



**MEETING AGENDA
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, MARCH 18, 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 - Women's History Month

3.B Proclamation - Honoring Cesar Chavez Day

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

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 March 4, 2025 meeting

7.B Authorization to submit application for 2025-26 VOCA Grant

7.C Design Services for the Kissimmee Police Department Forensic & Evidence Storage Facility

7.D Grant Application for the Watershed Planning Program

7.E Justice Assistance Grant Award for advanced restraint systems

7.F Disposal of City Assets

7.G Approval of a Resolution to apply for a State of Florida Job Growth Grant

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

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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 - Women's History Month

Request

To present a proclamation in honor of Women's History Month.

Explanation

N/A

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation- Women's History Month 2025

ITEM 3.B

Proclamation - Honoring Cesar Chavez Day

Request

To present a proclamation to Yolanda Bernard, CEO of Saqui Community and Vice President of Agri-Food Councils of the Americas and the Caribbean.

Explanation

N/A

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation-Honoring Cesar Chavez Day

ITEM 7.A**Approval of City Commission Minutes from the March 4, 2025 meeting****Request**

Request Commission approval of the March 4, 2025 Commission Minutes.

Explanation

Minutes of the Commission meeting held on March 4, 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 MAR 04 2025

ITEM 7.B

Authorization to submit application for 2025-26 VOCA Grant

Request

The Police Department requests authorization to submit an application to the Office of the Attorney General for the Victim of Crimes Act (VOCA) grant for fiscal year 2025-2026. (VOCA26)

Explanation

The Office of the Attorney General has announced the anticipated availability of Victims of Crime Act (VOCA) grant funds from the U.S. Department of Justice. The purpose of VOCA grant funds is to provide support services to victims of crime. Services are defined as those efforts that respond to the emotional and physical needs of crime victims, assist victims of crime to stabilize their lives after victimization, assist victims to understand and participate in the criminal justice system, and provide victims of crime with a measure of safety and security. The Police Department has received this grant for several years.

The funding cycle for the VOCA grant funds under this notice is October 1, 2025, through September 30, 2026.

Recommendation

Staff recommends approval for the Police Department to submit the required application for the 2025-26 VOCA grant to the Office of the Attorney General.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter:

Attachment(s):

1. 25-26 Notice of Availabilty

ITEM 7.C

Design Services for the Kissimmee Police Department Forensic & Evidence Storage Facility

Request

Approval to utilize the City's continuing services contract with Harvard Jolly Architects, Inc. (Contract # 20240133) for the design of the Kissimmee Police Department (KPD) Forensic & Evidence Storage Facility in the amount of \$255,077.00.

Explanation

The Engineering Division of the Public Works and Engineering Department has received a proposal from Harvard Jolly Architects, Inc. for design services related to the KPD Forensic & Evidence Storage Facility Project.

This project involves the construction of a new forensic and evidence storage facility designed to securely house and manage evidence collected by law enforcement. The state-of-the-art facility will provide a controlled environment to ensure the integrity and preservation of evidence, adhering to all applicable regulatory and safety standards. The design will include specialized storage areas for various types of evidence, secure access controls, and advanced monitoring systems to safeguard sensitive materials. Additionally, the facility will enhance the efficiency of forensic operations, offering law enforcement the necessary resources to investigate and resolve cases while maintaining transparency and accountability to the community.

The new facility will relocate the existing functions currently housed within the Kissimmee Police Department to a new remote site. The space types will include general vaults, high-density storage rooms, evidence processing and storage areas, a sallyport, and various support spaces.

Harvard Jolly Architects will provide complete schematic design, design development, construction documents, and construction-phase services. The proposal also includes structural, civil, mechanical, electrical, plumbing, and fire protection engineering services.

The total amount for the design services proposal is \$255,077.00.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
36030406-506292	PD2511	Decrease	\$258,000.00	\$255,077.00

Financial Summary:

Funds for this project was included in the Series 2024 Bond.

