



**MEETING AGENDA
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, JUNE 17, 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 - Juneteenth Day

3.B Swearing in Ceremony for Assistant Chief of Police and Four New Police Officers

3.C Promotion Ceremony of Police Sergeants

3.D Employee of the Month for June

3.E Presentation on Retrolight Systems Solution for High-Priority Pedestrian Zones

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

4.A Public Hearing - First Reading: Proposed Ordinance #25-06 - Establishment of Civilian Police Oversight Board

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, FLORIDA, CHAPTER 2, ADMINISTRATION, ARTICLE III, BOARDS AND COMMISSIONS, ESTABLISHING A CIVILIAN POLICE OVERSIGHT BOARD; AMENDING SECTION 2-3-3, CITY ATTORNEY AS LEGAL ADVISOR; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE.

4.B Public Hearing - First Reading: Proposed Ordinance #25-08 - Updated Building Fee Ordinance

AN ORDINANCE AMENDING THE CODE OF THE CITY OF KISSIMMEE, FLORIDA CHAPTER 9 BUILDINGS AND BUILDING REGULATIONS, AMENDING DIVISION 5 BUILDING PERMITS SECTION 9-115 COMMERCIAL PERMIT FEES; SECTION 9-116 MULTIFAMILY PERMIT FEES; SECTION 9-117 MISCELLANEOUS PERMIT FEES; SECTION 9-118 SINGLE FAMILY RESIDENCE PERMIT; SECTION 9-119 INSPECTIONS; SECTION 9-120 VALUATION OF CONSTRUCTION; SECTION 9-121 FAILURE TO OBTAIN A PERMIT; SECTION 9-122 PLAN REVISIONS; SECTION 9-124 PERMIT EXTENSIONS; SECTION 9-125 ANNUAL INCREASE; SECTION 9-126 TECHNOLOGY; SECTIONS 9-127 THROUGH 9-140 RESERVED; DIVISION 6 MECHANICAL PERMITS SECTION 9-141 SCHEDULE OF PERMIT FEES; SECTION 9-142 FAILURE TO OBTAIN A PERMIT; SECTION 9-143 PLAN REVISIONS; SECTION 9-144 DUPLICATE PERMITS; SECTION 9-145 PERMIT EXTENSIONS; SECTION 9-146 ANNUAL INCREASE; SECTION 9-147 TECHNOLOGY; SECTIONS 9-148 THROUGH 9-165 RESERVED; DIVISION 7 PLUMBING PERMITS; SECTION 9-166 SCHEDULE OF PERMIT FEES; SECTION 9-167 INSPECTIONS; SECTION 9-168 FAILURE TO OBTAIN A PERMIT; SECTION 9-169 PLAN REVISIONS; SECTION 9-171 PERMIT

EXTENSIONS; SECTION 9-172 ANNUAL INCREASE; SECTION 9-173 TECHNOLOGY; SECTIONS 9-174 THROUGH 9-185 RESERVED; DIVISION 8 ELECTRICAL PERMITS SECTION 9-186 SCHEDULE OF PERMIT FEES; SECTION 9-187 INSPECTIONS; SECTION 9-188 FAILURE TO OBTAIN A PERMIT; SECTION 8-189 PLAN REVISIONS; SECTION 9-191 PERMIT EXTENSIONS; SECTION 9-192 ANNUAL INCREASE; SECTION 9-143 TECHNOLOGY; SECTIONS 9-194 THROUGH 9-222 RESERVED; DIVISION 9 FIRE PERMITS SECTION 9-223 SCHEDULE OF PERMIT FEES; SECTION 9-224 INSPECTION FEES; SECTION 9-225 FAILURE TO OBTAIN A PERMIT; SECTION 9-226 PLAN REVISIONS; SECTION 9-227 DUPLICATE PERMITS; SECTION 9-228 PERMIT EXTENSIONS; SECTION 9-229 ANNUAL INCREASE; SECTION 9-230 TECHNOLOGY; SECTIONS 9-231 THROUGH 9-241 RESERVED; DIVISION 10 REFUNDS SECTION 9-242 FEE REFUNDS; SECTION 9-243 APPLICABILITY; AND SECTION 9-244 NON-REFUNDABLE CONDITIONS AND FEES BY UPDATING THE FEES TO ADEQUATELY ADDRESS THE COST OF PROCESSING ITEMS, REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE.

5. PUBLIC HEARINGS

5.A Public Hearing - Kissimmee Gateway Airport Commerce Park Mixed Use Planned Unit Development (MUPUD) Amendment - PUD-25-0001

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 June 3, 2025 KUA Board Interviews and Commission Meeting

7.B Permanent Right-of-Way Easement between Haley and Brenda Bronson, Trustees of the Irlo O. Bronson, Jr. Amended and Restated Trust and the City of Kissimmee

7.C Continuing services contracts for planning services

7.D Award of mowing contract with Rotolo Consultants Inc.

