



**MEETING AGENDA
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, FEBRUARY 4, 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 - Black History Month

3.B Swearing in Ceremony for Nine New Police Officers

3.C Employee of the Month for February

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

4.A Public Hearing - Second and Final 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 21, 2025, meeting

7.B First Amendment to the Lease Agreement with LYNX's Southern Operations Base

7.C 2024 EMS County Awards Grant

7.D Bid Award for Citywide Pavement Management Milling and Resurfacing Project

7.E Approval to Adjust the General Fund Reserves for Fiscal Year 2024-2025 Budget for Economic Development

8. DISCUSSION ITEMS

**CITY COMMISSION RECESSES AND CONVENES AS THE COMMUNITY
REDEVELOPMENT AGENCY BOARD**

8.A Downtown Kissimmee CRA Brand Strategy

8.B Amendments to the Downtown Kissimmee CRA Commercial Property Improvement Program Policy

8.C Amendments to the Vine Street CRA Commercial Property Improvement Program Policy

**COMMUNITY REDEVELOPMENT AGENCY BOARD ADJOURNS AND
RECONVENES AS THE CITY COMMISSION**

8.D Advisory Board Vacancy: University of Central Florida Business Incubator Advisory Board

8.E 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

Proclamation - Black History Month

Request

To present a proclamation in honor of Black History Month.

Explanation

N/A

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation-Black History Month 2025

ITEM 3.B

Swearing in Ceremony for Nine New Police Officers

Request

Swearing in and administering of oath for nine new Police Officers.

Explanation

Nine new Police Officers have been hired as employees by the City of Kissimmee Police Department. Having the Officers sworn in at City Commission meetings serve as a formal introduction to the Mayor, City Commissioners, the citizens and the community. The procedure of swearing in new officers instills formality and professionalism at the start of their careers with the City of Kissimmee.

The new Police Officers to be sworn in are:

Tiffany Galarza
Kilani Harvey
David Husband
Jorge Loza Marin
Ruben Mercado
Jaggen Neil
Marc Anthony Otero
Michelle Pagan
William Rivera

Recommendation

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police
Presenter: Robert Anzueto

Attachment(s):

1. (s)Swearing Oath New Officers - 02.04.2025

ITEM 3.C

Employee of the Month for February

Request

Staff requests that the Commission join the City Manager in recognizing Lily Soukup of the Parks and Recreation Department as the Employee of the Month for February.

Explanation

The City is proud to honor Lily Soukup as the Employee of the Month for February. Lily has been with the City for over 3 years and currently serves as a Lead Lifeguard at the Aquatics Center.

Lily's journey with the City began as a swimmer and water polo player who frequently visited the Aquatics Center for practices and meets. In 2021, she applied for a lifeguard position, becoming an essential member of the team.

Over her time with us, Lily has shown tremendous growth. She quickly advanced from Lifeguard to Lead Lifeguard and Lifeguard Instructor, consistently stepping up to fill in wherever needed, whether by picking up extra shifts or assisting when her supervisor was unavailable. She also played a crucial role in helping the team earn high marks during lifeguard audits. Lily also took the initiative to earn her Aquatic Facility Operator (AFO) certification, further expanding her knowledge and skill set.

In addition to her work at the Aquatics Center, Lily assisted at a shelter during Hurricane Milton, where she helped ensure that every member of our community was cared for.

Lily's strong leadership, reliability, and dedication make her an essential part of our team. The City is proud to recognize her as Employee of the Month for February.

Department: Human Resources & Risk Management

Presenter: Mike Steigerwald

Attachment(s):

None

ITEM 4.A

Public Hearing - Second and Final 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 Second and Final 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.

The proposed ordinance also has been revised to include commissioners as requested by the City Commission at the first reading of this ordinance.

Recommendation

Staff recommends approval.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Human Resources & Risk Management

Presenter: Olga Sanchez de Fuentes

Attachment(s):

1. (S) Updated Proposed Ordinance # 25-01 Providing a General Background Check Requirement
2. Publishing Affidavit - Publication Date (01-16-2025)

ITEM 7.A**Approval of City Commission Minutes from the January 21, 2025, meeting****Request**

Request Commission approval of the January 21, 2025, Commission Minutes.

Explanation

Minutes of the Commission meeting held on January 21, 2025 are attached for approval.

Recommendation

Staff recommends Commission approval.

