



**MEETING AGENDA
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, MARCH 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 - Irish American Heritage Month

3.B Proclamation - Flood Awareness Week 2025

3.C Proclamation - March for Meals and Senior Nutrition Month

3.D Proclamation - The Wall That Heals Day

3.E Presentation of Benefits Analyst Scott Pool's Retirement Watch

3.F Presentation of Police Officer Glenn Ford's Retirement Watch

3.G Employee of the Month for March, Nicole Fenty

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

4.A Public Hearing - Final Reading - Proposed Ordinance #25-02 - Amending the Zoning Map designation from Mixed Use Urban Corridor (T5-U) to Industrial Business (IB) on Grissom Lane - ZMA-23-0005

AN ORDINANCE AMENDING ORDINANCE NO. 3068 KNOWN AS THE CITY OF KISSIMMEE LAND DEVELOPMENT CODE, REZONING THE PROPERTY HEREINAFTER DESCRIBED, 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 February 18, 2025, meeting

7.B 2024 Bulletproof Vest Partnership Grant from the United States Department of Justice, Office of Justice Programs

7.C Subordination Agreement and Resolution for Parcel No. 819.3 with the Florida Department of Transportation

7.D Negotiate Construction Manager at Risk Agreement for Fire Station No. 2 Mill Run

7.E Ministerial Approval - General Pension Board Appointment

- 7.F Mill Run Pond Outfall Improvements Design
- 7.G Stormwater Asset Inventory Data Collection for Shingle Creek Basin
- 7.H HOME Program Agreement Between the City of Kissimmee, Osceola Council on Aging, Inc., and Buen Vecino Apartments, LLC.
- 7.I Sponsorship from Kissimmee Utility Authority for Parks and Recreation Special Events
- 7.J Approve purchase of compact sweeper utilizing Sourcewell Contract
- 7.K Penfield Street Lands - Final Plat
- 7.L Construction Services for the Haven on Vine Project: Renovation of Two ADA Apartments
- 7.M Preconstruction services for the City Hall Renovation project
- 7.N Additional State Housing Initiatives Partnership (SHIP) Program Funding
- 7.O Internship Grant from Florida Airports Council (FAC)
- 7.P Authorization to trade-in pistols with purchase of 10 new pistols
- 7.Q Approval of Bridge Housing Agreement with Homeless Services Network
- 7.R Budget Transfer for plans and document scanning services for the Building Division

8. DISCUSSION ITEMS

- 8.A Revocation of the March 2024 City Commission Policy on signage at the Kissimmee Civic Center
- 8.B Presentation and renewal of the microtransit services contract with Freebee, LLC

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 - Irish American Heritage Month

Request

To present a proclamation to Greg Sean Canning, Florida State Secretary of the Ancient Order of Hibernians, in honor of "Irish American Heritage Month".

Explanation

N/A

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation- Irish American Heritage Month 2025

ITEM 3.B

Proclamation - Flood Awareness Week 2025

Request

To present a proclamation to Ms. Nagel Altrui, City of Kissimmee Floodplain Manager, in recognition of Flood Awareness Week.

Explanation

N/A

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation- Flood Awareness Week 2025

ITEM 3.C

Proclamation - March for Meals and Senior Nutrition Month

Request

To present a proclamation to William Santiago, Senior Services Director for Meals on Wheels and Senior Dining, in recognition of March for Meals and Senior Nutrition Month.

Explanation

N/A

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation- March for Meals and Senior Nutrition Month 2025

ITEM 3.D

Proclamation - The Wall That Heals Day

Request

To present a proclamation to Bill Johnson, Community Relations for American Legion Post 10, recognizing March 13th as "The Wall that Heals Day".

Explanation

N/A

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation- The Wall That Heals Day

ITEM 3.E

Presentation of Benefits Analyst Scott Pool's Retirement Watch

Request

Request the presentation of Benefits Analyst Scott Pool's retirement watch. He is retiring from the Human Resources & Risk Management Department after more than 27 years of service with the City.

Explanation

After nearly three decades of dedicated service, we are pleased to honor Scott Pool as he embarks on a well-earned retirement. His journey began in 1997 as an Herbicide Specialist, with the Parks and Recreation Department. Just two years later, he transitioned to the Human Resources & Risk Management Department, where he remained a steadfast and invaluable part of our team until his retirement.

Since October 1, 2018, he has been a valued member of the GEO Committee and played an active role with the Employee of the Month Committee. However, it is the Employee Memorial Service Committee that truly captured his heart, as he dedicated himself to honoring and remembering those who came before us and served as dedicated employees.

A testament to his character, Scott Pool was recognized as Employee of the Month twice, first in 2012, a year in which he was also named Employee of the Year, and again in 2023. These well-deserved honors reflect the respect, admiration, and appreciation his colleagues have for him.

Scott's kindness, dedication, and unwavering commitment has had a profound impact on many active and former employees. Beyond his professional contributions, Scott has left a lasting mark on our organization through his passion for service and community.

While we will miss you greatly, we are excited for this new chapter in your life. May your retirement be filled with joy, relaxation, and all the things that bring you happiness.

