



**MEETING AGENDA
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, JANUARY 21, 2025 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- National CRNA Week

3.B Kissimmee Business Recovery Center Presentation

3.C Kissimmee Festival of Lights Award Winners

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

4.A Public Hearing - First Reading - Proposed Ordinance # 25-01 Providing Criminal History Background Checks

AN ORDINANCE AMENDING THE CODE OF ORDINANCE FOR THE CITY OF KISSIMMEE, CHAPTER 2, ADMINISTRATION, ARTICLE IV, DEPARTMENTS, OFFICERS AND EMPLOYEES, DIVISION 1, GENERALLY, PROVIDING FOR CRIMINAL HISTORY RECORD CHECK OF CERTAIN INDIVIDUALS; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE

5. PUBLIC HEARINGS

6. HEAR AUDIENCE

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

7. CONSENT AGENDA

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

7.A Approval of City Commission Minutes from the January 7, 2025, meeting

7.B June Street - Final Plat

7.C Second Amendment for Green Meadows Farm LTD

7.D Renovation and repair of the Kissimmee Lakefront Splashpad

7.E Apply for Urban and Community Forestry Hurricane Recovery Grant

7.F 2024 Affordable Housing Advisory Committee (AHAC) Incentives Strategies Report

7.G Purchase of Vehicle Telematic Devices from Samsara, Inc.

7.H Award Construction Contract Ranger Construction Industries, Inc.

7.I Apply for 2025 Florida Communities Trust -Parks & Open Space Florida Forever Program Grant

7.J Edward Byrne Memorial Justice Assistance Grant Program FY2024

7.K Approval of KUA Line Extension Agreement for the Haven on Vine

7.L Amendment to the Agreement with Forefront Architecture and Engineering for the Haven on Vine Project

8. DISCUSSION ITEMS

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- National CRNA Week

Request

To present a proclamation to Laura Sanchez, Certified Registered Nurse Anesthesiologist, in honor of "National CRNA Week" which recognizes all Certified Registered Nurse Anesthetists.

Explanation

N/A

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation- National CRNA Week

ITEM 3.B**Kissimmee Business Recovery Center Presentation****Request**

Mr. Jason Ross, Public Affairs Specialist from the U.S Small Business Administration, Hurricane Disaster Recovery would like to provide a brief presentation regarding the community programs their Business Recovery Center offers.

Explanation

N/A

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. FOCE_COM_FL20007 Disaster_Loan_Program_2024_24_10

ITEM 3.C

Kissimmee Festival of Lights Award Winners

Request

Presentation of the 2024 Festival of Lights award winners.

Explanation

The City of Kissimmee proudly hosted its annual *Kissimmee Festival of Lights Parade* on Saturday, December 14, 2024. This beloved event marks the official start of the holiday season, fostering a positive economic impact for our downtown businesses. It also offers a festive and affordable celebration for over 10,000 residents and visitors in the heart of beautiful Downtown Kissimmee. This year the 62-entry procession took a new route, winding through the historic streets of Downtown, bringing even more holiday magic to the community.

The parade award winners are as follows:

Best Lights and Effects- Terry's Electric & KUA (tie)

Best Walking Group- Bilingual Christian Academy & Technology

Best Overall - Give Kids the World

Department: Parks & Recreation

Presenter: Steve Lackey

Attachment(s):

None

ITEM 4.A

Public Hearing - First Reading - Proposed Ordinance # 25-01 Providing Criminal History Background Checks

AN ORDINANCE AMENDING THE CODE OF ORDINANCE FOR THE CITY OF KISSIMMEE, CHAPTER 2, ADMINISTRATION, ARTICLE IV, DEPARTMENTS, OFFICERS AND EMPLOYEES, DIVISION 1, GENERALLY, PROVIDING FOR CRIMINAL HISTORY RECORD CHECK OF CERTAIN INDIVIDUALS; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE

Request

Approval of the First Reading of the Proposed Ordinance # 25-01 to conduct criminal history background checks on prospective city employees and continued screenings on employees whose positions are critical to security and/or public safety.

Explanation

Florida Statutes 166.0442 authorizes cities by ordinance, to require state and national criminal history screening for any position of city employment or appointment which the city deems critical to security and public safety.