REQUESTED CITY COMMISSION ACTION:

Department: City Commission

Presenter:

Attachment(s):

1. (S) - CCM MIN JAN 21 2025

ITEM 7.B

First Amendment to the Lease Agreement with LYNX's Southern Operations Base

Request

Approval of the First Amendment to a Lease Agreement with LYNX for their Southern Operations Base at the City's Central Services Complex (Contract #20250017).

Explanation

In 2021, the City of Kissimmee and LYNX entered into a Lease Agreement for space at the City's Central Services Complex. LYNX continues to use this facility as its Southern Operating Base, which is a vital asset for its operations.

As part of its initiative to transition to eco-friendly buses powered by Compressed Natural Gas (CNG), LYNX requires additional hardware installations and expanded space at the Central Services Complex. The proposed First Amendment to the Lease Agreement includes the allocation of additional space and approval for the installation of natural gas lines and dispensary operations at the facility.

City staff recommend approving the First Amendment, as the requested changes will not negatively impact the City's operations.

Recommendation

Approval of the First Amendment to the Lease Agreement for LYNX's Southern Operating Base.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter:

Attachment(s):

1. (S) Lease (First Amendment) - Lynx Signed

ITEM 7.C

2024 EMS County Awards Grant

Request

Approval for the acceptance of an EMS County Awards Grant, and the utilization of the funds as outlined below. Staff also recommends that grant accounts be set up for these purchases.

Explanation

The City of Kissimmee Fire Department has received an EMS County Awards Grant for \$11,580.00. The grant is provided by the Florida Department of Health through Osceola County. Grant funds are to be utilized to enhance Emergency Medical Services within the City of Kissimmee.

This year the Kissimmee Fire Department would like to use the grant funds to purchase the following items

- Code-Stat Version 11 Software. This software will allow us to see in real-time how CPR is performed on scenes and perform quality control.
- A new manikin with difficult airway and situations for the crews to train on performing advanced airways.
- Manikin Replacement Coveralls to cover manikins to keep them clean and help them last longer.
- Hemorrhagic Control Trainer Leg to help crews to perform applying tourniquets correctly.
- iSimulate Simscope is an electrical stethoscope to help train paramedics in assessing lung sounds.
- New EMT3 9 Position Rapid Response Triage Kit to help organize multiple people casualty incidents.

The grant funds would be utilized as follows:

Code-Stat Version 11	\$ 3,363.95
Hemorrhagic Control Trainer Leg	\$ 2,708.73
Simulator Life/Form S.A.L.A.D. Manikin	\$ 1,327.65
iSimulate Simscope Stethoscope	\$ 2,520.00
Manikin Coveralls 3 @ \$49.17 each	\$ 147.51*
EMT3 9 Position Rapid Response Triage Kit	\$ 1,378.88
Total	\$11,446.72
Grant Total	\$11,580.00

*Although the letter dated 10/1/24 from the County claimed these items may not be purchased with grant funds, the County on 11/22/24 by email informed the City that the State Department of Health approved an amended budget including these items.

Financial Information

City of Kissimmee

Account #	Project #	Increase / Decrease	Budget	Actual
15235203-505255		Increase		\$11,580.00
15200337-337103		Increase		\$11,580.00

Financial Summary:

These funds will be reimbursed from Osceola County using the above referenced accounts.

Recommendation

Staff recommends approval for the acceptance of these funds and the utilization of funds for the purchase of the above-referenced equipment and training. Staff also recommends that grant accounts be set up for these purchases and that the budget be amended accordingly.

REQUESTED CITY COMMISSION ACTION:

Accept

Department: Fire

Presenter:

Attachment(s):

1. 2024 EMS Awards Grant - COK Award Letter
2. 2024 EMS Awards Grant - COK EMS Grant Activity Report Form C2449
3. FY24 EMS Budget Page_COK 11-2024
4. 2024 EMS Awards Grant - COK EMS Grant Program Expenditure Report C2449
5. 2024 EMS Awards Grant - COK EMS Grant Municipality Reimbursement Request C2449

ITEM 7.D

Bid Award for Citywide Pavement Management Milling and Resurfacing Project

Request

Approval to award the contracts for the Pavement Management Milling and Resurfacing Project to Middlesex Paving, LLC. (Contract #20250157), in the total project amount of \$1,528,500.00 and Preferred Materials, Inc. (Contract #20250158) in the total project amount of \$3,392,300.00. The funds are budgeted and available in the Gas Tax Fund.

