initial term is three (3) years with a two (2) one-year renewal option. Vector will charge 15% of all landing fees collected.

Recommendation

Approval to award and enter into a transient aircraft landing fee process agreement with Vector Airport Systems, LLC at a cost of 15% of landing fees collected for three years.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport
Presenter:

Attachment(s):
1. Vector-ISM_Draft Agreement_Vector Executed

ITEM 7.K
State Housing Initiatives Partnership (SHIP) Owner Occupied Rehabilitation Agreement between the City of Kissimmee, Osceola County Council on Aging, and Madlene Louisjeune

Request

Approval to execute State Housing Initiatives Partnership (SHIP) Owner Occupied Rehabilitation Agreement, Contract #20240039, between the City of Kissimmee, Osceola County Council on Aging, and Madlene Louisjeune in the amount of $24,300 for the rehabilitation of 1809 Cornett Place, Kissimmee 34741.

Explanation

The homeowner of the property located at 1809 Cornett Place, Kissimmee, 34741, Madlene Louisjeune, has been qualified and meets all the requirements of the City's Owner Occupied Rehabilitation Program. The approved nonprofit acting as a general contractor for the City's program, Osceola County Council on Aging, has provided a quote of $24,300 to complete the work needed on the property. This amount includes $1,500 to cover the closing costs for the transaction. After completion of the rehabilitation, the mortgage and the note placed on the property in the amount of $24,300 will be modified to reflect modifications in the event the final amount changes.

Per the program's guidelines, the assistance will be provided in the form of a forgivable, a deferred loan with a term of 10-years as long as the homeowner does not default on the conditions of the loan. Default on the loan during the 10-years will occur if: (1) the property goes into foreclosure; (2) death of all parties listed on the mortgage; (3) the property is used as rental property; (4) sale of the property prior to the end of the 10-year anniversary of closing; (5) cash equity is taken out within the 10-year loan term; (6) the destruction or abandonment of the improvements on the subject property; (7) failure to pay applicable property taxes; and, (8) failure to maintain adequate hazard insurance. The 10-year loan term is a result of the dollar amount for this particular project.

Since at this time, the homeowner does not have hazard insurance, additional funding will be provided in the form of a grant to purchase hazard insurance for a period not to exceed one year. Insurance must be in place at the completion of the construction project.

This project is being funded by the City's State Housing Initiatives Partnership (SHIP) program.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
11225103 503434	SHIP 2021	Decrease	$85,752	$24,300

Financial Summary:

There is no fiscal impact on the General Fund since this is a grant-funded project.

Recommendation

Approve the execution of the State Housing Initiatives Partnership (SHIP) Owner Occupied Rehabilitation Agreement, Contract #20240039, between the City of Kissimmee, Osceola County Council on Aging, and Madlene Louisjeune in the amount of $24,300 for the rehabilitation of 1809 Cornett Place, Kissimmee 34741.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services
Presenter:

Attachment(s):
1. (S) SHIP Rehabilitation Agreement 1809 Cornett Place-Louisjeune

ITEM 7.L
2025/26 Florida Recreational Development Assistance Program Grant Applications

Request

Approval to submit two (2) 2025/26 Florida Recreational Development Assistance Program (FRDAP) Grants in the amount of $50,000 each to support Mill Slough Park and Quail Hollow Park

Explanation

The Florida Department of Environmental Protection provides funds through the Florida Recreational Development Assistance Program (FRDAP) for competitive grants to assist with the acquisition or development of outdoor recreational facilities. Any municipality may apply for up to two FRDAP grants in one funding cycle. Each of the anticipated grants will be for $50,000 with no City match required.

The Parks and Recreation Department is confident the City can obtain a high ranking for grant consideration. One $50,000 grant will be used at Quail Hollow Park to build a new outdoor basketball court. The second $50,000 grant will be used at Mill Slough Park to replace and refurbish the existing dog park including the agility course and fencing.

Recommendation

Approval to submit two (2) 2025/26 Florida Recreational Development Assistance Program (FRDAP) Grants in the amount of $50,000 each to support Mill Slough Park and Quail Hollow Park

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

Approve

Department: Parks & Recreation
Presenter:

Attachment(s):
1. FRDAP 2025.26

ITEM 7.M
TRAIL-GO Local Trail Management Grant Applications

Request

Approval to submit two (2) TRAIL-GO Local Trail Management Grants in the amount of $105,000 and $200,000 to support the Shingle Creek Regional Trail and Blueway.

