



**MEETING AGENDA
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, MAY 20, 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 Ruby Award - Florida Coach
 - 3.B 2025 Fair Housing Drawing Contest
- 4. PUBLIC HEARINGS - FIRST AND SECOND READINGS**

- 4.A Public Hearing - First Reading - Proposed Ordinance # 25-04 - Fire Service Assessment Ordinance

AN ORDINANCE RELATING TO THE PROVISION AND FUNDING OF FIRE PROTECTION SERVICES, FACILITIES, AND PROGRAMS IN THE CITY OF KISSIMMEE, FLORIDA; AUTHORIZING THE IMPOSITION AND COLLECTION OF FIRE SERVICE ASSESSMENTS AGAINST PROPERTY THROUGHOUT THE CITY; PROVIDING CERTAIN DEFINITIONS; ESTABLISHING THE PROCEDURES FOR IMPOSING AND COLLECTING FIRE SERVICE ASSESSMENTS; PROVIDING THAT FIRE SERVICE ASSESSMENTS CONSTITUTE A LIEN ON ASSESSED PROPERTY EQUAL IN RANK AND DIGNITY WITH THE LIENS OF ALL STATE, COUNTY, DISTRICT, OR MUNICIPAL TAXES AND ASSESSMENTS AND SUPERIOR IN DIGNITY TO ALL OTHER PRIOR LIENS, MORTGAGES, TITLES, AND CLAIMS; AUTHORIZING THE ISSUANCE OF OBLIGATIONS SECURED BY ASSESSMENTS; PROVIDING FOR VARIOUS RIGHTS AND REMEDIES OF THE HOLDERS OF SUCH OBLIGATIONS; PROVIDING THAT SUCH OBLIGATIONS WILL NOT CREATE A GENERAL DEBT OR OBLIGATION OF THE CITY; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

- 5. PUBLIC HEARINGS**
- 6. HEAR AUDIENCE**
- 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 May 6, 2025 meeting
- 7.B Renewal and Amendment to Investment Advisor Services Agreement with U.S. Bancorp Asset Management
- 7.C Authorization to Negotiate Design Services for EOC Building and Parking Garage

- 7.D Repairs of the Weston Reserve South Trail
- 7.E Change Order to Increase the Funding Amount and Extend the Completion Deadline for the Rehabilitation of 1703 Smith Street - Change Order #3
- 7.F State Housing Initiatives Partnership (SHIP) Owner Occupied Rehabilitation Agreement for 501 Ginwright Court, Kissimmee, FL 34744 between the City of Kissimmee, Osceola Council on Aging, and the homeowner - Annie Pinellas
- 7.G State Housing Initiatives Partnership (SHIP) Owner Occupied Rehabilitation Agreement for 1809 Cornett Place, Kissimmee, FL 34741 between the City of Kissimmee, Osceola Council on Aging, and the homeowner, Madlene Louisjeune
- 7.H State Housing Initiatives Partnership (SHIP) Roof Replacement Agreement for 724 Alma Street, Kissimmee, FL 34741 between the City of Kissimmee, Habitat for Humanity of Greater Orlando and Osceola County, and the homeowner- Sophil M. Johnson
- 7.I Substantial Amendment (No. 1) to the City of Kissimmee Annual Action Plan for Fiscal Year 2024-2025
- 7.J AM750 FDOT Lighting Agreement
- 7.K Randolph and Mabbette – Final Plat
- 7.L Request for approval to use Law Enforcement Trust Fund (LETf) money for the purchase of unmanned aerial vehicles (drones) and training related to the drones
- 7.M Approval for the use of Law Enforcement Trust Fund (LETf) money for purchase of challenge coins and other items to promote KPD
- 7.N Ground Lease at the Kissimmee Gateway Airport between the City of Kissimmee, Florida and Kissimmee Place Development Group
- 7.O Change Order No. 1 for Chambers Park Community Center Renovation

8. DISCUSSION ITEMS

- 8.A Presentation of the Annual Comprehensive Financial Report for the year ended September 30, 2024
- 8.B Presentation of the Downtown CRA Annual Comprehensive Financial Report for the year ended September 30, 2024
- 8.C Presentation of the Vine Street CRA Annual Comprehensive Financial Report for the year ended September 30, 2024
- 8.D Advisory Board Vacancy: Planning Advisory Board and Board of Adjustment
- 8.E Annual Advisory Board vacancies with terms ending May 31, 2025

9. HEAR CITY OFFICIALS

- 9.A CITY MANAGER
- 9.B CITY ATTORNEY
- 9.C CITY COMMISSION

10. ADJOURNMENT

City Commission – May 20, 2025

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

Ruby Award - Florida Coach

Request

Presentation of the Ruby Award to Florida Coach

Explanation

Founded by Jack Calhoun, Florida Coach began with a passion for music and a mission to provide touring artists with an unmatched level of comfort, style, and reliability. What started with a few buses for country music's legends has since grown into a state-of-the-art fleet of over 50 luxury coaches.

Located in the heart of Kissimmee, Florida Coach has been a proud member of the community since 1976 and is currently celebrating its 49th anniversary!

