



**MEETING AGENDA
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
201 E. DAKIN AVE, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, APRIL 1, 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 Oath of Office Ceremony for New Chief of Police Charles L. Broadway

3.B Proclamation - Major Robert Anzueto

3.C Proclamation - Water Conservation Month

3.D Proclamation - National Gardening Month

3.E Proclamation - Ida White

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 18, 2025, meeting

7.B Building Division Scanning Contract Approval

7.C Urban and Community Forestry Capacity Grant

7.D Change Order to Increase the Funding and Extend the Completion Date for the Rehabilitation of 814 Robinson Street

7.E First Substantial Amendment to the HOME American Rescue Plan (HOME-ARP) Allocation Plan - Osceola County HOME Consortium

8. DISCUSSION ITEMS

8.A Award of Recognition for the 1881 Redevelopment Project and its achievements and contribution to Downtown Kissimmee

8.B Discussion on Commissioners' Retirement Benefit Options

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

Oath of Office Ceremony for New Chief of Police Charles L. Broadway

Request

Oath of Office ceremony and welcome for the new Chief of Police for the City of Kissimmee, Chief Charles L. Broadway.

Explanation

Charles L. Broadway has been selected by the City Manager to serve as the 35th Chief of Police for the City of Kissimmee. Chief Broadway was chosen from among nine candidates who were interviewed for the position.

Chief Broadway has served as Chief of Police for the Clermont Police Department for the past 12 years, having been promoted from Captain, a role he held for several years prior. Chief Broadway brings extensive law enforcement experience, including six years as Special Agent Supervisor for the Florida Department of Law Enforcement (FDLE). He also served as a detective for both the Gainesville Police Department and the New York City Police Department.

Chief Broadway recently completed his term as President of the Florida Police Chief's Association and has served on state panels including the Criminal and Juvenile Justice Information Systems Council and the State Immigration Enforcement Council, as well as various local boards and committees.

With more than 29 years of experience in various law enforcement roles, Chief Broadway is well positioned to lead and strengthen the Kissimmee Police Department into the future.

Chief Broadway will be sworn into office by Daniel Banks, Orange County Deputy County Administrator of Public Safety.

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. Chief Broadway Oath (002)

ITEM 3.B

Proclamation - Major Robert Anzueto

Request

To present a proclamation to Major Robert Anzueto in recognition of his exceptional support and contributions to the Kissimmee Police Department.

Explanation

N/A

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation- Major Robert Anzueto

ITEM 3.C

Proclamation - Water Conservation Month

Request

To present a proclamation to Rodney Tilley, Water Conservation Supervisor of Toho Water Authority, in recognition of Water Conservation Month.

Explanation

N/A

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation- Water Conservation Month 2025

ITEM 3.D

Proclamation - National Gardening Month

Request

To present a proclamation to Nilisa Council, founder of Love Makes Me Grow Inc., in honor of National Gardening Month.

Explanation

N/A

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation- National Gardening Month

ITEM 3.E

Proclamation - Ida White

Request

To present a proclamation to Ida White in honor of her lifetime achievements and service to the community on her 90th birthday.

Explanation

N/A

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation- Ida White Day

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

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

Explanation

Minutes of the Commission meeting held on March 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 MAR 18 2025

ITEM 7.B

Building Division Scanning Contract Approval

Request

Approval of a contract for plans and document scanning services for the Building Division (contract #20250163).

Explanation

As mentioned in the budget transfer that was approved by City Commission on March 4, 2025, this item is for City Commission to review and approve the addendum to the original contract to scan Building Division documents and files.

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. 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.

Financial Information

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

Financial Summary:

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

Recommendation

City of Kissimmee

Approve the addendum to the scanning contract.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter:

Attachment(s):

1. (S) MCCI Agreement Signed 04.01.25
2. Contract 20250163 MCCi Scanning Services

ITEM 7.C

Urban and Community Forestry Capacity Grant

Request

Approval to accept the Urban and Community Forestry Capacity Grant funded by the Florida Department of Agriculture and Consumer Services and allow the City Manager to sign any documents related to the grant (grant #UCFCGTI).