Explanation

Public Works & Engineering requested the Purchasing Division to solicit bid proposal (IFB2024-009) for the selection of qualified Contractor(s) to perform asphalt resurfacing and milling services of city-maintained roadways. Staff identified nine (9) general project areas, which included a list of road segments to be milled and resurfaced. The work consists of manufacturing, furnishing and installation of asphalt; installation of pavement markings; installation of traffic loop detectors; and providing traffic control during the road work.

Bids were opened on December 5, 2024, Bid # IFB2024-009. The City received two (2) bids, to mill and resurface City roads. The consensus of the Public Works & Engineering staff was to request the Commission to award both bidders, Middlesex Paving, LLC., and Preferred Materials, Inc., the nine (9) project areas as follows:

Preferred Materials Inc:

1. Dyer: \$478,200.00
2. Smith/Columbia: \$588,400.00
3. Town & Country: \$348,100.00
4. Mill Run: \$1,147,000.00
5. Central Kissimmee: \$830,600.00

Middlesex Paving LLC:

6. Bermuda Estates: \$450,000.00
7. Renee Terrace: \$510,000.00
8. West Kissimmee: \$70,000.00
9. South Kissimmee: \$498,500.00

Total Assigned to each Contractor:

Preferred Materials Inc \$3,392,300.00

Middlesex Paving LLC \$1,528,500.00

Total Project Cost: \$4,920,800.00

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10345656 506393	PW2410	Decrease	\$10,400,000	\$4,920,800

City of Kissimmee

Financial Summary:

The funds are available in Project PW2410.

Recommendation

Approval to award the contracts for the Pavement Management Milling and Resurfacing Project to Middlesex Paving, LLC., in the total project amount of \$1,528,500.00 and Preferred Materials, Inc., in the total project amount of \$3,392,300.00.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):

1. (S) Middlesex Paving, LLC Contract
2. (S) Preferred Material, Inc. Contract
3. Notice of Intent to Award

ITEM 7.E

Approval to Adjust the General Fund Reserves for Fiscal Year 2024-2025 Budget for Economic Development

Request

This request is for Commission approval to adjust the General Fund Reserves for the fiscal year 2024-2025.

Explanation

At the end of fiscal year 2024, the expenditure account of Other Contract Services under the Economic Development department had an available balance of \$393,849.17. During year end cleanup, it was discovered this amount was not transferred to fiscal year 2025 due to the reorganization of the department. Because this amount was not transferred to fiscal year 2025, it becomes a part of the reserves of the General Fund. We are requesting to adjust the budget by transferring this amount from General Fund reserves to Other Contract Services in the Economic Development Department under the correct division accounts.

Recommendation

Staff recommends the Commission approve the necessary adjustment of General Fund Reserves to the budget for 2024-2025.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Finance

Presenter:

Attachment(s):

None

ITEM 8.A

Downtown Kissimmee CRA Brand Strategy

Request

Request that the Downtown Kissimmee CRA Board adopt the Downtown Kissimmee Brand Strategy packet and Brand Implementation and Evaluation Plan.

Explanation

The Downtown Kissimmee Community Redevelopment Agency (DKCRA) has successfully completed a brand strategy project, awarded through RFP2024-001 to Redevelopment Management Associates (RMA). Launched in June 2024, the project unfolded in three key phases: Research and Development, Brand Strategy Creation, and Marketing Campaign & Evaluation Plan.

Using existing demographic data and community input from open house events, surveys, and focus groups, a brand identity was crafted that reflects Downtown Kissimmee's rich history while positioning it for future growth. The project delivered a new logo, tagline, and brand promise that capture the essence of the area. Additionally, a Brand Implementation and Evaluation Plan was developed to guide CRA staff and local stakeholders in fostering the brand's continued evolution.

This initiative directly supports Goal 13 of the Downtown Kissimmee CRA Master Plan, which calls for cultivating a unique brand for the district. By completing this project, the CRA has laid the groundwork for growing the Downtown Kissimmee brand locally and across the Central Florida region.

Recommendation

Approval and adoption of Downtown Kissimmee Brand Strategy Packet and Brand Implementation and Evaluation Plan.

REQUESTED CITY COMMISSION ACTION:

Adopt
Approve

Department: Economic Development
Presenter: Benjamin Burnett

Attachment(s):

1. DKCRA- Brand Logo and Tagline
2. DKCRA Brand Implementation and Evaluation Plan- Final
3. DKCRA Branding Packet Booklet-Final
4. DKCRA Stakeholder & Brand Development Report- Final

ITEM 8.B

Amendments to the Downtown Kissimmee CRA Commercial Property Improvement Program Policy

Request

Request that the Downtown Kissimmee CRA (DKCRA) Board approve the amendments to the Commercial Property Improvement Program (CPIP) policy.