Today, the company is owned and operated by Jack's son, Caleb Calhoun, who is carrying on his father's legacy through both the craftsmanship of the coaches and the relationships built with clients. Over the years, the company has had the honor of serving icons ranging from Willie Nelson, to the Dave Matthews Band, to Lady Gaga.

Florida Coach is one of the few tour coach companies that is still family-owned and owner-operated. It proudly employs a team of over 100 skilled artisans, engineers, drivers, and staff—whom are considered family. As a leader and innovator in the tour coach industry, the company continues to grow each year.

Recommendation

Recognition of Florida Coach with the Ruby Award.

REQUESTED CITY COMMISSION ACTION:

No Action

Department: Economic Development

Presenter: David Rodriguez

Attachment(s):

None

ITEM 3.B

2025 Fair Housing Drawing Contest

Request

Commission recognition of the winners and participants in the 2025 Fair Housing Drawing Contest.

Explanation

The Fair Housing Act protects people from discrimination when they are renting or buying a home, getting a mortgage, seeking housing assistance, or engaging in other housing-related activities. Nationwide, the passage of the Fair Housing Act is celebrated in April. The Act was signed into law in April 1968. It prohibits discrimination in the sale, rental, and financing of housing based on race, color, religion, national origin, sex, handicap or familial status.

The City of Kissimmee celebrates Fair Housing Month with a Fair Housing Drawing Contest which is sponsored by our partner on this initiative, Osceola County Association of REALTORS. The purpose of the contest is to raise awareness of housing discrimination. Discrimination not only denies access to better resources and opportunities, but it can lead to homelessness. This year, the Help Now program participants were asked to submit drawings. A committee made up of members from city departments and the community selected the winners based on two categories - adults and children. The Committee also selected one of the drawings for the Artfully Creative Award.

The winners will receive cash prizes - the adults will receive \$150 for First Place; \$100 for Second Place; and \$75 for Third Place and the children will receive \$75 for First Place; \$50 for Second Place; and \$25 for Third Place. The winner of the Artfully Creative Award will receive \$100. All the participants will receive certificates of recognition for their participation.

Department: Development Services
Presenter: Frances DeJesus

Attachment(s):
None

ITEM 4.A

Public Hearing - First Reading - Proposed Ordinance # 25-04 - Fire Service Assessment Ordinance

AN ORDINANCE RELATING TO THE PROVISION AND FUNDING OF FIRE PROTECTION SERVICES, FACILITIES, AND PROGRAMS IN THE CITY OF KISSIMMEE, FLORIDA; AUTHORIZING THE IMPOSITION AND COLLECTION OF FIRE SERVICE ASSESSMENTS AGAINST PROPERTY THROUGHOUT THE CITY; PROVIDING CERTAIN DEFINITIONS; ESTABLISHING THE PROCEDURES FOR IMPOSING AND COLLECTING FIRE SERVICE ASSESSMENTS; PROVIDING THAT FIRE SERVICE ASSESSMENTS CONSTITUTE A LIEN ON ASSESSED PROPERTY EQUAL IN RANK AND DIGNITY WITH THE LIENS OF ALL STATE, COUNTY, DISTRICT, OR MUNICIPAL TAXES AND ASSESSMENTS AND SUPERIOR IN DIGNITY TO ALL OTHER PRIOR LIENS, MORTGAGES, TITLES, AND CLAIMS; AUTHORIZING THE ISSUANCE OF OBLIGATIONS SECURED BY ASSESSMENTS; PROVIDING FOR VARIOUS RIGHTS AND REMEDIES OF THE HOLDERS OF SUCH OBLIGATIONS; PROVIDING THAT SUCH OBLIGATIONS WILL NOT CREATE A GENERAL DEBT OR OBLIGATION OF THE CITY; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Request

Approval of the First Reading of the Proposed Ordinance # 25-04 Fire Service Assessment Ordinance.

Explanation

This results from consideration and adoption of Resolution No. 34-2024 in December 2024, a subsequent successful request for proposals to seek learned and experienced multi-disciplined advice on stand-up and implementation of a Fire Service Assessment, the fire staffing study workshop on April 1, 2025, direction accordingly from the City Commission on April 15, and the extraordinary notice of public hearing associated with the establishment and use of revenue from an annual Fire Service Assessment. Such notice has been submitted for publication, and contracted to be mailed to all affected property owners on or around May 13, all as required by statute.

This item complies with statute in terms of process of adoption of an ordinance, including timely publication. After first reading and a subsequent public hearing, the Ordinance may be considered for adoption by the City Commission. Upon adoption after subsequent public hearing, the Ordinance will then serve to lay out the process, procedure, and detail for use and implementation of a non-ad valorem assessment to annually fund only a portion of the annual cost to provide constant readiness and availability of the City's fire department.

Recommendation

Approve First Reading of the Proposed Ordinance # 25-04 Fire Service Assessment Ordinance.

REQUESTED CITY COMMISSION ACTION:

Adopt

Department: Finance

Presenter:

Attachment(s):

1. (Kissimmee) Assessment Ordinance 7
City of Kissimmee

2. Prop Ord 25-04 - Fire Service Assessment Fee (Proof)
3. Non Ad Valorem Assessment Impact Statement

ITEM 7.A**Approval of City Commission Minutes from the May 6, 2025 meeting****Request**

Request Commission approval of the May 6, 2025, Commission Minutes.