7.E Sponsorship donation from AdventHealth

7.F Resolution approving an affordable housing development consistent with Florida Statutes 166.04151(6).

7.G Acceptance of funding from the Florida Department of Transportation Alert Today Florida's High Visibility Enforcement for Pedestrian and Bicycle Safety Program

7.H Transfer of funds from Airport Reserves to Airport Professional Services

7.I Federal Aviation Administration (FAA) Airport Grant for Taxiway Alpha Improvement Design

7.J Risk and Safety Claims Tracking Software

7.K Knightsbridge Phase 2A & 2B – Subdivision Final Acceptance

- 7.L Amendment and renewal of Continuing Services Contracts for Geotechnical Engineering, Environmental, Material and Consulting Testing Services
- 7.M Amendment and renewal of Continuing Services Contracts for Milling, Resurfacing and Minor Concrete Work
- 7.N Selection of Contractor for Haven on Vine Renovation Project: RFP2025-010
- 7.O Lease Agreement with Motorola Solutions, Inc. for Public Safety Portable Radios and Related Services
- 7.P Ground and Build To Suit Lease Agreement with Cirrus Design Corp. at Kissimmee Gateway Airport
- 7.Q Resolution Authorizing the City Manager to Execute Documents Related to Applications for Hazard Mitigation Grant Programs

8. DISCUSSION ITEMS

- 8.A Downtown Kissimmee Activation Incentive
- 8.B Amendments to Community Redevelopment Agency Incentives Policy
- 8.C 2025 Policy Agenda Review - Building and Fire Prevention Division Operations
- 8.D Advisory Board Vacancy: Board of Adjustment

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 - Juneteenth Day

Request

Presentation of the Juneteenth Day Proclamation to Nina Hill, President of the NAACP Osceola Branch.

Explanation

N/A

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation - Juneteenth Day

ITEM 3.B

Swearing in Ceremony for Assistant Chief of Police and Four New Police Officers

Request

Swearing in Ceremony for Assistant Chief of Police and four new Police Officers.

Explanation

One new Assistant Chief of Police and four new Police Officers have been hired as employees by the City of Kissimmee Police Department. Having the Officers sworn in at City Commission meetings serve as a formal introduction to the Mayor, City Commissioners, the citizens and the community. The procedure of swearing in new officers instills formality and professionalism at the start of their careers with the City of Kissimmee.

The new Assistant Chief of Police to be sworn is:
Kevin McGinley

The new Police Officers to be sworn in are:
Justyne Sansoucy
Lisandro Perez
Luis Lassalle-Lugo
Juan Guillermo Gonzalez

Department: Police
Presenter: Charles Broadway

Attachment(s):

1. (S) Oath of Office Assistant Chief K McGinley-Police Officers-J Sansoucy-L Perez-L Lassalle Lugo-J Guillermo Gonzalez-1
2. (S) Oath of Office Assistant Chief K McGinley-Police Officers-J Sansoucy-L Perez-L Lassalle Lugo-J Guillermo Gonzalez-2

ITEM 3.C

Promotion Ceremony of Police Sergeants

Request

Swearing in and administering of oath for newly promoted Police Sergeant Brandon Illgen and Police Sergeant Gerry Garrett.

Explanation

The Sergeants being promoted are:

Brandon Illgen began his law enforcement career with the Kissimmee Police Department on 12/1/2010. He was promoted to the rank of Corporal in 2020. During his tenure with the department, Sergeant Illgen has worked the Patrol, Support Services, and CID Divisions and is also a member of SWAT.

Gerry Garrett began his law enforcement career with the Kissimmee Police Department on 12/10/2012. He was promoted to the rank of Corporal in 2021. During his tenure with the department, Sergeant Garrett has worked the Patrol Division, CID & Special Operations Divisions and is also a member of ERT.

Department: Police

Presenter: Charles Broadway

Attachment(s):

1. (S) Oath of Office Promotion to Sergeant B Illgen-Gerry Garrett-1
2. (S) Oath of Office Promotion to Sergeant B Illgen-Gerry Garrett-2

ITEM 3.D

Employee of the Month for June

Request

Staff requests that the Commission join the City Manager in recognizing Cameron Turner of the Police Department as the Employee of the Month for June.