Explanation

In an effort to expand our Commercial Property Improvement Program, the DKCRA is proposing changes to the CPIP. The proposed changes are outlined below.

Tiered Award System

Introduce a tiered award system based on the longevity a business or property owner has been established within the CRA district. Each tier reflects a higher maximum award amount and a lower matching requirement for the applicant.

Tiers	Years in Area	Match Required	Max Award
Tier 1	0-4	50%	\$30,000
Tier 2	5-9	35%	\$35,000
Tier 3	10-14	25%	\$40,000
Tier 4	15-19	15%	\$45,000
Tier 5	20+	0%	\$50,000

This tiered system provides a greater benefit to those who have paid more TIF (tax increment funds) through the years and encourages more façade improvements within the district.

Code Enforcement Violations

Under the current policy, properties with code enforcement violations are not eligible for the CPIP grant. We would like to amend the policy to allow properties with unresolved code enforcement violations to be eligible for Tier 1 funding. In these cases, the grant must be used to remedy the violation only. Properties with liens would still not be eligible for funding until the lien has been released.

Future CRA Grant Funding

The current policy limits grant recipients from receiving additional CRA funding for a period of five years from the grant disbursement. The amended policy would allow a past recipient to apply for additional grant funding for projects that seek to significantly enhance the property and that would not remove or alter the previously funded improvements.

Together these proposed changes will expand the capacity of this program and provides more opportunities for businesses to take advantage of this resource.

The Downtown Kissimmee CRA currently allocates \$150,000 annually for this program.

Recommendation

Approval of the amendments to the Commercial Property Improvement Program Policy.

City of Kissimmee

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development

Presenter: Benjamin Burnett

Attachment(s):

1. DKCRA CIP Grant Policy- 2025

ITEM 8.C

Amendments to the Vine Street CRA Commercial Property Improvement Program Policy

Request

Request that the Vine Street CRA (VSCRA) Board approve the amendments to the Vine Street CRA Commercial Property Improvement Program (CPIP) Policy.

Explanation

In an effort to expand our Commercial Property Improvement Program the VSCRA is proposing changes to the CPIP policy. The proposed changes are outlined below.

Tiered Award System

We would like to introduce a tiered award system based on the longevity a business or property owner has been established within the CRA district. Each tier reflects a higher maximum award amount and a lower matching requirement for the applicant.

Tiers	Years in Area	Match Required	Max Award
Tier 1	0-4	50%	\$30,000
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Future CRA Grant Funding

The current policy limits grant recipients from receiving additional CRA funding for a period of five years from the grant disbursement. The amended policy would allow a past recipient to apply for additional grant funding for projects that seek to significantly enhance the property and that would not remove or alter the previously funded improvements.

Together these proposed changes will expand the capacity of this program and provides more opportunities for businesses to take advantage of this resource.

The Vine Street CRA currently allocates \$150,000 annually for this program.

Recommendation

City of Kissimmee

Approve the amendments to the VSCRA CPIP Policy

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development

Presenter: Benjamin Burnett

Attachment(s):

1. CPIP Updates 2025
2. VSCRA CPIP Grant Policy- 2025

ITEM 8.D**Advisory Board Vacancy: University of Central Florida Business Incubator Advisory Board****Request**

Appoint a City Commissioner as a City Representative on the University of Central Florida Business Incubator Program Advisory Board.

Explanation

The University of Central Florida Business Incubator Program (UCFBIP) Agreement with the City requires two city representatives be appointed to the UCFBIP Advisory Board. One representative is the City's Economic Development Director, David Rodriguez; the other representative was an appointed City Commissioner who is no longer on the Commission. Therefore, the Commission will need to appoint a current Commissioner to this seat.

Recommendation

Appoint a current City Commissioner to the UCFBIP Advisory Board

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: Economic Development

Presenter: David Rodriguez

Attachment(s):

None

ITEM 8.E

Advisory Board Vacancy: Board of Adjustment

Request

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

Explanation

Board of Adjustment Member, Niles Chalifoux has resigned from the board effective January 14, 2025. Mr. Chalifoux's term is set to expire on May 31, 2027.

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 # 5- Mayor Espinosa <i>*Two (2) applications on file</i>	03/04/2025	Board of Adjustment	05/31/2027	Member may be a City resident or a non-City resident. Non-residents must either own real property or maintain a business office within the City.

Recommendation

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

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. BOA Applicant - Tiffany Jeffers
2. BOA Applicant - Carlita Nair