



MEETING AGENDA (REVISED)
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, DECEMBER 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 Kissimmee Police Department Canine Baxter Agreement and Retirement Ceremony

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

4.A Public Hearing - First Reading - Proposed Ordinance #24-17 - Amending Chapter 38 to create Section 38-1: Public Camping or Public Sleeping and repealing Chapter 10, Article X: Panhandling.

AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF KISSIMMEE, FLORIDA, CREATING AND ENACTING CHAPTER 38, "STREETS, SIDEWALKS AND OTHER PUBLIC PLACES," ARTICLE 1, "IN GENERAL," SECTION 38-1 "PUBLIC CAMPING OR SLEEPING" OF THE KISSIMMEE CITY CODE, AMENDING CHAPTER 1, "GENERAL PROVISIONS," SECTION 1-22, "GENERAL PENALTY," TO PROVIDE FOR PENALTY; AMENDING CHAPTER 42, "TRAFFIC AND VEHICLES," ARTICLE II, "PARKING, STANDING, STOPPING," DIVISION 1, "GENERALLY," SECTION 42-22(A), "HEARING TO CONTEST CITATION BEFORE CITY HEARING OFFICER" TO PROVIDE FOR CIVIL HEARINGS; REPEALING CHAPTER 10, "BUSINESSES AND BUSINESS REGULATIONS" ARTICLE X "PANHANDLING;" PROVIDING FOR FINDINGS, PURPOSE, INTENT AND DEFINITIONS; MAKING THE ACT OF PUBLIC CAMPING AN OFFENSE PUNISHABLE BY LAW, PROVIDING FOR PROGRAM IMPLEMENTATION REQUIREMENTS AND PROVIDING FOR ENFORCEMENT AND ADMINISTRATIVE PROCEDURES; PROVIDING SEVERABILITY, ADMINISTRATIVE CORRECTION, CODIFICATION, PUBLICATION REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE

5. PUBLIC HEARINGS

5.A Public Hearing – Resolution Complying with General Law Advance Notice to Tax Collector

5.B Public Hearing - Program Year 2023-2024 Community Development Block Grant Consolidated Annual Performance and Evaluation Report (CAPER)

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 December 3, 2024 meeting
- 7.B Osceola Mental Health Parcel Plat - Final Plat
- 7.C Memorandum of Understanding between the City of Kissimmee and the Kissimmee Professional Firefighters, Local 4208 representing the Rank and File Unit and Supervisory Unit Contract
- 7.D 2025 Event and Festival Series Calendar
- 7.E Award EcoTour Concession Services for RFP2025-001
- 7.F Osceola HOME Consortium Disbursement Agreement Between Osceola County and the City of Kissimmee FY 2024-2025
- 7.G Airport Consent to Sub-Lease Between Sunstate Aviation Holdings, LLC and Latitude Language
- 7.H Task Order No. 1 for Professional Service Agreement with RS&H, Inc., for Airport Environmental Services
- 7.I Consent and Estoppel Certificate, Quantem FBO Group – Kissimmee, LLC
- 7.J Approval to Apply for a Federal Aviation Administration Grant for Taxiway Alpha Improvements Design
- 7.K Approval to apply for Airport Internship Grant Application from Florida Airports Council
- 7.L Disposal of City Assets
- 7.M State Housing Initiatives Partnership (SHIP) Owner Occupied Rehabilitation Agreement for 1118 Brack Street, Kissimmee, FL 34744
- 7.N Community Project Funds Acceptance and Authorization
- 7.O Acceptance of Funding from East Central Florida Regional Planning Council
- 7.P Soho at Lakeside Townhomes – Final Plat
- 7.Q Payment Installment Agreement with Iglesia Nazaret A/G Inc. Church for Impact Fees

8. DISCUSSION ITEMS

- 8.A Annual Red Light Camera Report Presentation and Discussion
- 8.B Consideration of a Request for a Non-Binding Letter of Intent to Lease and First Right of Refusal Agreement from Kissimmee Place Development Group.
- 8.C Resolution to Amend Rates & Charges Policy for Kissimmee Gateway Airport
- 8.D Vector Airport Systems, LLC Transient Aircraft Landing Fee Process Agreement
- 8.E Approval of Proposed Legislative Priorities for 2025
- 8.F American Rescue Funds Obligation
- 8.G Advisory Board Vacancy: Board of Adjustment

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

Kissimmee Police Department Canine Baxter Agreement and Retirement Ceremony

Request

Approval to surplus and retire Police Department canine Baxter by turning ownership, care, and responsibility of the canine over to the handler.

Explanation

Canine Baxter (Tag#20-1175231) was acquired in 2020 for the sum of \$15,000.00, and since then, has faithfully served alongside Detective Georgie Torres as a valuable member of the FDLE Cybercrime Task Force. Trained and certified to locate electronic devices, Canine Baxter has made significant contributions to the success of the department's operations. Now at the age of seven, Baxter is experiencing documented degenerative issues affecting his spine. After careful evaluation, it has been recommended that due to his age and health, he no longer continues in his role as a working canine.

In recognition of his dedicated service, the Police Department respectfully requests that Canine Baxter be designated as surplus property and that ownership be transferred to Detective Torres. Detective Torres has graciously agreed to assume full responsibility and liability for his care and well-being. The City, with deep gratitude, honors the exceptional service of Canine Baxter and acknowledges the indelible impact he has made on the Police Department and the community he has faithfully served.

Recommendation

Staff recommends the designation of the surplus property for Canine Baxter and transference of ownership to his former police handler, Detective Georgie Torres, for the sum of \$1.00.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter:

Attachment(s):

1. (S) Surplus Canine Sales Agreement - Baxter wcm edits (1)

ITEM 4.A

Public Hearing - First Reading - Proposed Ordinance #24-17 - Amending Chapter 38 to create Section 38-1: Public Camping or Public Sleeping and repealing Chapter 10, Article X: Panhandling.

AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF KISSIMMEE, FLORIDA, CREATING AND ENACTING CHAPTER 38, "STREETS, SIDEWALKS AND OTHER PUBLIC PLACES," ARTICLE 1, "IN GENERAL," SECTION 38-1 "PUBLIC CAMPING OR SLEEPING" OF THE KISSIMMEE CITY CODE, AMENDING CHAPTER 1, "GENERAL PROVISIONS," SECTION 1-22, "GENERAL PENALTY," TO PROVIDE FOR PENALTY; AMENDING CHAPTER 42, "TRAFFIC AND VEHICLES," ARTICLE II, "PARKING, STANDING, STOPPING," DIVISION 1, "GENERALLY," SECTION 42-22(A), "HEARING TO CONTEST CITATION BEFORE CITY HEARING OFFICER" TO PROVIDE FOR CIVIL HEARINGS; REPEALING CHAPTER 10, "BUSINESSES AND BUSINESS REGULATIONS" ARTICLE X "PANHANDLING;" PROVIDING FOR FINDINGS, PURPOSE, INTENT AND DEFINITIONS; MAKING THE ACT OF PUBLIC CAMPING AN OFFENSE PUNISHABLE BY LAW, PROVIDING FOR PROGRAM IMPLEMENTATION REQUIREMENTS AND PROVIDING FOR ENFORCEMENT AND ADMINISTRATIVE PROCEDURES; PROVIDING SEVERABILITY, ADMINISTRATIVE CORRECTION, CODIFICATION, PUBLICATION REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE

Request

Approve the First Reading of the Proposed Ordinance #24-17 creating a section titled: Public Camping or Public Sleeping and repealing Chapter 10, Article X: Panhandling.

Explanation

The Florida Legislature enacted HB 1365, codified as Section 125.0231, Florida Statutes, prohibiting municipalities from authorizing or permitting any person to regularly engage in public camping or sleeping on public property. This statute establishes a cause of action allowing an affected member of the public to bring legal action against a municipality for failing to prohibit public camping or sleeping, effective January 1, 2025. This ordinance seeks to bring the City into compliance with Section 125.0231, Florida Statutes. This ordinance also repeals the City Code sections related to "panhandling," as similar ordinances have been found unconstitutional by the Courts.

Recommendation

Approve the First Reading of the Proposed Ordinance #24-17 creating a section titled: Public Camping or Public Sleeping and repealing Chapter 10, Article X: Panhandling.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Attorney

Presenter: Olga Sanchez de Fuentes

Attachment(s):

1. Camping Sleeping PROPOSED ORDINANCE NO. 24-17 final
2. Prop Ord 24-17 - Proof of Advertising - Publication Date Osceola Gazette (12-12-24)
3. Business Impact Estimate for camping ordinance

City of Kissimmee

ITEM 5.A

Public Hearing – Resolution Complying with General Law Advance Notice to Tax Collector

Request

Approval of a Resolution preserving funding options.

Explanation

This activity serves to preserve the City's statutory opportunity to use the uniform method of collection, if during the next several months the Commission determines to impose and collect non-ad valorem revenue on the same annual bill as taxes in the future. The subject state law requires extraordinary advance notice to the local tax collector whenever a City wants to use this non-ad valorem revenue collection alternative. The statutory deadline to do so occurs almost a year in advance (i.e. no later than December in the year prior to imposition of any such assessment revenue).

This item involves timely advance notice of intent and preparation for City budgeting for future fiscal year(s). This action is preparatory.

The Resolution does not require or authorize the imposition of any special assessment; rather, it simply gives timely statutory notice the City might next year consider such funding (which will be the subject of further Commission direction, more precise information, another public hearing with advance individual mailed notice as further required by statute, and other more detailed Commission direction and refined consideration of how and what to fund in terms of budgeting for the delivery of capital and/or essential services within the City for the next fiscal year 2025-26).

This action is taken to be prepared to provide a wider array of future funding alternatives or choices as policy direction comes from the Commission over the next budget cycle.

Adoption of the attached Resolution does not commit the Commission to employ the use of this non-ad valorem funding source, but merely keeps the option to do so open.

Recommendation

Staff recommends the City Commission approve the attached Resolution to afford and preserve the broadest array of funding options and alternatives in the coming year.

REQUESTED CITY COMMISSION ACTION:

Adopt

Department: Finance

Presenter: Mike Steigerwald

Attachment(s):

1. (S) NAV Resolution FY 2025

ITEM 5.B

Public Hearing - Program Year 2023-2024 Community Development Block Grant Consolidated Annual Performance and Evaluation Report (CAPER)

Request

Approval of the Program Year 2023-2024 Community Development Block Grant Consolidated Annual Performance and Evaluation Report (CAPER).

Explanation

The Consolidated Annual Performance and Evaluation Report (CAPER) is required by the U.S. Department of Housing and Urban Development (HUD) to evaluate the City of Kissimmee's use of the Community Development Block Grant (CDBG) funds for Program Year 2023-2024. The total CDBG allocation was \$ 841,265 which was allocated as follows:

Code Enforcement -----	\$80,0000
Public Services -----	\$126,189.75
Housing-Rehabilitation --	\$466,822.25
Administration -----	\$168,253

The funding breakdown highlights key initiatives aimed at helping low-income individuals and families, such as the Dream Builders Summer Camp, the Homeless Outreach Diversion Program, and eviction prevention services. These programs align with the city's broader goals of supporting both immediate needs (like emergency housing and transportation) and long-term stability (such as job training and affordable housing).

Here's a summary of some of the main initiatives and how they align with community needs:

Dream Builders Summer Camp (\$35,700)

This initiative supported 55 homeless children by offering them a safe environment during the summer. It provides not only a place for children to go but also helps stabilize families by reducing the financial burden of childcare.