Congratulations, and thank you for all your years of dedication to the City of Kissimmee, its employees and those that have become your friends along the way.

Department: Human Resources & Risk Management

Presenter: Roxane Walton

Attachment(s):

None

ITEM 3.F

Presentation of Police Officer Glenn Ford's Retirement Watch

Request

Request the presentation of Police Officer Glenn Ford's retirement watch. He is retiring from the City after 27 years of service with the Kissimmee Police Department.

Explanation

Officer Glenn W. Ford Jr. is a dedicated law enforcement professional with 27 years of service at the Kissimmee Police Department, set to retire on February 27, 2025. Throughout his distinguished career, Officer Ford has served in multiple specialized units, including 8.5 years with the DUI Unit and 11.5 years with the Canine Unit, where he and his patrol canines, Bery and Dangen, were instrumental in removing dangerous criminals and narcotics from the streets.

His commitment to public safety is highlighted by nearly 600 DUI arrests, earning him multiple MADD Awards for achieving over 100 DUI arrests on several occasions. His bravery and dedication were further recognized when he was awarded the Medal of Valor for his involvement in a critical hostage situation.

Currently assigned to the Training and Recruiting Unit, Officer Ford played a key role in developing the department's new Field Training Officer (FTO) Program, helping shape the future of the agency. As an instructor for over 25 years, he has taught a wide range of subjects both within the Kissimmee Police Department and at the local police academy, mentoring countless future officers.

Officer Ford has also served in several specialized teams, including 26 years with the Honor Guard—16 of those years in Command—8 years with the Marine Unit, and 8 years with the Emergency Response Team, where he currently serves as Deputy Commander.

He holds a Master's Degree in Criminal Justice from the University of Central Florida and remains deeply committed to community safety, officer development, and leadership as he approaches retirement.

Recommendation

Staff recommends presentation of retirement watch to Police Officer Glenn Ford.

REQUESTED CITY COMMISSION ACTION:

No Action

Department: Police

Presenter: Wilson Munoz

Attachment(s):

None

ITEM 3.G

Employee of the Month for March, Nicole Fenty

Request

That the Commission recognize Nicole Fenty as Employee of the Month for March.

Explanation

The City is proud to announce that the Employee of the Month for March is Nicole Fenty, Events Specialist with the Parks and Recreation Department. Nicole began her journey 12 years ago as a part-time Facility Attendant and has since grown into her current role as a full-time Events Specialist.

The strongest testament to Nicole's contributions comes from her clients - the organizations that rent the Civic Center for events. They share: "exceptional customer service - even with last-minute details"; "we are fortunate to rely on your assistance, kindness, and understanding in our activities"; and "her expertise in events was invaluable today with some of the challenges we encountered."

Nicole consistently rises to the occasion. When the school hurricane shelter she was staffing closed, she was among the first to volunteer for shifts when the Civic Center opened to house evacuees - frequently taking overnight or extra shifts.

Nicole demonstrates keen attention to detail, collaborates effectively, and delivers results under demanding deadlines—always embracing new approaches. She builds such strong connections with new clients that they request her upon return and refer her to others.

The City is honored to recognize Nicole for her dedication and outstanding service to the community.

Department: Human Resources & Risk Management

Presenter: Mike Steigerwald

Attachment(s):

None

ITEM 4.A

Public Hearing - Final Reading - Proposed Ordinance #25-02 - Amending the Zoning Map designation from Mixed Use Urban Corridor (T5-U) to Industrial Business (IB) on Grissom Lane - ZMA-23-0005

AN ORDINANCE AMENDING ORDINANCE NO. 3068 KNOWN AS THE CITY OF KISSIMMEE LAND DEVELOPMENT CODE, REZONING THE PROPERTY HEREINAFTER DESCRIBED, REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE.

Request

Approval of the Final Reading of Proposed Ordinance #25-02 for a Zoning Map Amendment to change the Zoning Map designation from Mixed Use Urban Corridor (T5-U) to Industrial Business (IB) on approximately 3.69 acres of land.

Explanation

This Zoning Map Amendment (ZMA) will provide consistency and compatibility with the Industrial (IN) Future Land Use designations for the three parcels. The IN Future Land Use designation was established under LUPA-24-0001 which was recommended for approval by the Planning Advisory Board at the May 15, 2024 meeting. The City Commission approved this amendment at the June 18, 2024 meeting.

The current Mixed Use Urban Corridor (T5-U) Zoning designations on the parcels were established with the adoption of the Form Based Code (Ord. 3034) at the August 4, 2020 City Commission meeting. Prior to 2020, the parcels had a Highway Commercial (HC) Zoning designation with the additional use, design and development standards of the Vine St. Overlay District. The vacant parcels were created with the approval of the Kissimmee Executive Park plat in 1979. The plat also included additional parcels to the east and south that have been developed with light industrial, warehouse, and commercial uses.