Recommendation

City of Kissimmee

Approval to utilize the City's continuing services contract with Harvard Jolly Architects, Inc. for the design of the Kissimmee Police Department (KPD) Forensic & Evidence Storage Facility in the amount of \$255,077.00.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. Architectural & Engineering Services Proposal Harvard Jolly Architects Kissimmee Police Department Forensic & Evidence Stora
2. Continuing Contract for Professional Services - Proposal Harvard Jolly Architects.
3. Harvard Jolly Architecture WO1

ITEM 7.D

Grant Application for the Watershed Planning Program

Request

Approval to apply for the Florida Department of Emergency Management (FDEM) Hazard Mitigation Grant Program for Watershed Planning Program and for the City Manager to sign any documents related to the application and award process.

Explanation

The Engineering Division is applying for financial assistance under the FDEM Hazard Mitigation Grant Program for the Watershed Planning Program. This project will allow the City to move closer to achieving the goal of increasing our Community Rating System (CRS) class. The project will outline an action plan that will be adopted and implemented along with the vulnerability assessment. The cost of this project is estimated to be \$211,690.93 (federal share funds) and \$70,563.65 (non-federal share funds) totaling \$282,254.58.

Recommendation

Approval to apply for the FDEM Hazard Mitigation Grant Program for Watershed Planning Program and for the City Manager to sign any documents related to the application and award process.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) Watershed Planning Program Notice of Proposal Form

ITEM 7.E

Justice Assistance Grant Award for advanced restraint systems

Request

Approval to accept the Justice Assistance Grant – Countywide (JAG-C) Program in the amount of \$12,600 (grant #JAGCBL) and approval to amend the budget accordingly.

Explanation

The Kissimmee Police Department began the application process for the Countrywide JAG-C grant on June 28, 2024. KPD applied for grant funding to purchase advanced restraint systems. On March 4, 2025, the City received the award agreement from the Florida Department of Law Enforcement which requires the original signature of the City's chief official, identified as the Mayor of Kissimmee, per the grant application.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
11500331-331200	JAGCBL	Increase	\$12,600.00	
11530303-505255	JAGCBL	Increase	\$12,600.00	

Financial Summary:

This is a reimbursement grant. Upon completion, an invoice will be sent for reimbursement.

Recommendation

Approval for the City of Kissimmee Police Department to accept the Justice Assistance Grant-Countywide (JAG-C) allocation of \$12,600.

REQUESTED CITY COMMISSION ACTION:

Accept
Approve

Department: Police
Presenter:

Attachment(s):

1. (S) 6N248 - Federal Award Agreement JAGC 031025

ITEM 7.F

Disposal of City Assets

Request

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

Explanation

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

The items included on the attached list are slated to be auctioned, junked or scrapped and have not previously been approved for disposition by the City Commission. These items will be placed up for auction via George Gideon Auctioneers, Inc. online auction unless otherwise desired by other local governments for purchase at fair market value.

Recommendation

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

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Finance

Presenter:

Attachment(s):

1. March 2025 Asset Disposal

ITEM 7.G

Approval of a Resolution to apply for a State of Florida Job Growth Grant

Request

Approval to apply, by Resolution, for a State of Florida Job Growth Grant in the amount of \$8,000,000. Grant No. Job Growth.

Explanation

The Kissimmee Gateway Airport is in the process of planning the Dyer-Thacker Commerce Park (MLK Jr. Blvd) with several aviation-supporting facilities. This includes aircraft business and fixed base operator expansion, a hotel, flight training facilities, and an aviation student support center to include recruitment and housing services.

The Florida Job Growth Grant Fund is an economic development program designed to promote public infrastructure and workforce training across the State of Florida. Proposals are reviewed by Florida Commerce and chosen by the Governor to meet the demand for workforce or infrastructure needs in communities around the State.

As part of the application process, a supportive resolution by the City Commission must accompany the application.

Recommendation

Approval to apply, by Resolution, for a State of Florida Job Growth Grant in the amount of \$8,000,000.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. (S) Resolution Approval to Apply for FL Job Growth Grant