Explanation

Minutes of the Commission meeting held on May 6, 2025, are attached for approval.

Recommendation

Staff recommends Commission approval.

REQUESTED CITY COMMISSION ACTION:

Department: City Commission

Presenter:

Attachment(s):

1. (S) - CCM MIN MAY 06 2025

ITEM 7.B

Renewal and Amendment to Investment Advisor Services Agreement with U.S. Bancorp Asset Management

Request

Approval of Renewal Agreement for Investment Advisory Services (Contract #20240336) with U.S. Bancorp Asset Management, LLC

Explanation

On May 21, 2024 the City of Kissimmee entered into a cooperative purchase agreement utilizing Brevard County's solicitation for investment management services awarded to U.S. Bancorp Asset Management LLC formerly known as PFM Asset Management. The initial term of the agreement expired on December 14, 2024. The City seeks to extend the terms and conditions for an additional year, continuing through December 14, 2025.

Professional management for a portfolio of this size is both cost-effective and in the best interest of the City's cash management function to maximize earnings on the City's investment portfolio of surplus funds. As the investment advisor, U.S. Bancorp will present management, investment selection, and procedural change recommendations for the portfolio in accordance with the laws of the State of Florida and the investment policies and procedures established by the City. While under contract, U.S. Bancorp must maintain active status with the Securities and Exchange Commission under the Investment Advisor's Act of 1940 to provide financial advice in a non-discretionary capacity.

The additional investment earnings realized through professional management is projected to exceed the additional cost of this service.

Recommendation

Approval of the Renewal Agreement for Investment Advisory Services with U.S. Bancorp Asset Management, LLC

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Finance

Presenter:

Attachment(s):

1. (S) City of Kissimmee Bancorp

ITEM 7.C

Authorization to Negotiate Design Services for EOC Building and Parking Garage

Request

Approve the selection committee's recommendation of the top-ranked firm and authorize staff to negotiate an agreement with JL2 Architecture for RFQ2025-001 – Emergency Operation Center (EOC) Building and Prefabricated Parking Garage Project.

Explanation

A Request for Qualifications (RFQ 2025-001) was issued on February 6, 2025 for architectural and engineering design services for a new Emergency Operations Center (EOC) Building and Prefabricated Parking Garage. The project involves designing a 15,000-square-foot EOC building and a parking garage with approximately 250 spaces, located at 8 North Stewart Avenue adjacent to the main Kissimmee Police Department building. The RFQ sought consultants with experience in designing public safety facilities, with services including site survey, master planning, spatial needs assessment, schematic design, construction drawings, bid-ready documents, and cost estimation.

Eleven (11) firms submitted proposals. On March 18, 2025, the selection committee met to evaluate and score the submissions. Below is the list of respondents:

1. Bentley Group
2. CSA Central
3. C&S Companies
4. Forefront Architecture & Engineering
5. GatorSkitch Architects & Planners
6. H2M Architects & Engineers
7. Harvard Jolly PBK
8. JL2 Architecture
9. KMF Architects
10. LDDBlueline
11. PQH Group Design, Inc.

After scoring the proposals, the selection committee reached a collective agreement to shortlist four (4) firms for presentations. On April 30, 2025, the shortlisted firms presented their qualifications to the committee and were ranked as follows:

1. JL2 Architecture (Selected)
2. Harvard Jolly PBK
3. GatorSkitch Architects & Planners
4. PQH Group Design, Inc (Withdrew)

Recommendation

Approve the selection committee's recommendation and authorize staff to negotiate an agreement with the highest ranked firm, JL2 Architecture for RFQ2025-001, EOC Building and Prefabricated Parking Garage Project.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. Authorization to Negotiate Design Services for EOC Building and Parking Garage

ITEM 7.D

Repairs of the Weston Reserve South Trail

Request

Approval to utilize the single source procurement with Atlantic Civil Constructors Corporation (Contract #20250250) for the repairs to the Weston Reserve South Trail, totaling \$87,262.59. Additionally, approval is requested for the transfer of \$8,155.00 from the ADA account to cover costs not reimbursed by FEMA.

Explanation

Hurricane Ian was a powerful and destructive storm that struck in September 2022, causing widespread damage across several regions. The Weston Reserve South Trail was significantly impacted, with extensive damage to the base and embankment erosion along a section of the trail. To fund the repairs, FEMA provided an upfront lump sum of \$79,108.00. Should the repair costs exceed this amount, the difference will be covered by the City. As a result, the City will contribute an additional \$8,155.00 to complete the project, this is for non-reimbursable expenditures. Repairs will consist of embankment reconstruction, including the removal and replacement of damaged concrete with new concrete. The embankment will be fully restored to ensure structural integrity and long-term stability. Additionally, riprap will be installed to mitigate future erosion risks and protect the area from further damage.

Under this single source procurement process, the selected contractor will perform the necessary repair services to rebuild the damaged section of the Weston Reserve South Trail. Atlantic Civil Constructors Corporation was the prime contract that built the existing trail. They have relevant experience and are familiar with the project. The selected contractor is already engaged in a similar project with the City, which provides a unique advantage in terms of efficiency and coordination. Their ongoing work with the City ensures that they are well acquainted with the City's requirements and specifications, reducing the time and effort needed to onboard a new vendor.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10445206-506393 03345656-506393	ST2306 IAN22	Decrease	\$ 8,155.00 \$79,108.00	\$87,263.00

Financial Summary:

Request to create project string from ADA account ST2306.