FINDINGS AND REASONS

1. Compliance with Comprehensive Plan Future Land Use Policy 1.2.4.3, Industrial (IN), which is intended to accommodate a mixture of typical industrial uses and more intense non-industrial uses. Development and redevelopment projects within this future land use designation may be built with an intensity of up to 0.50 FAR. This designation shall be applied to areas appropriate for typical industrial uses or mixed-use development consisting of light-industrial uses and compatible commercial uses. The Land Development Code shall establish the specific permitted uses and applicable restrictions which shall be applied to areas with the Industrial Business Future Land Use designation.
2. Compliance with Land Development Code Section 14-3-27, Zoning Map and Land Development Code Amendments, in regards to the submittal and review procedures and criteria to support an amendment.
3. Compliance with Land Development Code Section 14-4-4(N), the Industrial Business (IB) Zoning District which is intended for properties suitable for industrial development. Where industrial development is in proximity to residential or commercial zones, it is desirable to limit the manner and extent of industrial operations. This Zoning District is also intended to permit various commercial uses which are compatible with typical industrial uses and in suitable areas which have been assigned an Industrial Business (IN) Future Land Use designation.

The IB Future Land Use designation, established with the approval of LUPA-24-0001, is compatible with this proposed IB Zoning amendment.

Recommendation

The Development Review Committee (DRC) recommended approval on November 21, 2023.

The Planning Advisory Board (PAB) recommended approval by a vote of 5-0 (Spalding/Marrero-Pinto) on February 5, 2025.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Brenda Ryan

Attachment(s):

1. ZMA-23-0005 Aerial Map
2. ZMA-23-0005 Vicinity Map
3. ZMA-23-0005 Site Data Tables
4. (S)ZMA-23-0005 Proposed Ord. 25-02
5. ZMA-23-0005 City Commission Ad
6. ZMA-23-0005 Feb. 5, 2025 PAB Actions
7. ZMA-23-0005 DRC Comments
8. ZMA-23-0005 DRC Support Documents

ITEM 7.A**Approval of City Commission Minutes from the February 18, 2025, meeting****Request**

Request Commission approval of the February 18, 2025, Commission Minutes.

Explanation

Minutes of the Commission meeting held on February 18, 2025, are attached for approval.

Recommendation

Staff recommends Commission approval.

REQUESTED CITY COMMISSION ACTION:

Department: City Commission

Presenter:

Attachment(s):

1. (S) CCM MIN FEB 18 2025

ITEM 7.B

2024 Bulletproof Vest Partnership Grant from the United States Department of Justice, Office of Justice Programs

Request

Approval to accept the 2024 Bulletproof Vest Partnership Grant from the United States Department of Justice, Office of Justice Programs, in the amount of \$25,915.52. (Grant BVP25) and provide authorization to the Police Chief to execute any agreements related to this grant.

Explanation

The City of Kissimmee has been notified by the Bureau of Justice Assistance that it has awarded funds under the Fiscal Year 2024 Patrick Leahy Bulletproof Vest Partnership solicitation. The award total is \$25,915.52. These monies will be allocated for the partial funding of bulletproof vests as outlined in the grant application. The balance of the funds needed for the purchase of the remained of the bulletproof vests will come from the department’s General Fund.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00100331 331100	BVP25	Increase	\$25,916	
00130303 505257	BVP25	Increase	\$25,916	

Financial Summary:

Grant funds will be deposited in the above accounts.

Recommendation

Accept the FY2024 Bulletproof Vest Partnership Grant from the United States Department of Justice, Office of Justice Programs and authorize the Police Chief to execute any agreements related to this grant.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police
Presenter:

Attachment(s):

1. 2024 BVP application awarded

City of Kissimmee

ITEM 7.C

Subordination Agreement and Resolution for Parcel No. 819.3 with the Florida Department of Transportation

Request

Approval of the Subordination Agreement and Resolution for Parcel No. 819.3 for the Florida Department of Transportation (FDOT) State Road 500 Project and authorizing the Mayor to execute the documents and perform necessary follow-up actions. (Contract: 20250187)

Explanation

The City holds an access easement on Parcel No. 819.3 (Aston Square) along State Road 500 (Vine St.). FDOT requests subordination of this easement for a drainage bypass project affecting Easement "A," which leads to a drainage canal. FDOT has provided the required documents to address the City's interests. The agreement and resolution are ready for approval.

The resolution subordinates the City's easement rights in favor of FDOT for the construction or improvement of State Road 500, Section 92030-2507, Osceola County. The subordination is deemed in the City's best interest and supports the public welfare.

Recommendation

Approve the Subordination Agreement and associated Resolution for Parcel No. 819.3, and authorize the Mayor to execute both.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) City Resolution for Subordination - Parcel No. 819.3 (3)
2. (S) Subordination Agreement - Parcel No. 819.3 (Aston Square)
3. Vicinity Map

ITEM 7.D

Negotiate Construction Manager at Risk Agreement for Fire Station No. 2 Mill Run

Request

Approval to authorize staff to negotiate an agreement with Core Construction for RFP2024-008, Construction Manager at Risk services for Fire Station No. 2 Mill Run project.