Explanation

The TRAIL-GO grant is administered by the Department of Environmental Protection Office of Greenways and Trails and allows municipalities to apply for up to two grants with a maximum amount of $200,000 for each grant with no City match. The grants allow for operation and maintenance of bike/pedestrian trails and canoe/kayak Blueways and include items such as the purchase of capital assets/equipment and repairs and maintenance to existing trails. The Parks and Recreation Department is confident the City can obtain a high ranking for grant consideration as this aligns with the City's capital improvement plan.

One grant is for $105,000 to purchase a new mechanical aquatic weed harvester to remove invasive aquatic vegetation from Shingle Creek State Paddling Trail Corridor in order to enhance the area's blueway, which is the northernmost headwaters of the Everglades ecosystem. This will allow for better canoe, kayaking and wildlife observation for outdoor enthusiasts. The second $200,000 grant will be utilized to replace a 10-year-old boardwalk/bridge along the Shingle Creek Trail within the park to ensure the safety of residents and visitors along the Florida Greenways and Trails System.

Recommendation

Approval to submit two (2) TRAIL-GO Local Trail Management Grants to support the Shingle Creek Regional Trail.

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

Approve

Department: Parks & Recreation
Presenter:

Attachment(s):
1. TRAIL GO Grant
2. 2024 TRAIL-Go Application - Kissimmee Equipment FINAL
3. 2024 TRAIL-Go Application - Kissimmee Shingle Creek FINAL

ITEM 7.N
Award City Signature Festival/Events performance and production services agreement for RFP 2024-006

Request

Award City Signature Festival/Events Performance and Production Services Agreement to aXis Productions & Events for services described in RFP 2024-006 in the amount of $131,250, city contract 20240513, and authorize the City Manager to execute any modifications or renewals of this Agreement.

Explanation

Starting in 2017, the Parks and Recreation Department packaged all of the City's signature events in the entertainment and production bid together in an effort to streamline festival entertainment logistics as well as consistently provide professional performers.

A formal bid was advertised on April 28, 2024 with the Orlando Sentinel, Demand Star and Vendor Link via RFP2024-006. Demand Star notified 91 vendors and 5 vendors downloaded the bid package and Vendor Link had 14 vendors download the package after 313 vendors were notified. This bid was advertised to contract the Performance and Production Services for the City's events in the 2024/25 Festival Series (Festival of Lights, Martin Luther King Unity Celebration, Taste of Kissimmee, Kowtown Festival, Pridefest Kissimmee, Juneteenth and the Monumental 4th of July). This request was for the proposal of all-inclusive airfare, ground transportation, artists fees and production costs including stage, power, sound, lighting, backline musical equipment and technicians.

One qualified bid was received and staff recommends that aXis Productions & Events be chosen as the vendor. The aXis bid is for the entire 2024/25 festival series is in the amount of $131,250 which will also be honored for the 2025/26 and 2026/27 series. The aXis Productions bid met the budget, included suggested artists and outlined the production details including equipment and staffing per event. They also have significant experience in concert and event production, including production of the 2018 through 2024 Signature Events/Festival Series for the City of Kissimmee and meet all qualifications. The aXis bid also offers additional marketing and promotion opportunities via other events they manage, which will greatly increase awareness.

The term for this agreement is from the date of execution and will be effective for three years (to include 2025, 2026 and 2027) with the option to renew for an additional two years (2028 and 2029), if mutually agreed. Staff recommends allowing the City Manager to sign future contracts and subsequent renewals related to this agreement.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00150663-503434		Decrease	$131,250	

Financial Summary:

Appropriate funds are available in the 2024/2025 Events & Venues Division Other Contract Service account and will be available October 1st, 2024.

Recommendation

Award City Signature Festival/Events Performance and Production Services Agreement to aXis Productions & Events and authorize the City Manager to execute any modifications or renewals of this Agreement.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Parks & Recreation
Presenter:

Attachment(s):
1. (S) Performance and Production Agreement

ITEM 7.O
Construction Manager at Risk Continuing Services

Request

Approve agreements (contract # 2024-0512) with Balfour Beatty Construction, LLC, Core Construction Services of Florida, LLC, Charles Perry Partners, Inc., Votum Construction and Wharton-Smith, Inc. to provide Construction Manager at Risk services.