Recommendation

Approve the single source procurement to Atlantic Civil Constructors Corporation for repairs to the Weston Reserve South Trail, totaling \$87,262.59. Additionally, approval is requested for the transfer of \$8,155.00 from the ADA account to cover costs not reimbursed by FEMA.

City of Kissimmee

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) Contract-Atlantic Civil Constructors Corporation
2. Atlantic Civil Construction Corporation Proposal
3. Sole Source, Single Source, & Negotiated Procurement
4. Weston Reserve South Trail - Repair Location

ITEM 7.E

Change Order to Increase the Funding Amount and Extend the Completion Deadline for the Rehabilitation of 1703 Smith Street - Change Order #3

Request

Approve Change Order #3, contract #20240039, increasing the funding amount and extending the completion date for the rehabilitation of 1703 Smith Street.

Explanation

This project was approved on October 1, 2024, by the City Commission. Since then, the Osceola Council on Aging, who is the partner agency assisting with the coordination of the construction of the property, has submitted two prior change orders which have also been approved. The current amount of the project is \$70,233.20 and the completion date is April 30, 2025. As of today, the project has not been completed and there has been a change in pricing for the doors that are going to be installed. The new amount is \$78,887.72. Considering that the project is not completed yet, staff is requesting to extend the completion date to June 30, 2025.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
11225103 503434	SHIP 2021 - Rehab Construction String	Decrease	\$8,654.52	\$8,654.52

Financial Summary:

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

Recommendation

Approve Change Order #3, increasing the funding amount and extending the completion date for the rehabilitation of 1703 Smith Street.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services
Presenter: Frances DeJesus

Attachment(s):

1. Change Order 003_Holt

ITEM 7.F

State Housing Initiatives Partnership (SHIP) Owner Occupied Rehabilitation Agreement for 501 Ginwright Court, Kissimmee, FL 34744 between the City of Kissimmee, Osceola Council on Aging, and the homeowner - Annie Pinellas

Request

Approve and execute the State Housing Initiatives Partnership (SHIP) Owner Occupied Rehabilitation Agreement, contract #20240039, between the City of Kissimmee, Osceola Council on Aging, and Annie Pinellas.

Explanation

The homeowner of the property located at 501 Ginwright Court, Kissimmee, FL 34744, Annie Pinellas, has been qualified and meets all the requirements of the City's Owner-Occupied Rehabilitation Program. The approved nonprofit acting as a general contractor for the City's program, Osceola Council on Aging, has provided a quote of \$77,832.59 to complete the work needed on the home. The City added \$1500 to pay for the closing costs for the transaction. After the completion of the rehabilitation, the mortgage and the note placed on the property in the amount of \$79,332.59 will be modified to reflect modifications in the event the final amount changes.

Per the program's guidelines, assistance will be provided in the form of a forgivable, deferred loan with a term of 10 years as long as the homeowner does not default on the conditions of the loan. The mortgage states that default on the loan will occur if: (1) the property goes into foreclosure; (2) death of all parties listed on the mortgage; (3) the property is used as rental property; (4) sale of the property prior to the affordability period; (5) cash equity is taken out within the affordability period; (6) the destruction or abandonment of the improvements on the subject property; (7) failure to pay applicable property taxes; and (8) failure to maintain adequate hazard insurance.

The project is being funded by the City's State Housing Initiatives Partnership (SHIP) program.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
11225103 503434	SHIP2023 Rehab Const String	Decrease	\$223,382	\$77,832.59
11225103 503434	SHIP2023 Rehab Inspection String	Decrease	\$6,209.74	\$1,500

Financial Summary:

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

Recommendation

City of Kissimmee

Approve and execute the State Housing Initiatives Partnership (SHIP) Owner Occupied Rehabilitation Agreement between the City of Kissimmee, Osceola Council on Aging, and Annie Pinellas.

REQUESTED CITY COMMISSION ACTION:

Approve
Execute

Department: Development Services
Presenter: Frances DeJesus

Attachment(s):

1. (S) 501 Ginwright Signed Agreement

ITEM 7.G

State Housing Initiatives Partnership (SHIP) Owner Occupied Rehabilitation Agreement for 1809 Cornett Place, Kissimmee, FL 34741 between the City of Kissimmee, Osceola Council on Aging, and the homeowner, Madlene Louisjeune

Request

Approve and execute the State Housing Initiatives Partnership (SHIP) Owner Occupied Rehabilitation Agreement, contract #20240039, for 1809 Cornett Place, Kissimmee, FL 34741 between the City of Kissimmee, Osceola Council on Aging, and Madlene Louisjeune.

Explanation

The homeowner of the property located at 1809 Cornett Place, Kissimmee, FL 34741, Madlene Louisjeune, has been qualified and meets all the requirements of the City's Owner-Occupied Rehabilitation Program. The approved nonprofit acting as a general contractor for the City's program, Osceola Council on Aging, has provided a quote of \$80,884.87 to complete the work needed on the home. The City added \$1500 to pay for the closing costs for the transaction. After the completion of the rehabilitation, the mortgage and the note placed on the property in the amount of \$82,384.87 will be modified to reflect modifications in the event the final amount changes.