Explanation

The Parks and Recreation Department would like to accept the Urban and Community Forestry Capacity Grant offered by the Florida Department of Agriculture and Consumer Services (FDACS) that was brought to the Commission on August 6, 2024 to apply. This grant will assist in promoting better urban forest management and assist with the implementation of a tree inventory project. This effort will enable the City to develop a comprehensive tree inventory, providing detailed information on tree location, characteristics and assessments of potentially hazardous trees. The assessment will cover all city-owned and controlled property.

The Parks and Recreation Department will receive a \$25,000 grant with a City match of \$25,000 for a total project budget of \$50,000.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00150506-506393	PR2412	Decrease		\$25,000
15050106-506393	UCFCGTI	Increase		\$25,000
00150206-506393	UCFCGTI	Increase		\$25,000

Financial Summary:

A transfer of the City match of \$25,000 from capital project PR2412 to the UCFCGTI grant project is necessary, along with an increase to the Grant project by the grant amount of \$25,000. This will provide the project funds needed of \$50,000.

Recommendation

Approval to accept the Urban and Community Forestry Capacity Grant funded by the Florida Department of Agriculture and Consumer Services and allow the City Manager to sign any documents related to the grant.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Parks & Recreation

Presenter:

Attachment(s):

1. Urban Tree Inventory Ageement

ITEM 7.D

Change Order to Increase the Funding and Extend the Completion Date for the Rehabilitation of 814 Robinson Street

Request

Approval of Change Order #001, Contract #20240039, increasing the funding amount and extending the completion date for the rehabilitation of 814 Robinson Street.

Explanation

On November 19, 2024, the City Commission approved the rehabilitation of the property located at 814 Robinson Street, Kissimmee, FL 34741. The agreement stated an amount of \$125,020 and a completion date of March 17, 2025. However, the Council on Aging (COA) which is acting as the contractor on this project, was recently advised that the following modifications to the scope of work are necessary: (1) the subfloor of the house needs to be replaced; (2) 6 vents for cross ventilation are needed; and (3) additional plumbing is required.

The COA is requesting that the City increase the project budget by an additional \$36,688.89 and extend the completion deadline to May 30, 2025.

The Owner Occupied Rehabilitation Agreement between the City, Osceola Council on Aging, and the property owner, Belinda Slade, will be amended accordingly and given to the Mayor for her signature at a later time.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
112 25103 503434	SHIP2022 Rehab Construction String	Decrease	\$67,116	\$36,688.89

Financial Summary:

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

Recommendation

Approve Change Order #001, increasing the funding amount and extending the completion date for the rehabilitation of 814 Robinson Street.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Development Services

Presenter:

Attachment(s):

1. Change Order_814 Robinson Street

ITEM 7.E

First Substantial Amendment to the HOME American Rescue Plan (HOME-ARP) Allocation Plan - Osceola County HOME Consortium

Request

Approval of the 1st Amendment to the City's portion of the HOME-ARP Allocation Plan.

Explanation

On May 3, 2022, the City Commission approved the HOME-ARP Allocation Plan. The Plan details how the Osceola County HOME Consortium plans to spend its allocation of HOME-ARP funds. As part of the Osceola County HOME Consortium, the City of Kissimmee was awarded HOME-ARP funding in the amount of \$1,217,478.50. These funds are provided by the US Department of Housing and Urban Development to reduce homelessness and increase housing stability for qualifying individuals and families who are homeless, at risk of homelessness, or in another eligible vulnerable population or sub-population. The residents of the non-congregate shelter facility, which is a component of the Haven on Vine project, will qualify as a target population of the HOME-ARP Program.