Explanation

The Public Works & Engineering Department requested the Purchasing Division to solicit proposals from qualified firms for the selection of an experienced construction management company to oversee the Fire Station #2 Mill Run and site development project. The selected Construction Manager at Risk (CMAR) will collaborate with the design consultant, Lunz Group, throughout the design, bid/award, and construction phases of the project.

A Request for Proposals (RFP2024-008) was issued and advertised on November 10, 2024, in the Orlando Sentinel, Demand Star, and Vendor Link. The bid opening took place on December 16, 2024, and copies of the bid submissions and abstracts were provided following the opening.

The Construction Manager will utilize an open-book approach and provide a Guaranteed Maximum Price (GMP) with full disclosure of actual costs to the City. Additional responsibilities include construction administration, construction reviews, pre-bid conferences, pre-award meetings, and construction progress meetings.

If the City is unable to reach an agreement with Core Construction, negotiations will proceed with the second-highest-ranked firm, Balfour Beatty Construction, LLC. Once full costs are negotiated, the GMP will be brought back to the City Commission for final approval.

Recommendation

Approval to negotiate an agreement with Core Construction for Construction Manager at Risk services for Fire Station No. 2 Mill Run project.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. RFP2024-008 Construction Manager at Risk – Fire Station #2 Mill Run.
2. Notice Of Intended Action.

ITEM 7.E

Ministerial Approval - General Pension Board Appointment

Request

Request Commission ministerial approval of the reappointment of Janin Butler as the seventh member of the General Pension Board of Trustees. Ms. Butler is a current member whose term expired on September 30, 2024.

Explanation

As is written in the City Code, the General Pension Board has a seventh member (Trustee) who shall be chosen by a majority of the previous six (6) Trustees and shall be a legal resident of the City or own a business located in the City. The seventh person shall not be a member of the plan, a retiree, or an employee or an officer of the City or Toho Water Authority. The seventh Trustee shall be ratified by the City Commission and have the same rights of each of the other six (6) Trustees who have been appointed or elected. This position will serve a two-year term unless vacated sooner.

If approved, Ms. Butler's new term will expire September 30, 2026.

Recommendation

Staff and the General Pension Board recommend approval.

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: City Manager

Presenter:

Attachment(s):

None

ITEM 7.F

Mill Run Pond Outfall Improvements Design

Request

Approval to issue Task Work Order No. 2 to Michael Baker International, Inc., contract # 20230232 for professional services for Mill Run Pond Outfall Improvements Design in the amount of \$187,947.

Explanation

On June 6, 2023, Michael Baker International, Inc. was selected to conduct a flood study for the Mill Run Pond basin and adjacent areas to identify the cause of flooding and provide concept-level alternatives to improve conditions. Michael Baker collected data on the existing infrastructure, field condition observation of existing drainage structures, and surveys for \$68,614 under task work order No. 1.

Michael Baker proposed three alternative projects to alleviate flooding in this area. The City selected alternative project #3 from the Mill Run Pond Flood Study Report to provide stormwater attenuation to mitigate the flooding, which requires additional data to be collected to supplement the hydraulic model.

This additional task work order No.2 will enable the consultant to collect and evaluate the pre- and post-development discharge, stage, and velocities at multiple locations within Mill Slough to determine the allowable discharge at the proposed outfall location and the associated level of flood mitigation provided. Michael Baker will design and permit the outfall pipe for the fully required discharge to allow for future retrofit of the pond outfall structure once the upstream project(s) are online. The scope of work will total in the amount of \$187,947.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
40945206-506393	SW2412	Decrease	\$188,000	\$187,947

Financial Summary:

The project is fully funded under the Stormwater Utility Fund.

Recommendation

Approval to issue Task Work Order No. 2 to Michael Baker International, Inc. for professional services for Mill Run Pond Outfall Improvements Design in the amount of \$187,947.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Public Works & Engineering
Presenter:

Attachment(s):

1. Mill Run Pond Outfall Design (Work Order #2) With Scope and Fee

ITEM 7.G

Stormwater Asset Inventory Data Collection for Shingle Creek Basin

Request

Approval of Task Work Order No. 6 to Michael Baker International, Inc., contract number 20230232 for Phase II of the Stormwater Asset Inventory Data Collection for the City's Shingle Creek Drainage Basin in the amount of \$273,304.

Explanation

The City is working towards developing a Stormwater Management Plan (SWMP) and Master Stormwater Model for the entire City. Six drainage basins are within the City limits (West City Ditch, Downtown, East City Ditch, Mill Slough, Bass Slough, and Shingle Creek). The City has completed collecting data to provide drainage reports and updated drainage GIS layers for the Downtown Basin, the West and East City Ditch Basin, and the Mill and Bass Slough. The city is moving to Shingle Creek, its final basin, to collect data to provide drainage reports and updated drainage GIS layers to obtain a complete drainage inventory.

The City continues to use Michael Baker International, Inc. under a continuing services contract (RFQ 2021-003), which the Commission approved on July 6, 2021.