Per the program's guidelines, assistance will be provided in the form of a forgivable, deferred loan with a term of 10 years as long as the homeowner does not default on the conditions of the loan. The mortgage states that default on the loan will occur if: (1) the property goes into foreclosure; (2) death of all parties listed on the mortgage; (3) the property is used as rental property; (4) sale of the property prior to the affordability period; (5) cash equity is taken out within the affordability period; (6) the destruction or abandonment of the improvements on the subject property; (7) failure to pay applicable property taxes; and (8) failure to maintain adequate hazard insurance.

The project is being funded by the City's State Housing Initiatives Partnership (SHIP) program.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
11225103 503434 11225103 503434	SHIP2023 Rehab Const String SHIP2023 Rehab Inspection Fees	Decrease Decrease	\$223,382 \$6,209.74	\$80,884.87 \$1,500

Financial Summary:

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

Recommendation

City of Kissimmee

Approve and execute the State Housing Initiatives Partnership (SHIP) Owner Occupied Rehabilitation Agreement for 1809 Cornett Place, Kissimmee, FL 34741 between the City of Kissimmee, Osceola Council on Aging, and Madlene Louisjeune.

REQUESTED CITY COMMISSION ACTION:

Approve
Execute

Department: Development Services
Presenter: Frances DeJesus

Attachment(s):

1. (S) SHIP Rehab Agreement 1809 Cornett Pl

ITEM 7.H

State Housing Initiatives Partnership (SHIP) Roof Replacement Agreement for 724 Alma Street, Kissimmee, FL 34741 between the City of Kissimmee, Habitat for Humanity of Greater Orlando and Osceola County, and the homeowner- Sophil M. Johnson

Request

Approval of the Mayor to execute the State Housing Initiatives Partnership (SHIP) Agreement, contract #20240038, with Habitat for Humanity of Greater Orlando and Osceola County and Sophil M. Johnson.

Explanation

The homeowner of the property located at 724 Alma Street, Sophil M. Johnson, applied and qualified to participate in the Roof Replacement Program to fix her home. Habitat for Humanity of Greater Orlando and Osceola County, which is one of the City's partners in this program, did an assessment to perform the roof replacement services and has agreed to do the work for an amount not to exceed \$15,607.98. The City added \$1500 to pay for the closing costs for the transaction. Thus, the amount of the mortgage lien that will be placed on the property is \$17,107.98. The mortgage requires an affordability period of 5 years from the date of execution of the mortgage and the note. The project will be constructed with SHIP funds.

If the final cost of the work exceeds \$15,607.98, the mortgage will be modified to reflect the higher cost. Per the Local Housing Assistance Plan (LHAP), the maximum amount of assistance is \$30,000.

Per the program's guidelines, assistance will be provided in the form of a forgivable, deferred loan with a term of 10 years as long as the homeowner does not default on the conditions of the loan. The mortgage states that default on the loan will occur if: (1) the property goes into foreclosure; (2) death of all parties listed on the mortgage; (3) the property is used as rental property; (4) sale of the property prior to the affordability period; (5) cash equity is taken out within the affordability period; (6) the destruction or abandonment of the improvements on the subject property; (7) failure to pay applicable property taxes; and (8) failure to maintain adequate hazard insurance.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
11225103 3434	SHIP 2023 Roof Replacement String	Decrease	\$60,000	\$15,607.98
11225103 3434	SHIP 2023 Roof Inspection Fees	Decrease	\$4,125	\$1,500

Financial Summary:

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

Recommendation

City of Kissimmee

Approval of the Mayor to execute the State Housing Initiatives Partnership (SHIP) Agreement with Habitat for Humanity of Greater Orlando and Osceola County and Sophil M. Johnson.

REQUESTED CITY COMMISSION ACTION:

Approve
Execute

Department: Development Services
Presenter: Frances DeJesus

Attachment(s):

1. (S) SHIP Executed Agreement - 724 Alma St

ITEM 7.I

Substantial Amendment (No. 1) to the City of Kissimmee Annual Action Plan for Fiscal Year 2024-2025

Request

Approve the First Substantial Amendment to the City of Kissimmee Annual Action Plan for Fiscal Year 2024-2025.

Explanation

The City of Kissimmee is seeking to submit a Substantial Amendment to its 2024 Annual Action Plan. The proposed amendment adds Relocation as a project and reallocates some funding to it from Housing Rehabilitation, which is already an existing project. The proposed changes are:

Housing Rehabilitation

1. Decrease the CDBG allocation of the amount of \$500,000 in the Housing Rehabilitation project to \$400,000; and

Relocation

2. Create and allocate \$100,000 to the newly created Relocation project in CDBG.

Substantial amendments are required when reallocating funds between activities, deleting activities, and/or creating new ones. The Consolidated Plans covering year 2024-2025 will also be amended accordingly to reflect the changes listed above.

The 30-day public comment period for this Substantial Amendment took place from Friday, April 4 through Saturday, May 3, 2025. No comments were received.