Recommendation

Staff recommends approval.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Human Resources & Risk Management

Presenter: Olga Sanchez de Fuentes

Attachment(s):

1. Proposed Ordinance # 25-01 Providing a National Criminal Background Check
2. Prop Ord 25-1 - Proof of Advertising - Publication Date Osceola Gazette (1-16-2025)

ITEM 7.A**Approval of City Commission Minutes from the January 7, 2025, meeting****Request**

Request Commission approval of the January 7, 2025, Commission Minutes.

Explanation

Minutes of the Commission meeting held on January 7, 2025, are attached for approval.

Recommendation

Staff recommends Commission approval.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Commission

Presenter:

Attachment(s):

1. (S) - CCM MIN JAN 07 2025

ITEM 7.B

June Street - Final Plat

Request

Approval of the final plat known as June Street.

Explanation

The owner of the property, VPA Investments, LLC., is requesting final plat (DRC# SR-24-0009) approval without a guarantee. This 0.25± acre property is located south of West June Street and East of North Randolph Avenue and is being split into three lots for development purposes.

Recommendation

Approval of the final plat known as June Street.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) Final Plat
2. Vicinity Map

ITEM 7.C

Second Amendment for Green Meadows Farm LTD

Request

Request approval of the Second Amendment for Green Meadows Farm LTD, original contract 20230289 to update the terms.

Explanation

On December 21, 2021 the City of Kissimmee and Green Meadows Farm LTD entered into a License Agreement to allow Green Meadows to use a portion of the Lancaster Ranch Park for a petting farm. Permitting and construction delays have postponed the opening of the petting farm from October 2022 to a now proposed date of March 2025, subsequently both parties wish to alter the terms of the license to compensate for the unanticipated delay in opening.

The new five (5) year term follows the same financial compensation plan but will start on March 1, 2025. The 5th year will now end on February 28, 2030 with two (2) additional five (5) year renewal options by written agreement signed by the City Manager and Green Meadows Farm LTD. Additionally, this Second Amendment allows for Green Meadows to utilize a portion of the premises to graze and pasture less than 50 cattle subject to Exhibit C for the mutual benefit of both parties.

Furthermore, pursuant to the terms and conditions of the License Agreement the City grants Green Meadows a non-exclusive license to use a trail route, Exhibit D, on the yet to be developed portion of the park for the purpose of operating a hay ride. A separate MOU will be developed regarding maintenance of city property outside the boundary of the Green Meadows Farms operations to include hayride trail maintenance and mowing responsibilities between their boundary fence and the sidewalk/ driveway. Once phase two is constructed, the hayride will be on an internal paved park roadway.

Recommendation

Request approval of the Second Amendment for Green Meadows Farm LTD, original contract 20230289 to update the terms

REQUESTED CITY COMMISSION ACTION:

Approve
Execute

Department: Parks & Recreation
Presenter:

Attachment(s):

1. (S) Second Amendment Green Meadows

ITEM 7.D

Renovation and repair of the Kissimmee Lakefront Splashpad

Request

Approve Agreement with Lanier Plans, Inc for renovations and repairs to the Kissimmee Lakefront Park Splashpad, Contract 20250148 in the amount of \$110,666.

Explanation

The Kissimmee Lakefront Park Splashpad requires extensive repairs as a below surface water leak developed and progressively got worse causing the Splashpad to cease operations. Multiple pool contractors and leak detection companies were consulted and attempted to diagnose and repair the leak. It was ultimately concluded that a complete overhaul of the underground pipe structure is necessary. The only conclusion and suggestion is to completely overhaul the pipe structure underground. To accomplish this a removal of the surfacing, concrete and above ground features will be required. Once the underground repairs and replacements are completed, concrete and new surfacing will be poured and reinstallation of the current features in the same footprint can be completed. The contractor will also repaint the features to like new condition.

The Parks and Recreation and Procurement departments found that Lanier Plans, Inc dba KorKat has entered into a contract following a competitive bidding and selection process with the St. Johns County, Florida School District, ITB #2022-16. The Parks and Recreation Department requests approval to enter into an agreement with Lanier Plans, Inc dba KorKat for the Lakefront Splashpad renovations and repairs piggybacking off the St. Johns County, Florida School District ITB #2022-16 agreement.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00150206-506494	PR2504	Decrease		\$105,000
00150506-506393	PR2412	Decrease		\$5,666
00150206-506393	PR2526	Increase		\$110,666

Financial Summary:

This renovation and repair was unbudgeted but is a high priority and needs to be completed as quickly as possible. Funds will be reallocated from PR2504 in the amount of \$105,000 and PR2412 in the amount of \$5,666 to a new project for the Splashpad, PR2526. The quoted project total is \$110,666 and once approved the funds can be transferred to the new project.