It will be tasking Stormwater Asset Inventory Phase II Data Collection for Shingle Creek Drainage Basin in the amount of \$273,304. The scope of work will include field reviews of the assets to update vertical elevations, horizontal location, structure type, pipe sizes, and conditions, updating the City's GIS database, providing required information for maintenance consideration, and ultimately developing a stormwater basin model to evaluate areas where improvements would be beneficial.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
40945203-503131		Decrease	\$393,485	\$273,304

Financial Summary:

Adequate funds are available for Professional Services in the project fund.

Recommendation

Approval of Task Work Order No. 6 to Michael Baker International, Inc. for Phase II of the Stormwater Asset Inventory Data Collection for the City's Shingle Creek Drainage Basin in the amount of \$287,304.

REQUESTED CITY COMMISSION ACTION:

City of Kissimmee

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. Asset Mgmt. Scope – Shingle Creek (Work Order #6)
2. Shingle Creek Basin Asset Mgmt Ph II - Scope (Critical Structures)
3. Sub Basins Map

ITEM 7.H

HOME Program Agreement Between the City of Kissimmee, Osceola Council on Aging, Inc., and Buen Vecino Apartments, LLC.

Request

Approve and execute the HOME Program Agreement, contract #20250193, between the City of Kissimmee, Osceola Council on Aging, Inc., and Buen Vecino Apartments, LLC. in the amount of \$500,000.

Explanation

On May 18, 2021, the City Commission executed a commitment letter to the Osceola Council on Aging for the construction of a senior housing project, El Buen Vecino, to be located in Osceola County (ID#01-25-29-0000-0033-0000). This was done early in the process to provide a commitment in the amount of \$500,000 from the City. An agreement was not required at that time since the project needed to go through underwriting at different levels. Now that the underwriting process has been completed, and the closing date has been set, the HOME Agreement needs to be executed.

The project will consist of 60 affordable units for rent to very low income households who are seniors (55 and older). Of those 60 units, 3 have been designated HOME-assisted units. The funding sources consist of a combination of various years of HOME program allocations and American Rescue Plan (ARP) funds. The ARP units will be governed by the same requirements as the HOME funds. In addition, the project has other funding sources, such as funding from Osceola County, the Department of Housing and Urban Development, and the private sector through tax credit equity.

The construction of the property should be completed by no later than March 2027, and all the HOME-assisted units rented to and occupied by eligible persons at affordable rents no later than September 2027.

The affordability period under this Agreement is 20 years.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
11325108 508282	HOME 2021	Decrease	\$35,062	\$35,062
11325108 508282	HOME2022	Decrease	\$115,840	\$115,840
11325108 508282	HOME2023	Decrease	\$135,066	\$75,047.34
03210108 508282	CITY ARP	Decrease		\$274,050.66

Financial Summary:

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

Recommendation

City of Kissimmee

Approve the terms and execute the HOME Program Agreement between the City of Kissimmee, Osceola Council on Aging, Inc., and Buen Vecino Apartments, LLC. in the amount of \$500,000.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services
Presenter:

Attachment(s):

1. (S) City of Kissimmee HOME Program Agreement - Buen Vecino Apartments

ITEM 7.I

Sponsorship from Kissimmee Utility Authority for Parks and Recreation Special Events

Request

Accept sponsorship from Kissimmee Utility Authority in the amount of \$25,000 for special events at Lakefront Park.

Explanation

On December 17, 2024, the Parks and Recreation Department submitted an application to the Kissimmee Utility Authority (KUA) to sponsor and support the City's 2025 Festival series. The Festival Series includes events such as the Kissimmee Festival of Lights, Martin Luther King Jr. Unity Festival, Juneteenth, Pridefest, Monumental 4th of July and Fandom. Based on this application, KUA awarded the City a \$25,000 sponsorship.

These funds will allow the Parks and Recreation Department to host and promote high-quality community events that create leisure experiences designed to enhance the quality of life for the City's residents and visitors. As a condition of this award of sponsorship, KUA will be listed as a sponsor on promotional materials and event advertisements. KUA will have the option to host a KUA Kids Zone and other activities during the City's 2025 Festival Series.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00150663-505252		Increase		\$25,000.00
00100366-366001		Increase		\$25,000.00

Financial Summary:

The Events and Venues Division will use this sponsorship for upcoming special events at the Lakefront Park through their operating account.

Recommendation

Accept sponsorship from Kissimmee Utility Authority for Special Events in the amount of \$25,000.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Parks & Recreation
Presenter:

Attachment(s):

City of Kissimmee

1. 2025 Event Schedule

ITEM 7.J

Approve purchase of compact sweeper utilizing Sourcewell Contract

Request

Approve Participating Entity Addendum, Contract # 20250194, with Jet-Vac Equipment Company LLC through Sourcewell contract #111522MUL for the purchase of a Multihog CV-350 Sweeper in the amount of \$170,000.