Explanation

On November 21st, 2023, the Commission authorized staff to negotiate master service agreements with Balfour Beatty Construction, LLC, Core Construction Services of Florida, LLC, Charles Perry Partners, Inc., Votum Construction and Wharton-Smith, Inc. to provide Construction Manager at Risk services on a continuing as needed basis. The firms will work during the design, bid/award, construction and City occupancy phases with a City selected architectural/engineering firms on capital construction projects with a construction value up to $4,000,000, as they arise during the next three (3) fiscal years.

Construction managers utilize an open book approach to the projects and provide pre-construction services and a guaranteed maximum price with full disclosure of actual costs to the City. Pre-construction responsibilities include, but are not limited to value engineering, estimating, constructability reviews, associated meetings and conferences. Additionally, the construction manager shall provide construction phase services, consisting of, but not limited to, administrative services, construction, and supervision and accepted accounting principles throughout the complete project(s).

Recommendation

Approve the Construction Manager at Risk Continuing Service agreements with Balfour Beatty Construction, LLC, Core Construction Services of Florida, LLC, Charles Perry Partners, Inc., Votum Construction and Wharton-Smith, Inc.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):
1. (S) Balfour Beatty Construction CM at Risk Continuing Services Agreement
2. (S) Core Construction CM at Risk Continuing Services Agreement
3. (S) Charles Perry Partners CM at Risk Continuing Services Agreement
4. (S) Votum Construction CM at Risk Continuing Services Agreement
5. (S) Wharton-Smith CM at Risk Continuing Services Agreement

ITEM 7.P

FY 2024 Edward Byrne Memorial Justice Assistance Grant Program – Local Solicitation from the U.S. Department of Justice

Request

Approval to apply for the FY 2024 Bureau of Justice Affairs (BJA) Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Local Solicitation from the United States Department of Justice Office. (Grant JAG26).

Explanation

The Police Department requests approval to apply for the FY 2024 (BJA) Edward Byrne Memorial Justice Assistance Grant Program – Local Solicitation from the U.S. Department of Justice. On September 6, 2024, the City was notified that the Office of Justice Programs is open to applications for funding under the FY 2024 (BJA) Edward Byrne Memorial Justice Assistance Grant Program. The City is eligible for $27,459.00, which will be allocated for the partial funding of salaries for two police officers and one police sergeant as outlined in the grant application. The balance of the monies needed for the salaries and benefits of the officers and sergeant will continue to come from the General Fund.

Recommendation

Approval of the application for the grant.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police
Presenter:

Attachment(s):

1. JAG Grant Opportunity OMB No 1121-0329
2. JAG FY24 Edward Byrne Memorial Program Fact Sheet
3. JAG FY24 Florida Local Allocations
4. JAG FY24 Grant Application for Federal Assistance (SF-424) #o-BJA-2024-172239 City Manager Mike Steigerwald
5. JAG FY24 Grant Disclosure of Lobbying Activities (SF-LLL) Mayor Olga Gonzalez

ITEM 7.Q
Interlocal Agreement for Intergovernmental Radio Communications

Request

Approval to enter into an updated Interlocal Agreement for the continued access and use of the Osceola County Intergovernmental Radio Communications System (Contract #20240002).

Explanation

The City of Kissimmee is an active user of the existing Intergovernmental Radio Communications System within Osceola County which provides for reliable communication for the City's various departments, including its public safety departments.

The Orlando Utility Commission's (OUC) is withdrawing its participation from the existing agreement (Contract # 20240002), requiring the remaining parties to enter into a new Interlocal Agreement for the ongoing maintenance and support of the radio system.

The Intergovernmental Radio Communications System is designed to provide countywide radio communications coverage from one uniform system. The system allows participants to interact with each other across jurisdictional boundaries using the same technology, resulting in better overall mission readiness to perform daily operations and respond to those in need.

Recommendation

Approval of an Interlocal Agreement for the continued use of the Osceola County 800MHz P25 radio system.