Homeless Outreach Diversion Program (\$30,000)

This program helped individuals who are experiencing homelessness or are at risk of homelessness by providing case management and outreach services. The City partnered with Hope Partnership Inc. to ensure that vulnerable populations receive the services and resources they need to transition out of homelessness. This program assisted 285 people.

Adult Day Training Transportation (\$7,839.57)

The Opportunity Center helps individuals with disabilities or other barriers to access adult day training, a key service to help residents develop skills and improve employability. The transportation subsidy ensured that 7 residents were able to get to and from the program.

Eviction Prevention and Rental Assistance (\$30,000)

With the ongoing threat of homelessness due to the economic impact of COVID-19, this program helped households at risk of eviction by providing rental assistance. This program also includes security deposits for those transitioning into new housing, helping to stabilize families and prevent displacement. A total of 11 households, made of 39 persons, received assistance.

Affordable Housing Development/Rental Rehabilitation(Former Motel 8)
City of Kissimmee

One of the most impactful long-term projects is the acquisition and rehabilitation of the Motel 8 property, which will be converted into affordable housing. Even though full rehabilitation will not start until 2025, the City engaged in the design phase in 2024. This phase is not completed as of writing this report.

CDBG funds in the amount of \$83,656.40 were used to pay for salaries and related expenses of one code enforcement officer and legal proceedings, if necessary in deteriorating areas of the City of Kissimmee. A total of 496 code violations were handled out during the year - 222 to homeowners and 274 to businesses for a variety of issues such as, but not limited to, junk and trash, fence maintenance, dismantled vehicles, lot mowing, unauthorized accessory structure, and zoning violations.

The total cost of administrative funds spent for the year under the CDBG program was \$162,350.50.

In addition, the rehabilitation of 4 single family units funded by CDBG PY 2022 was completed in early 2024 under the CHORE program. The funds to pay for the design of the Hill Street extension project (PY2021) were expended, but the City is still working with the design company to finalize the drawings.

The overarching issue—disparity between income and housing costs—remains a major challenge for Kissimmee. Many residents, particularly those employed in lower-wage service jobs, face economic hardship and are at risk of homelessness. The City's focus on providing job training and education through CDBG funding is essential for helping people move from low-wage, unstable jobs into better-paying and more secure employment. These programs represent a holistic approach to poverty alleviation, addressing both immediate needs and long-term solutions.

By leveraging HUD funding to support a combination of emergency services, housing development, and job training, Kissimmee continued to create a framework for sustainable economic recovery and housing stability for its most vulnerable residents.

The Plan will be submitted to HUD for approval after it is approved locally by the City Commission. Minor changes requested by HUD after their review will be handled at the staff level unless there are substantive changes that impact the intent of the Plan. If substantive changes are needed, staff will bring those changes to the Commission for further approval.

Recommendation

Approve the Program Year 2023-2024 Community Development Block Grant Consolidated Annual Performance and Evaluation Report (CAPER).

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Frances DeJesus

Attachment(s):

1. 2024 CAPER_doc

ITEM 7.A**Approval of City Commission Minutes from the December 3, 2024 meeting****Request**

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

Explanation

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

Recommendation

Staff recommends Commission approval.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Commission

Presenter:

Attachment(s):

1. (S) CCM MIN DEC 03 2024

ITEM 7.B

Osceola Mental Health Parcel Plat - Final Plat

Request

Approval of the final plat known as Osceola Mental Health Parcel Plat.

Explanation

The owner of the property, Osceola Mental Health, Inc., is requesting final plat (DRC# SR-23-0008) approval without a guarantee. This 0.78± acre property is located south of June Street, east of Dillingham Avenue, and west of North Clyde Avenue and is combining multiple lots for development purposes. Because the lot has frontage on an improved city street with access to required public infrastructure and utilities, no guarantee of public improvements is required.

Recommendation

Approval of the final plat for the Osceola Mental Health Parcel Plat.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) Final Plat
2. Vicinity Map

ITEM 7.C

Memorandum of Understanding between the City of Kissimmee and the Kissimmee Professional Firefighters, Local 4208 representing the Rank and File Unit and Supervisory Unit Contract

Request

Commission approval of the Memorandum of Understanding (MOU) between the City and the Kissimmee Professional Firefighters, Local 4208, representing the Rank and File bargaining unit and Supervisory bargaining unit. Contract #20240422.

Explanation

The City is currently engaged in bargaining negotiations with Kissimmee Professional Firefighters, Local 4208, for a term beginning October 1, 2024. Additional time is needed to conduct meetings and studies related to funding and the proposed implementation of a 42-hour work week (24/72 shift schedule). To minimize the financial impacts to current employees of prolonged negotiations, both parties have agreed to the following outlined in this MOU:

- **Pause Negotiations:** Negotiations will be temporarily paused and resume in January 2025 to provide for additional time.
- **Wage Increase and Step Advancement:** The City agrees to grant an eight percent (8%) base pay increase effective October 1, 2024, to all unit members employed as of the ratification date of this MOU. Additionally, all members will advance one step in the step plan during the 2024-2025 fiscal year. Wages for FY24-2025 will no longer be open for negotiation when bargaining resumes in 2025.

Recommendation

Approval of the Memorandum of Understanding between the City and the Kissimmee Professional Firefighters, Local 4208, representing both the Rank and File and Supervisory bargaining units, to pause negotiations until January 2025 while implementing the agreed-upon wage increase and step progression.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Attorney

Presenter:

Attachment(s):

1. (S) MOU Between City of Kissimmee and IAFF - Wages and Negotiations 2024

ITEM 7.D

2025 Event and Festival Series Calendar

Request

Approval of 2025 Event and Festival Series Calendar

Explanation

The 2025 Event & Festival Calendar represents a vibrant and diverse series of cultural and historical celebrations held at the Kissimmee Lakefront Park, Kissimmee Civic Center and Downtown Kissimmee. The series is comprised of:

- Nine (9) festivals provided by the Parks and Recreation Events & Venues Division, including: Martin Luther King Unity Festival, Two (2) Taste of Kissimmee events, Kowtown, Pridefest Kissimmee, Juneteenth, Monumental Fourth of July, Fandom, and Festival of Lights.
- Four (4) events produced by third party organizations that have qualified as Signature Events include: Carribean Fusion, Viva Osceola, Boo on Broadway, and Kissimmee/Orlando Japan Festival.
- One (1) additional event/festival which was selected through the annual Request for information process: Puerto Rican Parade.
- Veterans Parade - this parade rotates between St. Cloud and Kissimmee every other year.

