MEETING MINUTES
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

Members Present: Mayor Jackie Espinosa, Commissioners Noel Ortiz, Angela Eady, Carlos Alvarez, III, Janette Martinez

Staff Present: City Manager Mike Steigerwald, Deputy City Attorney Kalanit Oded, Deputy City Manager Desiree Matthews, Deputy City Manager Austin Blake, City Clerk Tameara Crespo

Staff Absent: City Attorney Olga Sanchez de Fuentes

Mayor Espinosa called the meeting to order at 6:00 PM.

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

3. PROCLAMATIONS AND SPECIAL PRESENTATIONS

3.A Ruby Award - Florida Coach

Presentation of the Ruby Award to Florida Coach

Economic Development Director David Rodriguez provided an overview of the company history of Florida Coach as the commissioners presented the Ruby Award to the business owner and their family. The recipient thanked the city for their support.

3.B 2025 Fair Housing Drawing Contest

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

Housing Manager Frances DeJesus presented certificates of the winners to Help Now Director Tammy Douglas who accepted the awards of their behalf. An additional certificate was presented to the Osceola County Association of Realtors.

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.

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

Deputy City Attorney Kalanit Oded read Proposed Ordinance # 25-04 by title.

City Manager Steigerwald reviewed the purpose of the ordinance and the implementation of a 24/72 fire service schedule. Following discussions on various options, the commission agreed to impose a fire service assessment fee at a recent workshop. All property owners were notified starting May 13, 2025, with additional advertisement in the newspaper, in compliance with statutory requirements.

Mayor Espinosa announced the Public Hearing with no response from the audience.

Commissioner Eady moved to approve the public hearing and First Reading of Proposed Ordinance # 25-04. Commissioner Martinez seconded the motion.

AYE: Commissioner Alvarez, Commissioner Eady, Commissioner Martinez, Mayor-Commissioner Espinosa, Commissioner Ortiz
NAY: None

Motion carried 5 - 0.

5. PUBLIC HEARINGS

6. HEAR AUDIENCE *Anything requiring a vote will be heard at a later time.*

Ray Parsons, 111 E. Monument Avenue, Kissimmee, FL, addressed the SunRail parking incident and downtown violence, emphasizing that Kissimmee is more than these events. Commissioner Eady noted stronger enforcement is coming, with commission decisions forthcoming.

Maria Virginia Garcia, 120 Broadway, Kissimmee, FL, discussed the hotel proposals with encouragement for the commission to make recommendations that prioritize residents' best interests. The commission's decision will impact future generations, so it's important to honor the city's legacy and pursue well-considered development.

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.*

Commissioner Eady made a motion to approve the Consent Agenda in its entirety. Commissioner Martinez seconded the motion.

Motion carried 5 - 0.

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

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

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

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

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

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.

7.D Repairs of the Weston Reserve South Trail

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.

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

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

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

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.

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

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.

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

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.

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

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

7.J AM750 FDOT Lighting Agreement

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

7.K Randolph and Mabbette – Final Plat

Approval of the final plat known as Randolph and Mabbette.

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

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.

7.M <u>Approval for the use of Law Enforcement Trust Fund (LETF) money for purchase of challenge coins and other items to promote KPD</u>

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.

7.N <u>Ground Lease at the Kissimmee Gateway Airport between the City of Kissimmee, Florida and Kissimmee Place Development Group</u>

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

7.O <u>Change Order No. 1 for Chambers Park Community Center Renovation</u>

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.

8. DISCUSSION ITEMS

8.A <u>Presentation of the Annual Comprehensive Financial Report for the year ended September 30, 2024</u>

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

Finance Director Tavia Ritchie introduced the city's auditors Purvis and Gray to present the audit report. Auditor Partner, Helen Painter, reviewed the City’s report, indicating an unmodified opinion has been issued on the financial statement.

Commissioner Eady made a motion to approve. Commissioner Martinez seconded the motion.