Explanation

The Parks and Recreation Department is looking to purchase a Multihog CV-350 Sweeper to replace the current sweeper, a 2013 Johnston Mini Sweeper PR389. The costs of repairs to the current unit have become too high, making the replacement a more economical option. We held a demonstration with the Fleet Department present, and they have given their approval for the new unit as a reasonable replacement. This new unit will be used to clean parking lots at Kissimmee Police Department, City Hall, Communications Center and the Lakefront Park. It also has the capability to navigate parking garages and sidewalks and is suitable for use in all parks. The unit includes a 2000 PSI pressure washer for cleaning benches and signs as it moves through the parks.

This unit will allow staff to work more efficiently and maintain a higher level of care without the need for additional staff. Staff are asking to utilize a Sourcewell Contract #111522-MUL, through their RFP111522 competitive bidding process, approved by the City's Procurement Department.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00150206-506494	PR2512	Decrease	\$180,000	\$170,000

Financial Summary:

Funds for this purchase are available in Capital Project PR2512.

Recommendation

Approve Participating Entity Addendum with Jet-Vac Equipment Company LLC through Sourcewell contract #111522MUL for the purchase of a Multihog CV-350 Sweeper in the amount of \$170,000.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Parks & Recreation
Presenter:

City of Kissimmee

Attachment(s):

1. (S) Jet-Vac LLC Participating Entity Addendum

ITEM 7.K

Penfield Street Lands - Final Plat

Request

Approval of the final plat known as Penfield Street Lands.

Explanation

The owner of the property, Zion Residential Property, LLC., is requesting final plat (DRC# SR-22-0013) approval without a guarantee. This 0.50± acre property is located north of Penfield Street and East of Dillingham Avenue and is being split into three lots for development purposes. No public improvements are necessary to support this request as all infrastructure necessary to serve the lots are in place. Therefore no guarantee from the applicant is required.

Recommendation

Approval of the final plat known as Penfield Street Lands.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) Final Plat
2. Vicinity Map

ITEM 7.L

Construction Services for the Haven on Vine Project: Renovation of Two ADA Apartments

Request

Approval to award the Construction Services Agreement (Contract #20250195) for the Haven on Vine Project: Renovation of Two ADA Apartments to Miniopolis, LLC in the amount of \$125,130.

Explanation

The Public Works & Engineering Department, in collaboration with the Procurement Division, issued a public bid (IFB2024-007) for the Haven on Vine Project: Renovation of Two ADA Apartments. This facility, primarily funded through Community Development Block Grant (CDBG) funds, will undergo renovations to two 2-bedroom family apartments. The project includes the installation of new plumbing systems, electrical wiring, HVAC systems, flooring, kitchens, bathrooms, water heaters, fixtures, and appliances.

The bid was advertised on October 13, 2024, through the Orlando Sentinel, Demand Star, and Vendor Link. Six (6) contractors submitted bids for the construction of the project. Sealed bids were opened on November 18, 2024, with the following results:

APD Construction LLC \$326,058.03
Anderson Place Construction Orlando, FL \$259,448.07
FSV Construction Company \$210,535.00
CM Engineering Services \$191,132.24
Phoenix Pro MGMT Inc \$187,302.00
Miniopolis LLC \$125,130.00

Based upon the bids received, staff are recommending an award to the low bidder, Miniopolis, LLC.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
11125106-506292	CM2408	Decrease	\$181,080	\$125,130

Financial Summary:

Funds for this project are available in the CM2408 Haven on Vine ADA account.

Recommendation

Approval to award the Construction Services Agreement for the Haven on Vine Project: Renovation of Two ADA Apartments to Miniopolis, LLC in the amount of \$125,130.

REQUESTED CITY COMMISSION ACTION:

City of Kissimmee

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) ADA Units Agreement
2. Abstract of Bid IFB2024-007 Haven on Vine Project Renovation of Two ADA Apartments

ITEM 7.M

Preconstruction services for the City Hall Renovation project

Request

Approval of addendum to the Construction Manager at Risk (CMAR) contract with Balfour Beatty Construction, LLC. for the City Hall Interior Renovation Project preconstruction services in the amount of \$10,000. (Contract #20240512)

Explanation

On September 17, 2023, the City Commission approved the Master Agreement for Construction Manager at Risk (CMAR) with Balfour Beatty Construction, LLC (RFP2023-007). Balfour Beatty has an extensive history of civic projects and a project approach that ensures success while meeting schedule and budget requirements.

This project will include renovations to:

- City Commission offices (5th Floor)
- Engineering Division (3rd Floor)
- Development Services (1st Floor)

These renovations are essential to accommodate the city's growing workforce and serve the increasing population. Additionally, the project will update all building systems to improve energy efficiency.

Balfour Beatty will first provide pre-construction services for the project, including coordination of all architectural and engineering design and other pre-construction services. Once the pre-construction services are complete, the City and Balfour Beatty will negotiate the Construction Manager's Guaranteed Maximum Price (GMP). The GMP will cover all construction and material costs associated with the project's construction. The final GMP will be brought to the Commission for approval once it is finalized.

The agreement is set at \$10,000, which will be funded through the existing City Hall Renovation project budget.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
56045606-506292	CS2500	Decrease	\$250,000	\$10,000

Financial Summary:

Funds are budgeted and available within the user division's budget.