The complete Event and Festival Series Calendar, with a brief description of each, is found in the attachment. The month for each event/festival is confirmed, specific date and time are subject to change. Also attached is the City News Release announcing the third party festival opportunity.

Recommendation

Approval of 2025 Event and Festival Series Calendar

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Parks & Recreation

Presenter:

Attachment(s):

1. COK Festival Calendar - 2025 Updated (002)
2. News Release

ITEM 7.E

Award EcoTour Concession Services for RFP2025-001

Request

Award contract 20250116 for RFP2025-001 to Florida Everglades Eco-Toon Tours LLC for the Pontoon Boat EcoTour Concession Service at Kissimmee Lakefront Park.

Explanation

The Parks and Recreation Department recently advertised a Request for Proposal to enter into a Pontoon Boat EcoTour operation at the Kissimmee Lakefront Park Marina. The request for proposals was advertised by the Purchasing Division on October 27, 2024 with the Orlando Sentinel, Demand Star and Vendor Link. Demand Star notified 236 vendors with 3 vendors downloading the package and Vendor Link notified 229 vendors with 4 vendors downloading the package. The bid was opened on November 22, 2024 with only one qualified submittal from Florida Everglades Eco-Toon Tours, LLC. A committee reviewed the submission and highly scored the proposal based on the criteria listed in the bid package, recommending Florida Everglades Eco-Toon Tours be awarded the EcoTour Concession service.

Florida Everglades Eco-Toon Tours LLC will provide a 44' pontoon that holds up to 17 passengers and is handicap-accessible, family and pet friendly. The vessel is outfitted with unique equipment that will allow it to navigate through even the thickest terrain with very little impact on the environment. Tours will be led by the Master Captain with 15 years of experience and will educate the public on various wildlife, with a focus on endangered species, flora, and the importance of Lake Tohopekaliga and Shingle Creek as the headwaters of the Everglades. Additionally, during the tour, the history of Kissimmee, its lakefront and surrounding islands will be discussed and information provided on parks and downtown businesses. Florida Everglades Eco-Toon Tours also operates a sister company, Marsh Landing Adventures Airboats, which has successfully operated an EcoTour business in Osceola County for several years.

This contract will be for 12 months, renewable for two additional 12 month terms (total of 24 additional months) by mutual consent and will pay the City 3% of gross sales each month. Staff recommends that the City Manager be authorized to sign this agreement and any subsequent amendments.

Recommendation

Award RFP2025-001 to Florida Everglades Eco-Toon Tours LLC for the Pontoon Boat EcoTour Concession Service at Kissimmee Lakefront Park and allow the City Manager to execute all documents relating to this contract.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Parks & Recreation

Presenter:

Attachment(s):

1. (S) Eco Tour Concession Contract

City of Kissimmee

ITEM 7.F

Osceola HOME Consortium Disbursement Agreement Between Osceola County and the City of Kissimmee FY 2024-2025

Request

Approval for the Mayor to execute contract #HOME24 with Osceola County for the disbursement of FY 2023-2024 HOME funds in the amount of \$297,812.90.

Explanation

As part of the Osceola HOME Consortium, the City of Kissimmee is eligible to receive funding in the amount of \$297,813.31 from the HOME Investment Partnerships (HOME) Program to provide affordable housing for residents.

This agreement is provided by Osceola County for execution. It states the rules and conditions under which the County, as the Consortium's lead agency, shall reimburse the City for eligible HOME activities using FY2024-2025 funds. The period of the agreement is October 1, 2024, through September 30, 2025. The funds shall be used for the following activities:

- Administration - \$25,526.82
- Projects - \$227,614.53 (includes tenant-based rental assistance and rental housing development - new and/or rehab)
- In addition, \$44,671.96, has been set aside for Community Housing Development Organizations (CHDOs) activities. CHDOs are nonprofit organizations that have staff with the capacity to develop affordable housing for the community it serves. In order to qualify as a CHDO, the organization must meet certain requirements pertaining to their legal status, organizational structure, and capacity and experience.

In anticipation of the receipt of these HOME funds, the City advertised the availability of these funds in the Osceola Gazette on Thursday, May 16, 2024.

No budget action is needed at this time because these were included in the current City's Annual Budget.

Recommendation

Approval to execute a contract with Osceola County for the disbursement of FY2023-2024 HOME funds in the amount of \$297,813.31 and authorizing the Mayor to execute the agreement and all documents relating to this grant.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter:

Attachment(s):

1. (S) HOME Disbursement Agreement for FY2024-2025

City of Kissimmee

ITEM 7.G

Airport Consent to Sub-Lease Between Sunstate Aviation Holdings, LLC and Latitude Language

Request

Approval of Consent to Sub-Lease between Sunstate Aviation Holdings, LLC and Latitude Language dba Alpha Zulu Connections, Inc. contract # 20240223.

Explanation

Sunstate Aviation Holdings, LLC has a current ground rental lease at the Kissimmee Gateway Airport to operate limited commercial aviation services. With city approval, Sunstate Aviation Holdings, LLC has the ability to sublease space to other aeronautical and guest transportation service providers, enhancing aviation services for the public.