Explanation

The City is pleased to announce that Cameron Turner, a dedicated Telecommunicator with the Police Department, has been named Employee of the Month for June. Cameron began her career with the City of Kissimmee two and a half years ago and has quickly become an invaluable and respected member of the team. Throughout her career, Cameron has demonstrated unwavering positivity, inspiring those within her department to perform their duties with confidence and efficiency.

She is an exemplary employee who consistently displays a strong work ethic, reliability, and a commitment to excellence. Cameron is a hardworking team member who takes full responsibility for completing her tasks on time, contributing significantly to the team's success and efficiency. Overall, Cameron's dedication, positivity, and leadership have significantly impacted her performance and the department, setting a standard of excellence for all to follow.

The City is proud to recognize Cameron for her outstanding service and dedication to the community.

Department: Human Resources & Risk Management

Presenter: Mike Steigerwald

Attachment(s):

None

ITEM 3.E

Presentation on Retrolight Systems Solution for High-Priority Pedestrian Zones

Request

Mr. Jorge Figueroa, CEO of Skynovva Solutions Group, has requested to make a presentation to the Commission on Retrolight Systems solutions for high-priority pedestrian zones.

Explanation

Retrolight Systems provide pedestrian safety by automatically activating LED-illuminated pavement warning lights when a pedestrian enters the crosswalk zone. These pavement markers increase visibility at crosswalks during nighttime and low-visibility conditions.

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. 2023_KISSIMMI_FLORIDA PEDESTRIAN CROSSING PROPOSAL_Sky rev2

ITEM 4.A

Public Hearing - First Reading: Proposed Ordinance #25-06 - Establishment of Civilian Police Oversight Board

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, FLORIDA, CHAPTER 2, ADMINISTRATION, ARTICLE III, BOARDS AND COMMISSIONS, ESTABLISHING A CIVILIAN POLICE OVERSIGHT BOARD; AMENDING SECTION 2-3-3, CITY ATTORNEY AS LEGAL ADVISOR; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE.

Request

Approve the First Reading of the Proposed Ordinance #25-06 establishing a Civilian Police Oversight Board.

Explanation

Pursuant to Section 166.0486 of the Florida Statutes, the Chief of the Kissimmee Police Department (KPD) may establish a civilian oversight board to review KPD policies and procedures. The Chief of KPD has decided to establish a civilian oversight board to further the public purposes of strengthening relationships and fostering trust between KPD and the community by providing transparency to KPD operations and an additional forum for the community to interact with KPD. The purpose of this Ordinance is to document in the City of Kissimmee Code the Chief of KPD's decision to establish a civilian oversight board in a manner consistent with other City boards and commissions.

Recommendation

Approve the First Reading of the Proposed Ordinance #25-06 establishing a Civilian Police Oversight Board.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Attorney

Presenter:

Attachment(s):

1. Business Impact Estimate for civilian oversight board ordinance
2. Proposed Ordinance #25-06 _ Citizens' Police Oversight Board
3. Osceola News Gazette - Publishing Proof (Publication Date 06-12-2025)

ITEM 4.B

Public Hearing - First Reading: Proposed Ordinance #25-08 - Updated Building Fee Ordinance