Recommendation

City of Kissimmee

Approval of addendum to the Construction Manager at Risk contract with Balfour Beatty Construction, LLC. for the City Hall Interior Renovation Project preconstruction services in the amount of \$10,000.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. Preconstruction Proposal Balfour Beatty – City Hall Renovation Master Project.
2. Balfour Beatty RFP2023-007 Master Agreement for Construction Manager at Risk Continuing Services.

ITEM 7.N

Additional State Housing Initiatives Partnership (SHIP) Program Funding

Request

Acceptance of additional State Housing Initiatives Partnership (SHIP) Program funding in the amount of \$19,622 and amend the FY 2024-2025 budget for the proposed use of the funds.

Explanation

The City of Kissimmee received an additional allocation of \$19,622 to be available for the 2024-2025 fiscal year. These are statewide funds that went unrequested from the \$5 million in funding the Florida Housing Finance Corporation (FHFC) initially holds back each year for potential disasters. The attached chart details the City's original allocation, the additional funding being disbursed now and the new overall total for the fiscal year.

The commitment deadline for these funds is June 30, 2025, and their expenditure deadline is June 30, 2025.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
11200335 335500	SHIP2023	Increase	\$310,748	\$19,622
11225103 503434	SHIP2023 Rehab Const String	Increase	\$203,760	\$19,622

Financial Summary:

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

Recommendation

Approval to accept additional State Housing Initiatives Partnership (SHIP) Program funding in the amount of \$19,622 and amend the FY 2024-2025 budget for the proposed use of the funds.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter:

Attachment(s):

1. 2023-2024 Holdback Disbursement

City of Kissimmee

ITEM 7.O

Internship Grant from Florida Airports Council (FAC)

Request

Approval to accept 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. The Commission gave approval to apply for the FAC grant at the meeting held on 12/17/2024.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
46170103-503131		Decrease	1,000	
47000337-337410		Increase	4,000	
46170101-501212		Increase	4,000	

Financial Summary:

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

Recommendation

Approval to accept an internship grant in the amount of \$5,000.00 from the Florida Airports Council (FAC) for the 2025 internship.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport
Presenter:

Attachment(s):

1. (S) FAC Internship Grant Agreement

City of Kissimmee

ITEM 7.P

Authorization to trade-in pistols with purchase of 10 new pistols

Request

The Police Department is requesting City Commission authorization to trade-in 10 pistols for credit with the purchase of 10 new pistols.

Explanation

The Kissimmee Police Department seeks to trade 10 SIG P290 semi-automatic pistols to Dana Safety Supply, Inc. for a \$1,500 credit to be used towards the purchase of 10 new SIG P365 9mm semi-automatic pistols. This purchase provides the Kissimmee Police Department's undercover officers with new concealable pistols to enhance their ability to conduct undercover operations and remain armed while conducting these operations.

The Police Department will follow all City of Kissimmee policies and procedures regarding disposal of property for trade. As done in prior transactions, Police Department officers will have the ability to purchase these pistols from Dana Safety Supply, Inc. if they decide to do so.

Recommendation

Approval to trade in 10 SIG P290 semi-automatic pistols for credit purchase of 10 SIG P365 semi-automatic pistols.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter:

Attachment(s):

1. Dana Safety Supply, Inc Sales Quote Order No. 510095-B 022425
2. Dana Safety Supply, Inc P290 Trade In List 022425

ITEM 7.Q

Approval of Bridge Housing Agreement with Homeless Services Network

Request

Approval to accept an agreement with Homeless Services Network for Bridge Housing at the Haven on Vine and amend the budget accordingly.

Explanation

The Haven on Vine is pleased to present a strategic partnership opportunity with the Homeless Services Network (HSN) to temporarily house unsheltered families who are actively being navigated into permanent housing. This collaboration will provide bridge housing support to those in urgent need, with the program scheduled to conclude on June 30, 2025.

Through a grant of \$75,000, this initiative will facilitate the necessary resources to bring the housing units online and cover the monthly rent expenses for the households referred to the program. It is important to note that no leases will be issued, as the arrangement is intended as a temporary solution, bridging families to permanent housing. HSN will be billed for rent monthly as the grant is reimbursable.

This partnership offers a significant opportunity to address immediate housing challenges and support our community's most vulnerable families.

Recommendation

Approval for City Manager to execute the agreement and any amendments and amend the budget accordingly.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter:

Attachment(s):

1. 1. DCF 2025 Challenge Unsheltered_CoK.v3
2. 2. Attachment B - Budget_CoK.v2

ITEM 7.R

Budget Transfer for plans and document scanning services for the Building Division

Request

Request to transfer funds from the Building Division reserves to fund expenses for the scanning of old documents and plans.

Explanation

Based on State of Florida General Records Law Schedule GS1-SL, government agencies are to retain various documents and plans, particularly Commercial Architectural Building Plans. These are to be retained for the life of the structure.