Latitude Language dba Alpha Zulu Connections, Inc. provides business English language education and offers enhanced English lessons for pilots. This company intends to lease space from Sunstate Aviation Holdings, LLC and provide said services.

Recommendation

Approval of Consent to Sub-Lease between Sunstate Aviation Holdings, LLC and Latitude Language dba Alpha Zulu Connections, Inc.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. (S) Consent to Sublease - Sunstate + Latitude Language + Exhibit A
2. Primary Lease and Addendums- Sunstate Aviation Lease Agreement 2.9.2010

ITEM 7.H

Task Order No. 1 for Professional Service Agreement with RS&H, Inc., for Airport Environmental Services

Request

Approval of Task Order No. 1 of the professional service agreement, contract No. 20230143 between the City of Kissimmee and RS&H, Inc., executed on February 7, 2023, for Airport Environmental Services for a lump sum fee of \$110,000.00.

Explanation

The Kissimmee Gateway Airport seeks RS&H, Inc., consulting assistance to provide National Environmental Policy Act (NEPA) documentation for two independent on-Airport projects. One project will support aircraft support facilities (Dyer Business Park), and the other project will support future a hotel, student housing, and aviation training facilities (Dyer-Thacker Commerce Park). The environmental services are required by the Federal Aviation Administration prior to the start of the projects. The services will determine and complete a documented Categorical Exclusion (CATEX) or an Environmental Assessment (EA).

The professional service agreement between the City of Kissimmee and RD&H, Inc. that 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 are consistent with the original project agreement.

The amount of this task order is allocated and will be paid by Economic Development Department Professional Services account funds.

Recommendation

Approval of Task Order No. 1 of the professional service agreement between the City of Kissimmee and RS&H, Inc., executed on February 7, 2023, for Airport Environmental Services for a lump sum fee of \$110,000.00.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. (S) RS&H Work Order No. 1 + Exhibit A - ISM Parcel 8 and Dyer projects_NEPA_revised proposal
2. RS&H Airport Consulting AgreementRev-10-24-2022-Executed_Feb-08-2023_completed

ITEM 7.I

Consent and Estoppel Certificate, Quantem FBO Group – Kissimmee, LLC

Request

Approval of Consent and Estoppel Certificate recognizing the change of control of Quantem FBO Group – Kissimmee, LLC's parent entity, contract number 20240268, to a new owner, Kairos Aviation Holdings, LLC.

Explanation

Quantem FBO Group – Kissimmee, LLC has a current ground rental lease at the Kissimmee Gateway Airport to operate a full-service Fixed Base Operation (FBO) and provide commercial aviation services. Quantem has informed the City of a pending change of control of their parent entity to a new owner Kairos Aviation Holdings, LLC. With City approval, the current Quantem leases will remain in full force and effect following the transaction under the terms and conditions of the Quantem leases and is not a waiver of any other terms, covenants, or conditions.

Recommendation

Approval of Consent and Estoppel Certificate recognizing the change of control of Quantem FBO Group – Kissimmee, LLC's parent entity to a new owner Kairos Aviation Holdings, LLC.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. (S) Quantem Airport Consent Letter (Kissimmee)
2. (S) Quantem Airport Consent Letter (Hangar 3)
3. (S) Kairos Aviation Group - Project Calypso - Real Property Due Diligence – Estoppel – City of Kissimmee - the Fixed Base Rent Operator's Lease
4. (S) Kairos Aviation Group - Project Calypso - Real Property Due Diligence – Estoppel – City of Kissimmee - the Parcel W-5 Lease
5. (S) Kairos Aviation Group - Project Calypso - Real Property Due Diligence – Estoppel – City of Kissimmee - the Parcel W-15 Lease
6. (S) Kairos Aviation Group - Project Calypso - Real Property Due Diligence – Estoppel – City of Kissimmee - the Parcel W-16 Lease
7. (S) Kairos Aviation Group - Project Calypso - Real Property Due Diligence – Estoppel – City of Kissimmee - the Parcel W-17 Lease
8. (S) Kairos Aviation Group - Project Calypso - Real Property Due Diligence – Estoppel – City of Kissimmee - the Parcel W-19 Lease
9. Exhibit A - Quantem Lease Agreement 09-24-15-1st Amendment-Assign-Consent + Assump

ITEM 7.J

Approval to Apply for a Federal Aviation Administration Grant for Taxiway Alpha Improvements Design

Request

Approval to apply for a Federal Aviation Administration Grant to fund an Airport Improvement Project, Taxiway Alpha Rehabilitation and Shift – Planning and Engineering at the Kissimmee Gateway Airport, grant No. Twy A - Dsgn.

Explanation

The Kissimmee Gateway Airport's 3-year Capital Improvement Plan has identified the need to rehabilitate pavement and replace associated lighting for Taxiway Alpha (TW A). 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 numbers assigned to TW A range between 40-54. The project will improve lighting with new LED edge lights and directional signs. In addition, the project will shift the pavement 50' east to meet FAA standards due to the larger aircraft utilizing the Airport.

The design project cost is \$1,200,000. A funding application will request 95% FAA participation (\$1,140,000). Typically, the Florida Department of Transportation (FDOT) will offer 8% (\$48,000) and require a local match (Airport) of 2% (\$12,000). The construction cost is estimated at \$12,400,000 and is scheduled for FY26.

Recommendation

Approval to apply for a Federal Aviation Administration Grant to fund an Airport Improvement Project: "Taxiway Alpha Rehabilitation and Shift – Planning and Engineering" at the Kissimmee Gateway Airport.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. TXY Alpha Rehab-FAA Application

ITEM 7.K

Approval to apply for Airport Internship Grant Application from Florida Airports Council

Request

Approval to apply for an Internship Grant from Florida Airports Council (FAC) for Kissimmee Gateway Airport, Grant No. AIRFAC25.