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

Approve

Department: City Manager
Presenter:

Attachment(s):
1. (S) Intergovernmental Communications Interlocal Agreement

ITEM 7.R
Resolution to Approve the Florida Department of Transportation Community Aesthetic Feature Agreement

Request

Adoption of a Resolution approving the Florida Department of Transportation Community Aesthetic Feature Agreement # 20240503.

Explanation

The City of Kissimmee Economic Development Department and the Florida Department of Transportation desire to enter into an Agreement for the purpose of displaying public art designed by local high school students on the Florida Department of Transportation (FDOT) traffic boxes within the city's limits.

This program has been very successful in partnering with local high schools, fostering the appreciation of art and graphic design, as well as installing aesthetically pleasing designs on metal traffic boxes.

A committee selected nine designs. The designs have been approved by FDOT and the City Manager's Office.

Recommendation

Approve the Resolution and Agreement with the Florida Department of Transportation

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

Approve

Department: Economic Development
Presenter:

Attachment(s):
1. (S) RESOLUTION FDOT CAFA Public Art
2. FDOT Community Aesthetic Feature Agreement
3. Artwork for FDOT Resolution wrap traffic boxes

ITEM 7.S
Ratification of Collective Bargaining Agreements with the Florida State Lodge Fraternal Order of Police, Inc. representing the Police Officers, Corporals and Detectives Unit, and the Sergeants Unit.

Request

Commission ratification of the amendments to both Collective Bargaining Agreements (CBA) with the Florida State Lodge Fraternal Order of Police, Inc. (FOP) representing the Kissimmee Police Officers, Corporals and Detectives Units, and the Sergeants Unit (contract #20240423).

Explanation

The current Collective Bargaining Agreements (CBA) between the City and the FOP are set to expire on September 30, 2024. The City's negotiation team and the FOP have successfully reached an agreement for both bargaining units.

In separate votes for each CBA, FOP members voted affirmatively to ratify the amendments to the CBA's, which are now presented to the Commission for ratification.

The changes applicable to both of the CBA's are as follows:

Article 5: FOP Time Pool - members will now be required to donate two (2) hours of accrued vacation and or accrued compensatory time to an FOP time pool during the first full pay period in January of each calendar year.
Article 14: Off-Duty Police Details - An increase of $5.00 in the hourly rate for off-duty event details, bringing the total to $62.00 an hour, $71.00 an hour for holiday events, $62.00 for City Permitted Details, and $55.00 for City-Sponsored Events.
Article 18: Physical Fitness Program and Appendix B: Physical Fitness Program Physical Abilities Test - The time allowed to complete the test has been increased from 4:21 to 6:04, with the exception of specialized positions (i.e. SWAT, K-9), which may require more stringent passing scores.
Article 22: Reimbursements - The clothing allowance for employees assigned to Major Crimes, Property Crimes Unit and Internal Affairs was increased to $1,400.00 per fiscal year. The clothing allowance was increased to $700.00 for employees assigned full-time to a federal, state, or local task force. The shoe allowance was increased to $175.00 per fiscal year.
Article 25: Pay for Working Higher Position - New language was added to reflect a $20.00 bi-weekly stipend for members of SWAT, ERT and CNT.
Article 32: Alcohol and Substance Abuse Test - Language was added to clarify that the random testing is administered by a certified third-party medical provider who will electronically select names.
Article 34: Funeral Leave - An increase from three (3) to five (5) days of funeral leave will be granted for both in-state and out of-state funerals.
Article 37: Term of Agreement - The new term of the agreement shall continue until September 30, 2027 and allow for reopeners of Article 28 and up to two (2) additional articles in years two (2) and three (3).

The changes to the Police Officers, Corporals, and Detectives CBA are as follows:
Article 28: Pay Plan - The new language reflects a seven (7%) percent pay increase to the base pay making the starting pay for officers at $58,030.33 annually ($27.89 an hour) and the Corporal's starting pay at $83,905.12 annually ($40.33 an hour). Stand-by pay was increased by $5.00, making the new rate $30.00 per day. Additionally, an increase to $1.50 per hour for shift differential pay and a new Patrol Mid-Shift Differential pay of $0.75 an hour was agreed upon.