Recommendation

Approve the First Substantial Amendment to the City of Kissimmee Annual Action Plan for Fiscal Year 2024-2025.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Frances DeJesus

Attachment(s):

1. Substantial Amendment #1 to the 2024-2025 Annual Action Plan

ITEM 7.J

AM750 FDOT Lighting Agreement

Request

Approval to renew State Highway Lighting, Maintenance and Compensation Agreement Contract #20240362 between the City of Kissimmee and the Florida Department of Transportation (FDOT).

Explanation

The City's current State Highway Lighting, Maintenance and Compensation Agreement (Agreement) with the Florida Department of Transportation (FDOT), Contract # AM750, will expire on June 30, 2025. FDOT proposed renewing the Agreement effective July 1, 2025, for a one (1) year term with services ending June 30, 2026. The Agreement includes maintenance and repair of FDOT street lighting within the city limits with compensation based on the number of units. The total annual compensation for the renewal contract is \$104,575.73.

Recommendation

Approval of the renewal of the State Highway Lighting, Maintenance, and Compensation Agreement between the City of Kissimmee and The Florida Department of Transportation and for the City Manager to execute the agreement.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) AM750 Renewal Package

ITEM 7.K

Randolph and Mabbette – Final Plat

Request

Approval of the final plat known as Randolph and Mabbette.

Explanation

The owner of the property, Everett E. McTeer Trust, is requesting final plat (DRC# SR-24-0019) approval without a guarantee. The 0.258± acre parcel, located north of Mabbette Street and east of North Randolph Avenue, is being subdivided into two lots for development purposes.

Recommendation

Approval of the final plat known as Randolph and Mabbette.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) Final Plat - Randolph and Mabbette
2. Vicinity Map

ITEM 7.L

Request for approval to use Law Enforcement Trust Fund (LETf) money for the purchase of unmanned aerial vehicles (drones) and training related to the drones

Request

Approval for the use of up to \$67,000 of Law Enforcement Trust Fund (LETf) monies to purchase two (2) unmanned aerial vehicles (drones) and specialized training related to the drones, and to amend the budget accordingly.

Explanation

KPD seeks to purchase two (2) drones for approximately \$60,000. The drones will be used by KPD to enhance situational awareness, improve officer safety, and support public safety operations such as search and rescue, crime scene documentation, and tactical response. Aerial support has traditionally been provided by the County Sheriff's helicopter, which, while effective, is costly and not always immediately available. Drones will provide a more timely, safe, and cost-effective means of obtaining real-time situational awareness during critical incidents. KPD will follow the City's Purchasing Manual to purchase these drones and submit the contract for the purchase of these drones to the City Manager for execution at a later date. Additionally, in support of establishing a dedicated Drone Unit, KPD seeks funding for specialized training related to the operation of the drones. KPD anticipates that the training will cost approximately \$7,000. The spending of LETf funds for this purpose complies with section 932.7055, Florida Statutes, because these funds will be used to purchase additional equipment and expertise to be used by KPD. Under section 932.7055, Florida Statutes, Commission must approve the use of funds from the LETf.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
01330733 505255	PD2515	Increase	\$60,000.00	
01330736 506494		Increase	\$7,000.00	
01330730 509275		Decrease	\$67,000.00	

Financial Summary:

The funds for these expenses are held in the cash reserves under the State Forfeiture cash account.

Recommendation

Approval of the use of up to \$67,000 in LETf money to purchase two drones and specialized training to operate the drones, and to amend the budget accordingly.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Police
Presenter: Charles Broadway

Attachment(s):

1. LETF Certification Purchase Unmanned Aerial Vehicles and Related Training

ITEM 7.M

Approval for the use of Law Enforcement Trust Fund (LETF) money for purchase of challenge coins and other items to promote KPD

Request

Approval for the use of up to \$12,200 in LETF money for purchase of challenge coins and others items to promote KPD and to amend the budget accordingly.

Explanation

KPD seeks to use up to \$8,000 in LETF money to purchase promotional items to give to attendees of an upcoming Civilian Academy and to the community at large. The Civilian Academy is a community-focused initiative being planned by KPD that is designed to strengthen the relationship between KPD and the public. Promotional items play a key role in fostering goodwill, building trust, creating lasting impressions, and reinforcing positive community engagement. These items will not only be distributed during the Civilian Academy but will also support the ongoing efforts of our Community Engagement Unit (hereinafter "CEU") Officers, as CEU Officers attend city events, lakefront gatherings, and neighborhood functions.

Additionally, KPD seeks to use up to \$4,200 in LETF money to purchase challenge coins for officers to distribute to members of the public. Similar to the promotional items, KPD believes that giving away challenge coins will foster goodwill in the community and trusting relationships between law enforcement and community members. Through these steps and others, KPD continues to enhance its capabilities and community outreach through strategic and fiscally responsible initiatives.

The spending of LETF funds for these purposes complies with section 932.7055, Florida Statutes, because these funds will be used to foster crime prevention and safe neighborhoods. Under section 932.7055, Florida Statutes, the Commission must approve the use of funds from the LETF.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
01330733 505255		Increase	\$4,200.00	
01330733 505261		Increase	\$8,000.00	
01330730 509275		Decrease	\$12,200.00	

Financial Summary:

The funds for these expenses are held in the cash reserves under the State Forfeiture cash account.

Recommendation

Approval for the use of up to \$12,200 in LETF money for purchase of challenge coins and others items to promote KPD and to amend the budget accordingly.