AYE: Commissioner Alvarez, Commissioner Eady, Commissioner Martinez, Mayor-Commissioner Espinosa, Commissioner Ortiz
NAY: None

Motion carried 5 - 0.

<u>CITY COMMISSION RECESSES AND CONVENES AS THE COMMUNITY REDEVELOPMENT AGENCY BOARD</u>

8.B <u>Presentation of the Downtown CRA Annual Comprehensive Financial Report for the year ended September 30, 2024</u>

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

Auditor Partner, Helen Painter, reviewed the Downtown CRA’s annual report, indicating an unmodified opinion has been issued on the financial statement.

Board Member Martinez made a motion to approve. Board Member Alvarez seconded the motion.

AYE: Board Member Alvarez, Board Member Eady, Board Member Martinez, Chairwoman Espinosa, Board Member Ortiz
NAY: None

Motion carried 5 - 0.

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

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

Auditor Partner, Helen Painter, reviewed the Vine Street CRA's annual report, indicating an unmodified opinion has been issued on the financial statement, noting that the Vine Street CRA has a 53% increase and is doing well.

Board Member Eady made a motion to approve. Board Member Alvarez seconded the motion.

AYE: Board Member Alvarez, Board Member Eady, Board Member Martinez, Chairwoman Espinosa, Board Member Ortiz
NAY: None

Motion carried 5 - 0.

COMMUNITY REDEVELOPMENT AGENCY BOARD ADJOURNS AND RECONVENES AS THE CITY COMMISSION

8.D Advisory Board Vacancy: Planning Advisory Board and Board of Adjustment

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

Commissioner Ortiz made a motion to approve a thirty (30) day extension for the Seat #1 vacancy. Commissioner Martinez seconded the motion.

AYE: Commissioner Alvarez, Commissioner Eady, Commissioner Martinez, Mayor-Commissioner Espinosa, Commissioner Ortiz
NAY: None

Motion carried 5 - 0.

8.E Annual Advisory Board vacancies with terms ending May 31, 2025

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

Commissioner Ortiz made a motion to reappoint Robin Wright to the Parks and Recreation Board. Commissioner Alvarez seconded the motion.

AYE: Commissioner Alvarez, Commissioner Eady, Commissioner Martinez, Mayor-Commissioner Espinosa, Commissioner Ortiz
NAY: None

Motion carried 5 - 0.

9. HEAR CITY OFFICIALS

9.A CITY MANAGER

City Manager Steigerwald provided follow-up on a few comments regarding downtown and the Toho Square Project. He appreciated the invitation to Puerto Rico to observe government operations and experience the culture. He hopes new business investments are underway as a result of the trip.

9.B CITY ATTORNEY

9.C CITY COMMISSION

Commissioner Ortiz thanked Chief Broadway for his dedication to the community. Commissioner Eady raised questions about a downtown gas station and transforming the Neptune Road area of Lakefront. The City Manager noted potential challenges, including zoning and environmental concerns, but will explore the ideas further. Commissioners also discussed the need for a new portable stage and possibly a parade float.

Commissioner Eady made a motion to direct the City Manager to research the costs associated with purchasing a portable stage and parade float and to bring the information back to the budget workshop for consideration. Commissioner Alvarez seconded the motion.

AYE: Commissioner Alvarez, Commissioner Eady, Commissioner Martinez, Mayor-Commissioner Espinosa, Commissioner Ortiz
NAY: None

Motion carried 5 - 0.

Commissioner Martinez reminded the audience of upcoming events such as Pride Fest and the Rose Hill Cemetery Memorial. Mayor Espinosa invited the community to attend the Puerto Rican Summit and thanked the City Manager for a successful trip. She expressed interest in hosting annual visits with other governments to share and learn about our emergency management and law enforcement practices.

10. ADJOURNMENT

There being no further business to come before the Commission, Mayor Espinosa adjourned the meeting at 7:01 PM.

MAYOR-COMMISSIONER

KISSIMMEE
Founded 1883
IN GOD WE TRUST

ATTEST:

Tameara Crespo

CITY CLERK