Prior to 2022, hundreds of thousands of hard copy files and plans were submitted for permit approval and are considered public record. Currently, these documents and plans sit rolled in large boxes waiting to be electronically scanned, meanwhile occupying halls and taking up valuable and limited office space.

In 2020, the Building Division hired a full-time employee who concentrates on scanning these documents. Over the years, she has scanned thousands of documents, yet her time is split among other job tasks. And although progress has been made, there is still a vast number of documents and plans that need to be scanned. Due to limiting storage space and the amount of time it will take for one individual to scan all of these items, a contract between the City's Information Technology Department and MCCI, a records management company, can assist us in scanning these files (Contract number 20-067). In order to fund this, a transfer from the Building fund reserve is necessary. If authorized, MCCI will pick up these files within the next month and scan them, conduct a quality assessment, and destroy the duplicate documents within one year's time. This will relieve the Division from storage limitations, ensure compliance with the law, and will reduce the time it would have taken staff to scan these individually.

The addendum to the scanning contract will be brought to the City Commission at a later date.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10140110 509276		Decrease	\$358,702	
10140103 503434		Increase	\$358,702	

Financial Summary:

Adequate reserves are available in the Building Division to fund this one time expenditure.

Recommendation

Approve the request to transfer funds from Building reserves.
City of Kissimmee

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter:

Attachment(s):

1. MCCI Agreement

ITEM 8.A

Revocation of the March 2024 City Commission Policy on signage at the Kissimmee Civic Center

Request

Per City Commission direction, request consideration to revoke the March 2024 policy allowing signage at the Kissimmee Civic Center placed by the public during specific time periods.

Explanation

In March 2024, the City Commission adopted the attached policy allowing the public to place signage on City property (Civic Center only) during specific times of the year during early voting and on election days. This policy was an exception to the City Code prohibition on signage on any public property or right-of-way within the City Limits, unless placed by a government agency. At a recent workshop, the Commission instructed staff to proceed with the process of revoking this policy.

The revocation of the policy will mean no signs can be placed by anyone other than government agencies on the Civic Center property or abutting rights-of-way in accordance with the City Code. The revocation of the policy will have the following results:

- No signage will be allowed on the Civic Center property, except for official signage placed by a government agency. This prohibition would also include tents and shade structures with screen-printed or attached signage. See City Code of Ordinances Sec 14-11-11(Q).
- No mobile or parked vehicle signs will be allowed per City Code of Ordinances Sec 14-11-11(I) and 14-2, the definition of a parked vehicle sign.
- No persons holding signs will be allowed per City Code of Ordinances Sec 14-11-9(O)(7) and (8).

The Commission will need to determine if shade structures will be allowed during the times the Supervisor of Elections has voting available to the public. In the past, the Parks & Recreation Department has allowed them with approved anchoring. However, the existence of tents at the Civic Center has led to some conflicts in the past.

Recommendation

Approval to revoke the March 2024 policy allowing signage at the Kissimmee Civic Center placed by the public during specific time periods.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Craig Holland

Attachment(s):

1. Civic Center Sign Policy OCSE polling place march 2024
2. Kissimmee Code References

ITEM 8.B

Presentation and renewal of the microtransit services contract with Freebee, LLC

Request

Staff will provide a presentation to update the Commission on the status of the microtransit services provided by Freebee, LLC and request approval to renew the contract with Freebee from March 2025 through March 2026 under contract #20230057 at a cost of \$413,498.00.

Explanation

In September 2022, the City Commission voted to replace the fixed-route Kissimmee Circulator bus service provided by Lynx with a point-to-point microtransit service, Freebee. The intent of this service, as with the original bus circulator, is to provide "last-mile" connectivity between SunRail and downtown businesses, major employers, residential areas, and key points of interest in Kissimmee.

Freebee services began on March 13, 2023, and the first full month (April 2023) resulted in ridership of 394 passengers and the most recent full month of service (January 2025) yielded 2,186 passengers. This represents a 454% increase in ridership since the start of the service. The service area was expanded in April 2024 to include commercial areas west of John Young Parkway, and staff is currently discussing additional expansion with Freebee staff while being considerate of quality of service and wait times.

During the first year, there was no cost increase for continued use of the service; however, for this upcoming year there is a 2% increase proposed bringing the total cost from \$405,390.00 to \$413,498.00. The funding for the program is included in the current budget and is split between the Downtown CRA, Vine Street CRA, and General Funds.

Due to the continued success of this program, staff is requesting approval of a contract to continue the service from March 2025 through March 2026.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00125103-503434		Decrease	\$41,715.00	\$38,063.00
10722203-503434		Decrease	\$125,145.00	\$125,145.00
10622203-503434		Decrease	\$250,290.00	\$250,290.00

Financial Summary:

Sufficient funds are in the above accounts to pay for the next 12 months of the Freebee service.

Recommendation

Approval to renew the contract for the Freebee service from March 2025 through March 2026.

City of Kissimmee

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Craig Holland

Attachment(s):

1. Freebee Heatmap - 2024
2. Freebee Ridership Report - 2024
3. Freebee Ridership Report - 2023
4. S.Freebee Contract (Piggyback)_FINAL