City of Kissimmee

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter: Charles Broadway

Attachment(s):

1. LETF Certification for Promotional Items and Challenge Coins Signed

ITEM 7.N

Ground Lease at the Kissimmee Gateway Airport between the City of Kissimmee, Florida and Kissimmee Place Development Group

Request

Approval of a ground lease at the Kissimmee Gateway Airport between the City of Kissimmee, Florida and Kissimmee Place Development Group, contract# 20250224.

Explanation

The Kissimmee Place Development Group (KPDG) requested a First Right of Refusal (FRR) to lease property at the Kissimmee Gateway Airport (ISM). The proposed project included the design and construction of a 122-room hotel within the 2 acres on the west side of the Dyer-Thacker Commerce Park. The City Commission approved the FRR on December 16, 2024, and KPDG began conducting due diligence to determine the desirability of leasing the property and initiating the project.

KPDG and the City have since agreed to negotiate a lease for the project with the following terms:

- 1) Development of the two (2) acre parcel for an airport hotel.
- 2) The initial term of the proposed lease is for a period of thirty (30) years, with two (2) five-year renewal options.
- 3) Rent rates that exceed the current appraised fair market value of the land \$0.43 versus \$0.40 per square foot with structured increases, including the option periods, if so exercised.
- 4) An airport concession fee to be collected in each quarter of each calendar year of the term equal to 2% of gross receipts from the hotel operations, with a minimum annual guaranteed rent collected in the first five (5) years.

The City has received a National Environmental Policy Act (NEPA) categorical exclusion, meeting environmental requirements allowing the project to proceed. The lease has been submitted to the FAA for review and comments to ensure compliance with grant assurances. A land release for non-aeronautical use is also being requested from the FAA; Such use is already noted in the current Airport layout Plan (ALP). The lease is subject to any comments and all applicable FAA approvals. Should the FAA require certain provisions of the lease be amended in accordance with the requirements of the FAA, KPDG agrees to cooperate with the City and amend the lease as necessary to comply with such required amendments.

Recommendation

Approval of a ground lease at the Kissimmee Gateway Airport between the City of Kissimmee, Florida and Kissimmee Place Development Group, contract# 20250224.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. Back up-First Right of Refusal Agreement to Lease Property Dyer-Thacker Commerce Park (Contract #20250132)_Dec-18-2024_completed
City of Kissimmee

2. (S)KPDG Airport Lease Agreement 1- Executed_SF_5.13.25

ITEM 7.0

Change Order No. 1 for Chambers Park Community Center Renovation

Request

Approval of Change Order No. 1 to amend the current contract price for the Chambers Park Community Center Renovation project (Contract #20240461) from \$222,367 to \$306,844.53 to include roof realignment, wall installation, and stucco for porch bathrooms.

Explanation

The City of Kissimmee originally approved a contract with FSV Construction for the Chambers Park Community Center Renovation project on August 6, 2024, for the amount of \$222,367. However, this total did not include critical enhancements to the facility. These needed improvements include the realignment of the front roof to fully cover the building entrance, the installation of a wall in the bathroom for improved functionality, and stucco for porch bathrooms to improve the interior appearance. These additional items total \$84,477.53, increasing the contract price to a new total of \$306,844.53.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
15050106-506292	CHAMBERSAA Treasury	Decrease	\$243,153.00	\$84,477.53

Financial Summary:

Adequate funds are available within the Chambers Park Community Center Renovation project (Chambers AA Treasury) account as allocated in the FY24 budget.

Recommendation

Approval of Change Order No. 1 to amend the current contract price from \$222,367 to \$306,844.53 for the Chambers Park Community Center Renovation project.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):

1. (S) Chambers Park Community Center Change Order 1

City of Kissimmee

ITEM 8.A

Presentation of the Annual Comprehensive Financial Report for the year ended September 30, 2024

Request

Acceptance of the Annual Comprehensive Financial Report for the year ended September 30, 2024.

Explanation

The Annual Comprehensive Financial Report for the year ended September 30, 2024 was issued in March for the City of Kissimmee. The City's external auditors, Purvis Gray & Company, LLP, have given the City an unmodified opinion which means the financial statements conform with generally accepted accounting principles and present fairly, in all material respects, the financial position of the City and the results of its operations.

Purvis Gray & Company, LLP, will be present to answer any questions the Commission may have about the audited financial statements or the required communication letter.

Recommendation

Accept the Annual Comprehensive Financial Report for the year ended September 30, 2024.

REQUESTED CITY COMMISSION ACTION:

Accept

Department: Finance

Presenter: Tavia Ritchie

Attachment(s):

1. 2024 kissimmee
2. 11368ACFR24 Final SAS114 City of Kissimmee

ITEM 8.B

Presentation of the Downtown CRA Annual Comprehensive Financial Report for the year ended September 30, 2024

Request

Acceptance of the Downtown CRA Annual Comprehensive Financial Report for the year ended September 30, 2024.

Explanation

The Downtown Community Redevelopment Agency Annual Comprehensive Financial Report for the year ended September 30, 2024 was issued in May 2025. The City's external auditors, Purvis Gray & Company, LLP, have given the City an unmodified opinion which means the financial statements conform with generally accepted accounting principles and present fairly, in all material respects, the financial position of the City and the results of its operations.