The changes to the Sergeants CBA are as follows:
Article 28: Pay Plan - The new language reflects a seven (7%) percent pay increase to the base pay, making the starting pay for sergeants $92,495.93 annually ($44.46 an hour). Stand-by pay was increased by $5.00, making the new rate $30.00 per day. Additionally, an increase to $1.50 per hour for shift differential pay and a new Patrol Mid-Shift Differential pay of $0.75 an hour was agreed upon.

Recommendation

Approval of both CBA contract amendments with the FOP representing the Kissimmee Police Officers, Corporals and Detectives Units, and the Sergeants Unit.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Attorney
Presenter:

Attachment(s):
1. (S) FOP CBA - Corporals.Officers-Det. 2024 - 2027 clean copy (FINAL VERSION, READY FOR CC)
2. (S) FOP CBA - Sgts. 2024 - 2027 clean copy (FINAL VERSION, READY FOR CC)
3. FOP CBA - Corporals.Officers-Det. 2024 - 2027 (REDLINE COPY)
4. FOP CBA - Sgts. 2024 - 2027 (REDLINE COPY)

ITEM 7.T
Purchase Replacement Self-Contained Breathing Apparatus Unit for Fire Department Personnel

Request

Approval to purchase Draeger SCBAs through Municipal Equipment Florida, per quote #447144-00, for a total of $443,298.80 and approval to allow the City Manager to execute any agreement or amendment required to purchase these Self-Contained Breathing Apparatus (SCBA).

Explanation

The Fire Department has determined the need to replace our current Self-Contained Breathing Apparatus (SCBA), which protects our firefighters during hazardous operations. After careful consideration, Draeger SCBA has been selected for this purchase. This request is for Commission approval to move forward with the purchase through Municipal Equipment Florida, as shown in the attached quote #447144-00, for a total cost of $443,298.80. Contract pricing is provided via the National Purchasing Partners (NPP) program, for which Draeger has a current approved contract, #PSZ20110.

Staff also requests Commission approval to allow the City Manager to execute any additional agreements required to purchase these Self-Contained Breather Apparatus.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00135103-503434		Decrease		$73,300
00135206-506494	FD2426	Increase		$73,300
00135206-506494	FD2426		$370,000	$443,299

Financial Summary:

This purchase will be funded using project FD2426, with a current balance of $370,000. The additional $73,300 needed will be transferred from account 00135103-503434, Other Contract Services.

Recommendation

Approval to purchase Draeger SCBAs through Municipal Equipment Florida, per quote #447144-00, for a total of $443,298.80 and approval to allow the City Manager to execute any agreement or amendment required to purchase these Self-Contained Breathing Apparatus (SCBA).

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Fire
Presenter:

Attachment(s):
1. Replacement SCBAs - Quote
2. LOC and MECO Extended Letter
3. VAA 1920 NPPGov and MECO EXECUTED

ITEM 7.U
Resolution Authorizing the creation of a Debt Issuance and Management Policy

Request

Approve the Resolution to create a Debt Issuance and Management Policy.

Explanation

Currently, the City does not have a complete suite of written financial management policies. The Government Finance Officer's Association (GFOA) recommends that governments formally adopt financial policies. Financial policies are central to a strategic, long-term approach to financial management. Some of the most powerful arguments in favor of adopting formal, written financial policies include their ability to help governments:

1. Institutionalize good financial management practices. Formal policies usually outlive their creators, and, thus, promote stability and continuity. They also prevent the need to re-invent responses to recurring issues.
2. Clarify and crystallize strategic intent for financial management. Financial policies define a shared understanding of how the organization will develop its financial practices and manage its resources to provide the best value to the community.
3. Define boundaries. Financial policies define limits on the actions staff may take. The policy framework provides the boundaries within which staff can innovate in order to realize the organization's strategic intent.
4. Support good bond ratings and thereby reduce the cost of borrowing.
5. Promote long-term and strategic thinking. The strategic intent articulated by many financial policies necessarily demands a long-term perspective from the organization.
6. Manage risks to financial condition. A key component of governance accountability is not to incur excessive risk in the pursuit of public goals. Financial policies identify important risks to financial condition.
7. Comply with established public management best practices. The Government Finance Officers Association (GFOA), through its officially adopted Best Practices endorsement of National Advisory Council on State and Local Budgeting (NACSLB) budget practices and the GFOA Distinguished Budget Presentation Award Program, has recognized financial policies as an essential part of public financial management.