Explanation

The Florida Airports Council (FAC) is offering the City of Kissimmee an internship grant for the Kissimmee Gateway Airport. The full grant to the selected intern will be \$5,000 (\$4000 FAC, \$1,000 Airport funds). The City/Airport will be responsible for distributing the grant funds to the intern via the payroll process.

The purpose of FAC's program is to produce an intern that will possess the skills necessary to work for an airport at an entry-level position. The intern will work a total of 40 hours per week for a maximum of 8 weeks during 2025 and produce a research project that will benefit the Airport.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
46170103-503131		Decrease	1,000	1,000
47000337-337410		Increase	4,000	4,000
47070101 501212		Increase	4,000	4,000

Financial Summary:

The City's \$1,000 match will be funded from the professional services account.

Recommendation

Approval to apply for an internship grant from the Florida Airports Council (FAC) for FY2025.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. FAC Application 2025

City of Kissimmee

ITEM 7.L

Disposal of City Assets

Request

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

Explanation

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

The items included on the attached list are slated to be auctioned, junked or scrapped and have not previously been approved for disposition by the City Commission. These items will be placed up for auction via George Gideon Auctioneers, Inc. online auction.

Recommendation

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

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Finance

Presenter:

Attachment(s):

1. December 2024 Asset Disposal

ITEM 7.M

State Housing Initiatives Partnership (SHIP) Owner Occupied Rehabilitation Agreement for 1118 Brack Street, Kissimmee, FL 34744

Request

Approval of the State Housing Initiatives Partnership (SHIP) allocation to the property located at 1118 Brack Street, and authorize the City Manager to execute this SHIP Owner Occupied Rehabilitation agreement under contract #20240039 with Osceola Council on Aging, LLC and any related documents necessary for the completion of the work and close-out process as long as it does not exceed his signature approval.

Explanation

The homeowner of the property located at 1118 Brack St. Kissimmee, FL 34744, Amarilis Olivo, 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 \$41,790.00 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 \$41,790.00 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, deferred loan with a term of 10 years as long as the homeowner does not default on the conditions of the loan. Default on 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.

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	SHIP2021 Rehab Const String	Decrease	41,098	40,290
11225103 503434	SHIP2022 Rehab Inspection String	Decrease	3,900	1,500

Financial Summary:

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

Recommendation

City of Kissimmee

Approval of the State Housing Initiatives Partnership (SHIP) allocation to the property located at 1118 Brack Street, and authorize the City Manager to execute this SHIP Owner Occupied Rehabilitation agreement with Osceola Council on Aging, LLC and any related documents necessary for the completion of the work and close-out process as long as it does not exceed his signature approval.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter:

Attachment(s):

1. (S) SHIP COA Agreement 1118 Brack St

ITEM 7.N

Community Project Funds Acceptance and Authorization

Request

Approval to accept grant award in the amount of \$1.8M for the Haven on Vine CFP B-24-CP-FL-0643

Explanation

In May 2023, the City of Kissimmee's Haven on Vine Project was selected by Congressman Darren Soto to continue in the Community Project Funding (CPF) process for Fiscal Year 2024. The City applied for \$1.8 million in funding to support critical renovations to the recently acquired Super 8 Motel, which is now the Haven on Vine. This funding was approved to facilitate the much-needed improvements.

As with all HUD-funded programs, the City must complete and submit a series of required documents to secure the final agreement and begin drawing down the funds. Since the Haven Renovation Project is fully designed and ready to proceed with the procurement process for construction, staff is requesting approval to accept the award and authorization for the City Manager to sign all subsequent documents related to the project (CFP B-24-CP-FL-0643). This approval will allow the City to move forward with the renovations and fulfill the initiative's objectives.

Upon completion of this project, the City's Haven on Vine will have 123 fully renovated units of affordable and bridge housing for our most vulnerable residents.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
11100331 331000	TBD	Increase	1,800,000	
11125106 506393	TBD	Increase	1,800,000	

Financial Summary:

In addition to the CPF award, the project will utilize additional funds through CDBG in the amount of \$900,000 and State of Florida in the amount of \$500,000.

Recommendation

Staff requests approval to accept the award and authorization for the City Manager to sign all subsequent documents related to project (CFP B-24-CP-FL-0643).

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: City Manager

Presenter:

Attachment(s):

1. Award Letter B-24-CP-FL-0643 (003)

ITEM 7.0

Acceptance of Funding from East Central Florida Regional Planning Council

Request

Accept funding from the East Central Florida Regional Planning Council (ECFRPC) for the Climate Pollution Reduction Grant in the amount of \$15,000.

Explanation

The City of Kissimmee participated in the East Central Florida Regional Resilience Collaborative to leverage funding from the Climate Pollution Reduction Grant (CPRG) program, which allocates \$5 billion in grants to support state, local government, tribal, and territorial efforts aimed at reducing greenhouse gas emissions and other harmful air pollutants. This funding, authorized under Section 60114 of the Inflation Reduction Act, is intended to assist jurisdictions in developing and implementing comprehensive strategies for environmental sustainability.

The City applied for funding under the Energy Efficiency and Renewable Energy category for an energy reduction project at the Haven on Vine. While the City's specific project was not awarded funding, it was granted financial support to contribute to the regional CPRG planning grant for the Orlando-Kissimmee-Sanford MSA. Funding was allocated based on a joint submission from eligible cities and counties within the MSA within pre-selected historically disadvantaged census blocks.

The City of Kissimmee's allocated portion of the planning grant through the Collaborative is \$15,000 annually for a four-year cycle. These funds will be used annually to implement energy efficiency improvements and deploy services to support activities in the proposed Resiliency Center at the Haven on Vine. This investment supports the City's ongoing efforts to enhance sustainability, reduce energy consumption, and contribute to regional resilience objectives.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
15000331 331100		Increase	15,000	
15010106 506393		Increase	15,000	

Financial Summary:

The City's allocated portion of the planning grant through the Collaborative is \$15,000 annually for the next four years.