In order to meet the HOME-ARP expenditure deadline of September 30, 2025, and also address some of the City's current needs in order to implement the programs for the qualifying population, changes to the initial allocation listed in the Plan are necessary. This First Substantial Amendment proposes the following:

- To reduce the amount allocated under the Supportive Services activity by \$100,000 - Initially, \$718,338.10 was allocated to this activity. Since this program is not expected to start until at least July 1, 2025, less funding is needed. This new proposed amount is \$618,338.
- To create a new activity – Non-Congregate Shelter - and allocate to it \$100,000. These funds will be available to pay for the hard costs involved in the rehabilitation of one of the existing buildings located at 1555 Hollywood Street. This building will be home to the future management offices for the non-congregate shelter, including its social services component.

The City met the required 15-day comment period required by the City's Citizen Participation Plan before presenting these amendments for your approval. The ad was published in the Osceola Gazette on March 30, 2025.

Recommendation

Approve the 1st Amendment to the City's portion of the HOME-ARP Allocation Plan.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter:

Attachment(s):

None

City of Kissimmee

ITEM 8.A

Award of Recognition for the 1881 Redevelopment Project and its achievements and contribution to Downtown Kissimmee

Request

Present Award of Recognition to Z Family Aseets, LLC for the 1881 Redevelopment Project's achievements and contribution to Downtown Kissimmee.

Explanation

In 2021, the Downtown Kissimmee Community Redevelopment Agency (CRA) awarded Z Family Assets, LLC a Pioneer Project Incentive Program (PPIP) grant of \$235,383 to support the preservation and restoration of the historically significant Makinson Hardware building, located at 308 Broadway. Known as the 1881 Redevelopment Project, the project aimed to revitalize downtown Kissimmee by adapting the building for reuse as the 1881 Restaurant and Bar and 10 residential apartments, helping to attract people and events to the area.

The project aligns with the PPIP Policy's definition of a pioneer project, as it is a mixed-use commercial and residential development. It not only increased the CRA's population but also created employment opportunities and drew significant attention to the area. Since its opening, the 1881 Redevelopment Project has played a key role in enhancing the vitality of downtown, acting as a catalyst for further growth and activity.

This remarkable project has garnered recognition, with 1881 receiving the 2024 Florida Redevelopment Association (FRA) President's Award. This award honors outstanding achievements in redevelopment and community enhancement by city and county organizations across Florida. Additionally, the project earned the 2025 Central Florida Commercial Association of Realtors (CFCAR) Hallmark Award, which recognizes excellence, innovation, and achievement in commercial real estate.

In recognition of these accomplishments, staff would like to present an Award of Recognition to Z Family Assets, LLC for the 1881 Redevelopment Project.

Recommendation

Present Award of Recognition to Z Family Aseets, LLC for the 1881 Redevelopment Project's achievements and contribution to Downtown Kissimmee.

REQUESTED CITY COMMISSION ACTION:

No Action

Department: Economic Development

Presenter: David Rodriguez

Attachment(s):

1. 1881 Redevelopment Project

ITEM 8.B

Discussion on Commissioners' Retirement Benefit Options

Request

Staff requests direction on which retirement benefit option the Commission would like to pursue.

Explanation

Additional information is being provided for a continued discussion on retirement benefit options for the commissioners. This was previously discussed during the budget workshop and previous commission meetings.

The options for consideration are:

Option A - Inclusion in the City's General Employees Retirement Plan, a defined benefit pension option. With Option A, we would need to amend the ordinance to include the city commissioners. This would first have to be advertised and added to the agenda for approval during the first and second/final reading.

Option B - Establish a 401(a) Defined Contribution Employer-Sponsored Plan, a defined contribution option. This benefit can be implemented at any time once it's approved.

Attached are the retirement benefit options illustrating Option A and Option B. This includes the contributions and cost estimates for potential retirement benefits for the commissioners.

Recommendation

Staff requests Commission direction on which retirement benefit option it would like to pursue.

REQUESTED CITY COMMISSION ACTION:

Commission Direction

Department: Human Resources & Risk Management

Presenter: Roxane Walton

Attachment(s):

1. Retirement Benefit Options for Elected Officials