In addition to a complete suite of written financial management policies, the City has never had a formal Debt policy. This policy seeks to formalize the City's Debt Issuance and Management policy and procedures pursuant to State law parameters and GFOA best practices. The City's Financial Advisor for Debt and Underwriter's have reviewed this policy for effectiveness. Upon approval, the Policy will be placed as an Appendix within the City's Financial Management Policies.

Recommendation

Approve the Resolution to create a Debt Issuance and Management Policy.

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

Approve

Department: Finance
Presenter:

City of Kissimmee

Attachment(s):

1. (S) Resolution. Debt Issuance and Management Policy_ (1)

ITEM 8.A
Kissimmee Main Street Annual Update and Funding Agreement for FY 2024-25

Request

Kissimmee Main Street Annual Update and Approval of Funding Agreement #20240495 for Fiscal Year 2024-2025.

Explanation

The City of Kissimmee has been a longtime supporter of the Kissimmee Main Street Program, a 501(c)(3) organization, and its contributions to the vitality of Downtown Kissimmee. Since 2008, through a Service Agreement with the City of Kissimmee and the Downtown Kissimmee Community Redevelopment Agency (DKCRA), Kissimmee Main Street has provided business development and retention services supporting and furthering small business development in Downtown Kissimmee. Kissimmee Main Street has been a vital business resource partner by:

- Promoting Downtown Kissimmee and attracting new businesses to available properties.
- Assisting new businesses with navigating local and state ordinances and regulations.
- Contributing to business growth and retention by assisting with business plans and finance.

In addition to the above services, Kissimmee Main Street attracts significant attention to Downtown Kissimmee throughout the year with its annual signature events, such as Boo on Broadway and Hop on Downtown.

Kissimmee Main Street has demonstrated its position as a valuable resource partner to the City. Therefore, staff is requesting approval of the Service Agreement for FY 2024- 2025 to allow Kissimmee Main Street to continue to provide business recruitment and retention services in Downtown Kissimmee.

Per the new Service Agreement, the City and DKCRA will continue to provide resources and training to Kissimmee Main Street staff in support of business assistance efforts. Kissimmee Main Street will continue its responsibilities of business development and retention.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00125103- 503434		Decrease	123,326	123,326

<u>Financial Summary:</u>

The FY 2024-2025 funding amount reflects a three percent cost-of-living adjustment (COLA). The DKCRA will provide Kissimmee Main Street with a total of $50,900 for the following:

1. $30,900 provided for salaries and benefits;
2. $20,000 for administrative expenses.

Funding for administrative expenses will be distributed quarterly in $5,000 increments, contingent on the DKCRA receiving the quarterly report from Kissimmee Main Street. In addition, the City will provide Kissimmee Main Street with a total of $123,326 for salaries and benefits. The Kissimmee Main Street Board has approved and signed the new Service Agreement.

Recommendation

Staff recommends approval of the Kissimmee Main Street Funding Agreement for Fiscal Year 2024-2025, from October 1, 2024 to September 30, 2025.

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

Approve

Department: Economic Development
Presenter: Samia Singleton

Attachment(s):
1. Kissimmee Main Street Annual Update
2. (S) Main Street Funding Agreement Signed (2024-25)

ITEM 8.B
UCF Small Business Development Center Annual Update and Funding Agreement for FY2024-25

Request

Presentation and approval of the Small Business Development Center Agreement # 20240485 for Fiscal Year 2024-2025.

Explanation

Representatives from the University of Central Florida Small Business Development Center (SBDC) will provide an annual update on their activities for the previous year.

The City of Kissimmee has a partnership and agreement with the SBDC, via the Osceola Chamber of Commerce, which houses the organization. The SBDC agreement provides entrepreneurs with technical support to create, operate and advise small businesses.

The SBDC serves a central role in getting small businesses launched within the City of Kissimmee, with assistance in creating business models, financial analysis and probability, assistance with loan proposals, bid proposals, patent searches, patent copyright and trademark, promotion, marketing, employee manuals, policies and strategic plans for a successful business launch. The SBDC provides monthly business seminars and workshops on business topics, available at no cost.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00122103 503434		Decrease	$30,000	$30,000

Financial Summary:

Funding for this program is allocated in the "Other Contract Services" account in the amount of $30,000.