Recommendation

Approve acceptance of the funding for the next four years for the City's assistance with the East Central Florida Regional Resilience Collaborative and Climate Pollution Reduction Grant (CPRG) program.

City of Kissimmee

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter:

Attachment(s):

None

ITEM 7.P

Soho at Lakeside Townhomes – Final Plat

Request

Approval of the final plat known as Soho at Lakeside Townhomes with a performance guarantee and agreement.

Explanation

The property owner, Kissimmee Condos Partnership, LLC, is requesting final plat approval with a performance guarantee and restrictions, in accordance with the City's Land Development Code (LDC) requirements. This is classified as a Major Subdivision under LDC §14-3 and has been reviewed following the City's preliminary and final plat procedures.

Located east of Lakeside Drive and north of Fortune Road, this residential subdivision is zoned Residential Planned Unit Development (RPUD) and is being subdivided into 20 tracts and 75 fee-simple lots for development. All tracts and lots will be privately owned and maintained.

The owner has posted a performance guarantee in the amount of \$1,834,498.69 and has entered into a performance guarantee agreement with the City. In addition, the owner has provided the Declaration of Covenants and Restrictions to be recorded prior to the recording of the plat. This performance guarantee agreement and the accompanying declaration ensures the construction of required subdivision improvements for Soho Residences (DRC# 14-00225) until they are completed, inspected, and certified by the City of Kissimmee, as stipulated in LDC §14-3-43(A). The subdivision plat complies with Kissimmee LDC and Florida Statutes Chapter 177 requirements.

Recommendation

Approval of the Soho at Lakeside Townhomes final plat, with performance guarantee and Declaration of Covenants and Restrictions.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. Performance Guarantee (Bond)
2. (S) Performance Guarantee Agreement
3. (S) Final Plat
4. Vicinity Map
5. Declaration of Covenants and Restrictions

ITEM 7.Q

Payment Installment Agreement with Iglesia Nazaret A/G Inc. Church for Impact Fees

Request

Approval of the payment installment agreement (contract # 20250126) with Iglesia Nazaret A/G Inc. Church for Impact Fees

Explanation

The Iglesia Nazaet A/G/ Inc, d/b/a Nazaret Christian Academy, was subject to mobility impact fees when they applied for a change of use of an existing facility to be expanded for use as a school, Nazaret Christian Academy (Permit #MSC-24-0045). The total assessed fees were \$115,904.91. The church pastors contacted the City Manager, explaining that it would be a hardship for the church to pay these fees in a lump sum, and requested the ability to pay the fees in monthly installments. Due to their longevity and positive impact on the community, the City Manager believes this is a reasonable request. A payment plan has been drafted to formalize the terms and conditions of the payment of the impact fees, where the church will pay \$1000.00 a month beginning in January.

The City will file a lien on the property that will not be extinguished until the balance of the impact fees is paid to protect the City in the event the property is sold before the balance of the impact fees is paid.

Recommendation

Approval

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Attorney

Presenter:

Attachment(s):

1. (S) - Payment Installment Agreement

ITEM 8.A

Annual Red Light Camera Report Presentation and Discussion

Request

Presentation of the Annual Red Light Camera Report to the Commission as newly required by Florida Law.

Explanation

Pursuant to an amendment to Florida State Statute 316.0083, a municipality that operates one or more traffic infraction detectors within the jurisdiction must present the program's annual report to their Commission. The attached report covers the Police Department's Red Light Camera data from July 1, 2023 through June 30, 2024. According to state law, the presentation must not be part of the consent agenda and must provide the opportunity for discussion and allow for public comment.

Department: Police

Presenter: Michael Tilton

Attachment(s):

1. Kissimmee 2023-2024 RLC Survey Responses 09-10-24 (1)
2. Kissimmee 2024 RLC Intersection Location Table
3. Red Light Camera Commission PP Dec 2024

ITEM 8.B

Consideration of a Request for a Non-Binding Letter of Intent to Lease and First Right of Refusal Agreement from Kissimmee Place Development Group.

Request

Consideration of a request for a non-binding letter of intent to lease and a right of first refusal Agreement for certain real property of the City.

Explanation

On December 9, 2024, the City received the attached unsolicited proposal for a development project involving several City-owned parcels as described therein. The unsolicited proposal states that it is submitted pursuant to section 255.065, Florida Statutes (Florida's Public Private Partnership Statute).

To finalize its franchise application before December 31, 2024, the proposer (Kissimmee Place Development Group, Inc.), has also requested the City expedite the execution of the attached Non-Binding Letter of Intent to Lease, and Right of First Refusal. These documents are non-binding in that they memorialize the intent to move forward with preparing detailed lease terms and proposed comprehensive agreements, with all final terms still subject to the City Commission's final review and approval. However, the documents also request exclusivity periods and effective terms of one (1) year.

It is requested that the City Commission consider the unsolicited proposal, the Non-Binding Letter of Intent to Lease, and Right of First Refusal and give feedback on whether it wishes to move forward.

Should the Commission wish to move forward, a second public meeting will be required under Florida's Public Private Partnership Statute, wherein the Commission must consider all the following factors:

- The benefits to the public.
- The financial structure of and the economic efficiencies achieved by the proposal.
- The qualifications and experience of the private entity that submitted the proposal and such entity's ability to perform the project.
- The project's compatibility with regional infrastructure plans.
- Public comments submitted at the meeting.

Additionally, should the Commission give the direction to move forward, because several of the parcels are located within the CRA, notice of the intent to lease would need to be published pursuant to Section 163.380, Florida Statutes. It is recommended that the publishing occurs at least 30 days prior to the second reading.

Further, should the Commission wish to move forward, it is requested that the City's technical and professional resources be ratified and authorized for due diligence. Staff would ask for the authorization to engage a consultant (GAI) under a continuing services agreement for review and evaluation of the unsolicited proposals, including potential contributions of land, revenue, infrastructure, services, or other resources of value that may be requested of the City by the Developers.