Recommendation

Approve Agreement with Lanier Plans, Inc for renovations and repairs to the Kissimmee Lakefront Park Splashpad.

City of Kissimmee

REQUESTED CITY COMMISSION ACTION:

Approve
Execute

Department: Parks & Recreation
Presenter:

Attachment(s):

1. (S) Agreement Lanier Plans.KorKat - Splashpad

ITEM 7.E

Apply for Urban and Community Forestry Hurricane Recovery Grant

Request

Approval to apply for the Urban and Community Forestry Hurricane Recovery Grant and for the City Manager to sign any documents related to the application and award process.

Explanation

The Florida Department of Agriculture and Consumer Services, Florida Forest Services (FFS) has financial assistance through the Urban Forest Improvement and Resilience Project which will assist with planting storm-resistant species of trees in areas that would provide tangible benefits to Floridians through energy reduction, mitigating urban heat and stormwater runoff avoidance. This grant will be used to pilot landscaping for City medians beginning with the section of Oak Street from Vine Street (192) to Main Street. This landscaping will be approximately 100 trees from the resilient plant list and create a stable consistent image that will withstand Central Florida weather and traffic elements. The Parks and Recreation Department is confident the City can obtain a high ranking for grant consideration.

The grant will offer \$50,000 with a City match of \$12,500 for a total project cost of \$62,500. This is part of our City's efforts to prioritize storm preparedness and integrate urban forest management best practices.

Recommendation

Approval to apply for the Urban and Community Forestry Hurricane Recovery Grant and for the City Manager to sign any documents related to the application and award process.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Parks & Recreation

Presenter:

Attachment(s):

1. Hurricane Recovery Grant Info

ITEM 7.F

2024 Affordable Housing Advisory Committee (AHAC) Incentives Strategies Report

Request

Accept the 2024 AHAC Incentive Strategies Report.

Explanation

Pursuant to Florida Statute Section 420.9076, all communities that participate in the State Housing Initiatives Partnership (SHIP) program are required to review the established policies and procedures, ordinances, land development regulations, and local government comprehensive plans and recommend initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate in value. This review is carried out by the Affordable Housing Advisory Committee (AHAC). The Committee meets throughout the year and, at the end, completes an AHAC Incentive Strategies Report. This report is the culmination of a year's review, consideration, evaluation, and recommendations. The next step after acceptance of the report by the City Commission is for staff and the AHAC to continue developing the recommendations contained in this report and develop policies/programs, if necessary. These policies/programs will be adopted and/or implemented internally by staff accordingly depending on further direction by the City Commission.

Recommendation

Accept the 2024 AHAC Incentive Strategies Report.

REQUESTED CITY COMMISSION ACTION:

Accept

Department: Development Services

Presenter: Frances DeJesus

Attachment(s):

1. AHAC Report _Dec.24

ITEM 7.G

Purchase of Vehicle Telematic Devices from Samsara, Inc.

Request

Approval for the City Manager to execute an agreement with Samsara, Inc. and Elite Tech Installers to outfit all rolling stock with vehicle telematic devices to enhance driver performance and fleet efficiency.

Explanation

The City currently has roughly 100 vehicle telematic devices from Samsara, Inc. deployed. These devices provide real-time vehicle information and driver feedback to promote the safe operation of motor vehicles and assets. Data from deploying these devices showed an increase in safe driving habits. The devices have also provided fleet maintenance with early access to vehicle faults, allowing them to be addressed before they become major issues.

As part of an effort to enhance employee safety, reduce liability, and improve efficiency, staff has worked with Samsara to identify the proper equipment and develop a plan to deploy telematic devices to the remainder of the City's fleet. This move would provide a standardized approach across all departments to help promote better driving habits and reduce the risk of accidents or provide for an unbiased recording of an event.

Long-term plans for the system also include using the data to improve city operations by evaluating current travel routes, power-take-off (PTO) statistics, and vehicle usage. This granular data can empower managers at various levels of the organization to make changes that can help increase productivity and potentially reduce operating costs.