Recommendation

Approval of the Small Business Development Center Agreement for Fiscal Year 2024-2025.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development
Presenter:

Attachment(s):

1. (S) SBDC 2024 -2025
2. Small Business Development Center (SBDC) 2023-24 Annual Presentation

ITEM 8.C
Public Hearing - Resolution to adopt the Downtown Kissimmee Community Redevelopment Agency Budget for the Fiscal Year 2024-2025

Request

Request the Downtown Kissimmee Community Redevelopment Agency Board to adopt the fiscal year 2024-2025 budget.

Explanation

Per Florida Statute 163.387, moneys in the redevelopment trust fund may be expended for undertakings of a community redevelopment agency as described in the adopted community redevelopment plan pursuant to an annual budget adopted by the board of the community redevelopment agency.

The Tax Increment Funding (TIF) revenues for the Downtown Kissimmee CRA are $3,929,842. The entire budget for the Downtown Kissimmee CRA is $8,223,039.

The 2024-2025 Downtown Kissimmee CRA Budget provides funding for the following expenditures:

- Debt service on previous development and infrastructure projects
- Legacy projects, such as the Beaumont Redevelopment Project
- Connect Kissimmee Streetscape Project
- Downtown Holiday Lighting contract
- Osceola Arts Downtown Mural Program
- Kissimmee Main Street
- Downtown Clean Team

The budget also includes the Commercial Property Improvement Grant (CPIP), the Pioneer Project Incentive Program (PPIP) and the Demolition Assistance Program.

Recommendation

Recommend the Downtown Kissimmee Community Redevelopment Agency Board to adopt the fiscal year 2024-2025 budget.

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

Adopt

Department: Economic Development
Presenter: Samia Singleton

Attachment(s):
1. (S) Resolution for Annual DKCRA Budget 2025
2. DKCRA FY24-25 Draft Operating Budget

ITEM 8.D
Public Hearing - Resolution to adopt the Vine Street Community Redevelopment Agency Budget for the Fiscal Year 2024-2025

Request

Request the Vine Street Community Redevelopment Agency Board to adopt the fiscal year 2024-2025 budget.

Explanation

Per Florida Statute 163.387, moneys in the redevelopment trust fund may be expended on the undertakings of a community redevelopment agency as described in the adopted community redevelopment plan pursuant to an annual budget adopted by the board of the community redevelopment agency.

The Tax Increment Funding (TIF) revenues for the Vine Street CRA are $3,044,831. The entire budget for the Vine Street CRA is $6,140,054.

The 2024-2025 Vine Street CRA Budget will provide funding for the following projects and initiatives:

- Public Arts Master Plan
- Osceola Arts Vine Street Mural Program
- Subsidized Uber rides
- Landscaping design
- Columbia Avenue improvements and other redevelopment projects along the corridor.

The budget also includes funding for the Commercial Property Improvement Grant (CPIP), the Pioneer Project Incentive Program (PPIP) and the Demolition Assistance Program.

Recommendation

Recommend the Vine Street Community Redevelopment Agency Board to adopt the fiscal year 2024-2025 budget.

REQUESTED CITY COMMISSION ACTION:

Adopt

Department: Economic Development
Presenter: Samia Singleton

Attachment(s):
1. (S) Resolution for Annual VCRA Budget 2025
2. VCRA FY24-25 Draft Operating Budget

ITEM 8.E
(DKCRA) Kissimmee Main Street Lease Agreement for the Main Street office and Kissimmee Welcome Center located at 421 Broadway Avenue.