Purvis Gray & Company, LLP, will be present to answer any questions the Commission may have about the audited financial statements or the required communication letter.

Recommendation

Accept the Downtown CRA Annual Comprehensive Financial Report for the year ended September 30, 2024

REQUESTED CITY COMMISSION ACTION:

Accept

Department: Finance

Presenter: Tavia Ritchie

Attachment(s):

1. 11368AR24 Final SAS114 City of Kissimmee CRA
2. 2024 kissimmee community redevelopment agency

ITEM 8.C

Presentation of the Vine Street CRA Annual Comprehensive Financial Report for the year ended September 30, 2024

Request

Acceptance of the Vine Street CRA Annual Comprehensive Financial Report for the year ended September 30, 2024.

Explanation

The Vine Street Community Redevelopment Agency Annual Comprehensive Financial Report for the year ended September 30, 2024 was issued in May 2025. The City's external auditors, Purvis Gray & Company, LLP, have given the City an unmodified opinion which means the financial statements conform with generally accepted accounting principles and present fairly, in all material respects, the financial position of the City and the results of its operations. Purvis Gray & Company, LLP, will be present to answer any questions the Commission may have about the audited financial statements or the required communication letter.

Recommendation

Accept the Vine Street CRA Annual Comprehensive Financial Report for the year ended September 30, 2024.

REQUESTED CITY COMMISSION ACTION:

Accept

Department: Finance

Presenter: Tavia Ritchie

Attachment(s):

1. 11368AR24 Final SAS114 Kissimmee Vine Street CRA
2. 2024 kissimmee vine street community redevelopment agency

ITEM 8.D

Advisory Board Vacancy: Planning Advisory Board and Board of Adjustment

Request

The Commission is requested to make an appointment to fill a vacancy on the Planning Advisory Board.

Explanation

Planning Advisory Board Member, Robert Spalding, has notified the City that he no longer wishes to serve on the board and must resign. Mr. Spalding's term is set to expire May 31, 2025. City staff requests that the appointment be made for the remainder of the term, plus an additional three (3) full-year term, expiring on May 31, 2028. Seat # 1 has been assigned to this vacancy.

Board of Adjustment Members Mary Carr and Wilfredo ("Will") Fonseca have notified the City that they no longer wish to serve on the board and must resign. Ms. Carr and Mr. Fonseca's terms are set to expire May 31, 2025. City staff requests that the new appointments be made for the remainder of the term, plus an additional three (3) full-year term, expiring on May 31, 2028. Seat #3 and Seat #4 have been assigned these vacancies.

The assigned Commissioner 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 # 1 - Ortiz <i>*3 applications on file</i>	05/20/2025	Planning Advisory Board	05/31/2028	Member must be a city resident.
Seat # 3 - Alvarez <i>*2 applications on file</i>	06/17/2025	Board of Adjustment	05/31/2028	Member must be a city resident.
Seat # 4 - Martinez <i>*2 applications on file</i>	06/17/2025	Board of Adjustment	05/31/2028	Member must be a city resident.

Recommendation

The Commission is requested to make an appointment to fill a vacancy on the Planning Advisory Board.

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. PAB Applicant - Kristen Camero (City Resident)

City of Kissimmee

2. PAB Applicant - Jon Arguello (City Resident)
3. PAB and BOA Applicant - Tiffany Jeffers (City Resident)
4. BOA Applicant - Golam Sadat (City Resident)

ITEM 8.E

Annual Advisory Board vacancies with terms ending May 31, 2025

Request

The Commission is requested to appoint or reappoint members to fill vacancies for boards with terms ending May 31, 2025.

Explanation

The following board member terms are expiring May 31, 2025, and are seeking reappointment. All members will be reappointed to serve a new three (3) year term.

Commissioner Rotation:	Appointment Expires	Board Member:	Board Member Position:	Advisory Board:	New Board Term Expires:
Seat #2 - Eady	06/03/2025	Jose Barreto	City Resident	Board of Adjustment	05/31/2028
Seat #4 - Martinez	06/03/2025	Scott Grenald	City Resident	Historic Preservation Board	05/31/2028
Seat #5 - Mayor Espinosa	06/03/2025	Edward Kilroy	County Resident	Parks and Recreation Board	05/31/2028
Seat #1 - Ortiz	06/03/2025	Robin Wright	City Resident	Parks and Recreation Board	05/31/2028
Seat #2 - Eady	06/03/2025	Rebeca Marin	City Resident	Planning Advisory Board	05/31/2028

Attached are the applications on file for the above positions for consideration should the Commission not wish to reappoint any of the above individuals.

Recommendation

The Commission appoint candidates or reappoint members who wish to continue serving for terms expiring on May 31, 2025.

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. BOA , HPB, PAB Applicant - Tiffany Jeffers (City Resident)
2. BOA Applicant - Golam Sadat (City Resident)
3. HPB and PAB Applicant - Jon Arguello (City Resident)
4. PARAB and PAB Applicant - Kristen Camero (City Resident)

City of Kissimmee

5. PARAB Applicant - Sharon Llewellyn (County Resident)
6. PARAB Applicant - Jacqueline Centeno (County Resident)