As part of the fleet-wide rollout, the Human Resources & Risk Management Department will work to finalize a new Safe Driving Program that will encourage and reward safe driving habits when operating motor vehicles or vessels. Data collected from the Samsara system can be easily shared with drivers and fits nicely into the existing real-time feedback program already used by all city departments.

As part of this agreement, Samsara Networks will provide a subsidy equal to the cost of hiring a pre-identified installation partner, making it effortless to deploy more than 1,000 new devices. Samsara has identified Elite Tech Installers, a Kissimmee-based company, as the city's installation partner. While the installation subsidy has been finalized, the formal agreement has not. As part of this agenda item, staff is seeking Commission approval for the City Manager to approve the installation agreement with Elite Tech Installers later due to the need to approve the Samsara agreement before January 31st for the City to receive the no-cost installation subsidy.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
56715803-505456		Decrease	\$271,000	\$270,744.91

Financial Summary:

The funds for this project were budgeted in the Risk Management Division's account for FY2024-25. The total cost for year one is \$270,744.91, with \$64,765 allocated to Elite Tech Installers, and \$2,041 for shipping and handling. The remaining year's annual contracted amount will total \$266,662.91 annually.

Recommendation

Approval to authorize the city manager to sign all related documents for a 60-month license agreement with Samsara, Inc. and an installation agreement with their authorized installation partner, Elite Tech Installers, to outfit all rolling stock and motorized city assets with telematic devices.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Human Resources & Risk Management
Presenter: Austin Blake

Attachment(s):

1. (S) Samsara Services Proposal

ITEM 7.H

Award Construction Contract Ranger Construction Industries, Inc.

Request

Approval to Award Construction Contract, to Ranger Construction Industries, Inc., to Rehabilitate, Mark, Light Taxiway Delta & RIMS, in the amount of \$10,924,421.32 for Kissimmee Gateway Airport, Contract No. 20250145.

Explanation

Ranger Construction Industries, Inc. was chosen to provide the construction services to Rehabilitate, Mark, Light Taxiway Delta & Runway Incursion Mitigation (RIMS). Ranger Construction Industries, Inc. was the lowest responsive bidder to the public advertisement on April 14, 2024. The bids on May 14, 2024, were reviewed by AVCON, Inc. and recommended for contract award.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
47070106-506393	Twy D Const	Decrease	10,924,421.32	10,924,421.32

Financial Summary:

Portions of this project are funded by the Federal Aviation Administration (FAA) (90%), Florida Department of Transportation (FDOT) (8%), and the Kissimmee Gateway Airport (2%). The total project amount is \$11,427,567.32 with each agency funding the following amounts:

FAA AIP (Grant #: 3-12-0038-047-2024) - \$9,831,979.19
FDOT-PTGA (Grant #: 438446-1-94-02) - \$873,953.71
Kissimmee Gateway Airport - \$218,488.43

The remaining funds of \$503,146.00 in the project will be for construction, engineering and inspection services (CEI) with AVCON, Inc.

Recommendation

Approval to Award Construction Contract, to Ranger Construction Industries, Inc., to Rehabilitate, Mark, Light Taxiway Delta & RIMS, in the amount of \$10,924,421.32 for Kissimmee Gateway Airport.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport
Presenter:

City of Kissimmee

Attachment(s):

1. (S) Ranger Construction Contract Agreement Tyw D-Signed_R1

ITEM 7.I

Apply for 2025 Florida Communities Trust -Parks & Open Space Florida Forever Program Grant

Request

Approval to apply for the 2025 Florida Communities Trust (FCT) - Parks & Open Space Florida Forever Program Grant and for the City Manager to sign any documents related to the application and award process.

Explanation

The Florida Communities Trust is a State program that provides grants for the acquisition of land for community based parks and open spaces that further outdoor recreation and natural resources protection. The program allows for grants to be awarded for properties purchased within the last two years prior to application due date (January 25, 2025).

The recent purchase of the 8.27 acre parcel on the corner of Thacker Avenue and Carroll Street for future park site and potential fire station qualifies for this grant with the purchase of the property covering the 25% City match. If fully funded, the award would reimburse the city purchase of the land at approximately \$1,790,000 which would fund the construction of a future recreation amenities on the site.