Recommendation

City of Kissimmee

Staff requests Commission direction.

REQUESTED CITY COMMISSION ACTION:

Commission Direction

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. KPDG_Business Plan_Pitch Deck Checklist
2. /S/ KPDG Kissimmee-LOI Revised_Clean Final
3. /S/ KPDG Kissimmee - Right of First Refusal
4. KPDG_KISM_north_alt_12.4
5. GAI Kissimmee Development Assistance_Proposal_11-26-2024

ITEM 8.C

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.

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 City of Kissimmee

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 \$470,000 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 February 1, 2025. 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. Aircraft less than 5,000 lbs. would also be exempt from one landing per day.

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: Shaun Germolus

Attachment(s):

1. (S) Resolution_Landing Fee.Rate.Charges Ord-3107
2. KISM Rates & Charges 2024

ITEM 8.D

Vector Airport Systems, LLC Transient Aircraft Landing Fee Process Agreement

Request

Approval of contract # 20250010 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.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
46100344-344114	N/A	Increase	N/A	N/A

Financial Summary:

Based on the 2023 transient aircraft operations, Vector estimated the recognized landing fees could be approximately \$600,000.00 – 15%, or \$510,000.00 in revenue to support the Airport. A revenue line item was created for separate tracking and transparency.

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: Shaun Germolus

Attachment(s):

1. (S) Vector-ISM-Agreement_2024_12_17 (Feb 1 Commencement)

ITEM 8.E

Approval of Proposed Legislative Priorities for 2025

Request

Staff requests Commission approval of the Legislative Priorities for 2025

Explanation

Each year, the City establishes legislative priorities for funding and support at the state and federal levels. These priorities are aligned with the City's Strategic Plan and Commission Goals and will guide our lobbying teams during the 2025 Legislative Session. The following projects and issues are proposed for inclusion in this year's list of legislative priorities.

Columbia Avenue Corridor Improvement Project

Project Cost: \$8,000,000

City Request: \$500,000

North Kissimmee Stormwater Improvements

Project Cost: \$2,000,000

City Request: \$500,000

Community Engagement Services Pilot – Haven on Vine

City Request: \$200,000

LEGISLATIVE SUPPORT

Kissimmee Gateway Airpark Infrastructure Improvements (STATE)

Business Airpark North - Infrastructure Improvements \$5,200,000

Business Airpark South - Infrastructure Improvements \$6,600,000

Cyber Security Funding (STATE)

FDOT Aviation Funding (STATE)

Lake Tohopekaliga Water Quality Improvements (STATE AND FEDERAL)

Kissimmee Gateway Airport Tower (FEDERAL)

Recommendation

Staff recommends approval.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. Legislative_Priorities_2025 Draft

City of Kissimmee

ITEM 8.F

American Rescue Funds Obligation

Request

Approval to obligate the remaining balance of the American Rescue Funds

Explanation

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program was authorized by the American Rescue Plan Act in March of 2021. It delivered \$350 billion to state, territorial, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency. In response, the city received an allocation of \$18,069,843. The remaining balance is \$4,366,730.46 which must be expended by December 31, 2026.

During the December 5, 2024 Commission Meeting, staff was directed to adjust allocations and increase funds for the Business Boost 2.0 Program. Project allocations were modified to reflect the changes requested.

Responding to Public Health and Economic Impacts of the Pandemic:

Lakeside Community Center

Amount: \$0 (Reduced by \$1,000,000. Funds from the recent Bond Issuance will be used to make up the shortfall.

Berlinsky House

Amount: \$1,000,000

Business Boost 2.0 Program

Amount: \$1,000,000 (Increased by \$800,000)

Affordable Housing Project in partnership with the Council on Aging (Buen Vecino)

Amount: \$275,000 (Committed match)

Investing in Water, Sewer, and Broadband Infrastructure:

Woodside and West Oak Street Stormwater Drainage Improvement Project

Purpose: To improve stormwater infrastructure in historically disadvantaged area of West Oak Street and Woodside. This is critical for flood mitigation in areas that have been severely impacted by flooding, protecting vulnerable households, including more than 200 rental units in these areas.

Amount: \$2,091,730.46 (Increased by \$200,00)

Approval of these allocations meet the program's objectives for pandemic recovery, focusing on public health, economic recovery, and critical infrastructure improvements. The expenditure aligns with the SLFRF categories, ensuring compliance with the program's requirements and addressing key community needs.

Recommendation

Staff recommends approval to obligate the remaining funds as requested and amend the budget accordingly.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: City Manager

Presenter:

Attachment(s):

None

ITEM 8.G

Advisory Board Vacancy: Board of Adjustment

Request

The Commission is requested to make appointments to fill a vacancy on the Board of Adjustment.

Explanation

Board of Adjustment Member, Luis Ruiz has notified the City that he no longer maintains a residence inside the city limits of Kissimmee. City Code Section 2-180 (c) states that "members of the board may be city or non-city residents. Non-city residents must either own property or maintain a business office within the city." Mr. Ruiz does not own property or maintain a business office within the City, and therefore, has been removed from the board and a new replacement must be appointed. Mr. Ruiz's term is set to expire May 31, 2026. Seat # 4 has been assigned to this vacancy.

The assigned Commissioners 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:	Appointment Expires:	Advisory Board:	Board Term Expires:	Requirements:
Seat # 4- Martinez <i>*No applications on file</i>	12/03/2024 01/07/2025	Board of Adjustment	05/31/2026	City resident and must have a Florida License as an Engineer, Architect, Surveyor, or Contractor. Members may be a non-resident, but must either own real property or maintain a business office within the City and must also have a Florida License as an Engineer, Architect, Surveyor or Contractor.

Recommendation

The Commission is requested to make appointments to fill a vacancy on the Board of Adjustment.

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

None