Request

Approval of the City Commission/CRA Board to enter into a one-year lease agreement with Kissimmee Main Street for the Main Street office and Kissimmee Welcome Center located at 421 Broadway Avenue. (Contract #20240496)

Explanation

Since 2009, Kissimmee Main Street (KMS) has occupied the Keys Station (Welcome Center), operating the building as a Welcome Center, Retail Outlet and office. The new Lease Agreement provides for a $1.00 annual rent and will automatically extend itself for two additional one-year terms. Therefore, Staff proposes the City Commission approve the Lease Agreement, allowing KMS to remain in the space for an additional year. The lease will begin on October 1, 2024 and expire on September 30, 2025, concurrent with the KMS Annual Funding Agreement.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10600362-362001		Increase	1	1

Financial Summary:

N/A

Recommendation

Staff recommends approval to enter into a one-year lease agreement with Kissimmee Main Street for the Main Street office and Kissimmee Welcome Center located at 421 Broadway Avenue.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development
Presenter: Samia Singleton

Attachment(s):
1. (S) 2024-2025 Kissimmee Main Street (421 Broadway) Lease

ITEM 8.F
(DKCRA) Downtown Kissimmee Community Redevelopment Agency approval of Kissimmee Main Street Funding Agreement for Fiscal Year 2024-2025

Request

Approval of Kissimmee Main Street Funding Agreement 20240495 for Fiscal Year 2024-2025.

Explanation

The City of Kissimmee has been a longtime supporter of the Kissimmee Main Street Program, a 501(c)(3) organization, and its contributions to the vitality of Downtown Kissimmee. Since 2008, through a Service Agreement with the City of Kissimmee and the Downtown Kissimmee Community Redevelopment Agency (DKCRA), Kissimmee Main Street has provided business development and retention services supporting and furthering small business development in Downtown Kissimmee. Kissimmee Main Street has been a vital business resource partner by:

- Promoting Downtown Kissimmee and attracting new businesses to available properties.
- Assisting new businesses with navigating local and state ordinances and regulations.
- Contributing to business growth and retention by assisting with business plans and finance.

In addition to the above services, Kissimmee Main Street attracts significant attention to Downtown Kissimmee throughout the year with its annual signature events, such as Boo on Broadway and Hop on Downtown.

Kissimmee Main Street has demonstrated its position as a valuable resource partner to the City. Therefore, staff is requesting approval of the Service Agreement for FY 2024- 2025 to allow Kissimmee Main Street to continue to provide business recruitment and retention services in Downtown Kissimmee.

Per the new Service Agreement, the City and DKCRA will continue to provide resources and training to Kissimmee Main Street staff in support of business assistance efforts. Kissimmee Main Street will continue its responsibilities of business development and retention.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10625508- 508282		Decrease	50,900	50,900

<u>Financial Summary:</u>

The FY 2024-2025 funding amount reflects a three percent cost-of-living adjustment (COLA). The City will provide Kissimmee Main Street with a total of $123,326 for salaries and benefits. In addition, the DKCRA will provide Kissimmee Main Street with a total of $50,900 ($30,900 provided for salaries and benefits and $20,000 for administrative expenses). Funding for administrative expenses will be distributed quarterly in $5,000 increments, contingent on the DKCRA receiving the quarterly report from Kissimmee Main Street.

Recommendation

Staff recommends approval of Kissimmee Main Street Funding Agreement for Fiscal Year 2024-2025, from October 1, 2024 to September 30, 2025.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development
Presenter: Samia Singleton

Attachment(s):
1. (S) Main Street Funding Agreement Signed (2024-25)

ITEM 8.G
Advisory Board Re-Appointments: Police Pension and Fire Pension Board

Request

Re-Appointment of Police and Fire Pension Board members by City Commission with terms expiring September 30, 2024.

Explanation

The Police and Fire Pension Boards members who have terms expiring September 30, 2024, are Lisandra Roman (Police) and LeWayne Johnson (Fire). Each member is seeking reappointment. If reappointed, the board member's new terms will expire on September 30, 2026.

Commissioner Rotation:	Date Assigned:	Commissioner Appointment Expires:	Advisory Board:	Board Term Expires:	Requirements:
Seat # 2 - Eady * *Lisandra Roman is seeking Reappointment*	09/17/2024	10/15/2024	Police Pension Board	09/30/2026	Member must be a City resident.
Seat # 3 - Alvarez * *R. LeWayne Johnson is seeking Reappointment*	09/17/2024	10/15/2024	Fire Pension Board	09/30/2026	Member must be a City resident.

Recommendation

After holding a discussion, staff recommends the Commission reappointment the current board members.

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

Appoint/Reappoint

Department: City Manager
Presenter:

Attachment(s):
None