Recommendation

Approval to apply for the 2025 Florida Communities Trust (FCT) - Parks & Open Space Florida Forever Program Grant and for the City Manager to sign any documents related to the application and award process.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Parks & Recreation

Presenter:

Attachment(s):

1. FCT Grant Info

ITEM 7.J

Edward Byrne Memorial Justice Assistance Grant Program FY2024

Request

Accept the Edward Byrne Memorial Justice Assistance Grant Funding on behalf of Kissimmee Police Department and authorize the City Manager to execute any documents required to accept the award (Grant JAG26).

Explanation

The Police Department applied for funding from the FY2024 Edward Byrne Memorial Justice Assistance Grant (JAG) from the Department of Justice. On December 4, 2024, the City was notified the Office of Justice Programs approved the application for funding under the FY2024 Edward Byrne Memorial Justice Assistant Grant (JAG) Program: Local Solicitation. The City was awarded \$27,459, 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

To have City Commission approve acceptance of the funding and authorize the City Manager to execute the required documents to accept the award.

REQUESTED CITY COMMISSION ACTION:

Accept

Department: Police

Presenter: Robert Anzueto

Attachment(s):

1. Award Package FAW 186478 JAG26
2. DOJ Stakeholder Award Notification JAG26

ITEM 7.K

Approval of KUA Line Extension Agreement for the Haven on Vine

Request

Approval of the Line Extension Contract (Contract #20250105) with the Kissimmee Utility Authority (KUA) for the Haven on Vine Project in the amount of \$140,390.52.

Explanation

The Haven on Vine Project requires an extension of KUA's electric system to increase the electrical service capacity for the development. The total cost for the line extension is \$140,390.52. This project includes the installation of pad-mounted transformers, a junction box, primary cables, and conduit installation for Phase 1B at 1555 Hollywood St. The City has secured funding through state project funds.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
15110106-506292	HAVENHL205	Decrease	\$140,390.52	\$140,390.52

Financial Summary:

Adequate funding is available through state project funds to cover the cost of the line extension and conduit installation.

Recommendation

Approval of the Line Extension Contract with KUA in the amount of \$140,390.52 for the Haven on Vine Project.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter: Desiree Matthews

Attachment(s):

1. EO0026012 - Line Extension Contract
2. EO0026012 - Line Extension for Conduit

ITEM 7.L

Amendment to the Agreement with Forefront Architecture and Engineering for the Haven on Vine Project

Request

Approval of the Amendment to the Agreement with Forefront Architecture and Engineering (Contract #20240416) to expand design services for the Haven on Vine Project. This amendment includes additional civil engineering, survey work, and fiber optic interconnection design, increasing the total contract value by \$52,100.

Explanation

On June 18, 2024, the City Commission approved the original agreement with Forefront Architecture and Engineering to provide design services for the Haven on Vine Project. The initial scope included basic architectural and engineering services for Phase 1B and 2B of the project.

This proposed amendment addresses the unforeseen design challenges that have been encountered during the design process, including the following:

1. Civil Engineering Services (\$14,300)

This includes coordinating the water and fireline utility plan with the TOHO Water Authority, final engineering design and plans for utility extensions, and permitting assistance.

2. Topographic and Utilities Survey (\$25,800)

This includes conducting a topographic survey and coordinating with a utility location service to identify underground utilities.

3. Fiber Optic Interconnection Design and ELV Services (\$12,000)

Includes designing fiber optic interconnection systems, access control, and communication infrastructure for Phase 1 and Phase 2 buildings.

The amendment is necessary to advance the project by addressing infrastructure and communication needs, ensuring compliance with permitting requirements, and maintaining the project timeline.

Forefront Architecture and Engineering has submitted a detailed proposal totaling \$52,100 for these additional services. The staff has reviewed the cost and feels these items are in line with the current cost for these services.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
15110106-506292	HAVENHL205	DECREASE	\$52,100.00	\$52,100.00

Financial Summary:

Recommendation

Approval of the Amendment to the Agreement with Forefront Architecture and Engineering to expand design services for the Haven on Vine Project, increasing the contract value by \$52,100.

REQUESTED CITY COMMISSION ACTION:

Accept
Approve

Department: Public Works & Engineering
Presenter: Desiree Matthews

Attachment(s):

1. Forefront - Haven on Vine Exhibits - I