AN ORDINANCE AMENDING THE CODE OF THE CITY OF KISSIMMEE, FLORIDA CHAPTER 9 BUILDINGS AND BUILDING REGULATIONS, AMENDING DIVISION 5 BUILDING PERMITS SECTION 9-115 COMMERCIAL PERMIT FEES; SECTION 9-116 MULTIFAMILY PERMIT FEES; SECTION 9-117 MISCELLANEOUS PERMIT FEES; SECTION 9-118 SINGLE FAMILY RESIDENCE PERMIT; SECTION 9-119 INSPECTIONS; SECTION 9-120 VALUATION OF CONSTRUCTION; SECTION 9-121 FAILURE TO OBTAIN A PERMIT; SECTION 9-122 PLAN REVISIONS; SECTION 9-124 PERMIT EXTENSIONS; SECTION 9-125 ANNUAL INCREASE; SECTION 9-126 TECHNOLOGY; SECTIONS 9-127 THROUGH 9-140 RESERVED; DIVISION 6 MECHANICAL PERMITS SECTION 9-141 SCHEDULE OF PERMIT FEES; SECTION 9-142 FAILURE TO OBTAIN A PERMIT; SECTION 9-143 PLAN REVISIONS; SECTION 9-144 DUPLICATE PERMITS; SECTION 9-145 PERMIT EXTENSIONS; SECTION 9-146 ANNUAL INCREASE; SECTION 9-147 TECHNOLOGY; SECTIONS 9-148 THROUGH 9-165 RESERVED; DIVISION 7 PLUMBING PERMITS; SECTION 9-166 SCHEDULE OF PERMIT FEES; SECTION 9-167 INSPECTIONS; SECTION 9-168 FAILURE TO OBTAIN A PERMIT; SECTION 9-169 PLAN REVISIONS; SECTION 9-171 PERMIT EXTENSIONS; SECTION 9-172 ANNUAL INCREASE; SECTION 9-173 TECHNOLOGY; SECTIONS 9-174 THROUGH 9-185 RESERVED; DIVISION 8 ELECTRICAL PERMITS SECTION 9-186 SCHEDULE OF PERMIT FEES; SECTION 9-187 INSPECTIONS; SECTION 9-188 FAILURE TO OBTAIN A PERMIT; SECTION 8-189 PLAN REVISIONS; SECTION 9-191 PERMIT EXTENSIONS; SECTION 9-192 ANNUAL INCREASE; SECTION 9-143 TECHNOLOGY; SECTIONS 9-194 THROUGH 9-222 RESERVED; DIVISION 9 FIRE PERMITS SECTION 9-223 SCHEDULE OF PERMIT FEES; SECTION 9-224 INSPECTION FEES; SECTION 9-225 FAILURE TO OBTAIN A PERMIT; SECTION 9-226 PLAN REVISIONS; SECTION 9-227 DUPLICATE PERMITS; SECTION 9-228 PERMIT EXTENSIONS; SECTION 9-229 ANNUAL INCREASE; SECTION 9-230 TECHNOLOGY; SECTIONS 9-231 THROUGH 9-241 RESERVED; DIVISION 10 REFUNDS SECTION 9-242 FEE REFUNDS; SECTION 9-243 APPLICABILITY; AND SECTION 9-244 NON-REFUNDABLE CONDITIONS AND FEES BY UPDATING THE FEES TO ADEQUATELY ADDRESS THE COST OF PROCESSING ITEMS, REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE.

Request

Staff requests that this item be rescheduled and re-advertised for a later date.

Explanation

This proposed ordinance was advertised for a public hearing. Due to necessary revisions, staff requests that the Commission take no action to allow for revisions to the draft to be made. The ordinance will be re-advertised for consideration at a later date.

Recommendation

No action required.

REQUESTED CITY COMMISSION ACTION:

No Action

Department: Development Services

Presenter: Mike Steigerwald

City of Kissimmee

Attachment(s):

None

ITEM 5.A

Public Hearing - Kissimmee Gateway Airport Commerce Park Mixed Use Planned Unit Development (MUPUD) Amendment - PUD-25-0001

Request

Approval of a Mixed Use Planned Unit Development (MUPUD) Amendment to add and clarify uses on approximately 22 acres of land.

Explanation

This amendment is needed to support the Kissimmee Gateway Airport Master Plan Update by adding and clarifying uses of the Dyer Thacker Commerce Park PUD. The Dyer Thacker Commerce Park PUD was approved at the August 17, 2010 City Commission Meeting (Ord. 2775)(DRC#10-060). With all of the parcels owned by the City, the amendment will rebrand the name of the MUPUD to the Gateway Airport Commerce Park to further emphasize the strategic vision of the plan dedicated to meet the growing needs of the aviation community.

Consisting of approximately 22 acres across 7 parcels, the Gateway Airport Commerce Park MUPUD will consolidate the previous list of uses into a more user-friendly table of general uses. New uses include hotels/motels, dormitories, colleges, and universities. Hotels/Motels and dormitories are limited to airport dependent or airport/aviation related training, instruction, or maintenance programs and events on Parcel E only. The length of a hotel/motel stay will be limited to no more than 30% of the total units/rooms can be used for occupancy longer than 30 nights. All of the remaining units/rooms are limited to no more than 30 nights. No units/rooms can exceed a total occupancy of 60 nights. Once a dormitory is built on Parcel E, any occupancy over 30 nights at the hotel/motel will not be allowed.

Other uses, such as colleges and universities, are limited to specific parcels within the MUPUD because of the close proximity to the airport's Runway Protection Area and Building Restriction Line. No changes are being made to any of the previously established design and development standards (e.g., setbacks, height, lot size, building design standards, etc.) Uses will also be subject to a ground lease agreement with the City.

The Kissimmee Gateway Airport Master Plan Update was approved by the Federal Aviation Administration (FAA) on January 3, 2024 and was presented to the City Commission during a workshop on April 16, 2024. The Master Plan is a document created to provide the Airport the flexibility it needs to address changes in its operating environment and outlines demand driven airport improvements. The policies, schedules, and phasing of the improvements in the plan are all dependent on funding that can be modified to facilitate the environmental, social, and aviation interests of the community.

FINDINGS AND REASONS:

1. Compliance with Comprehensive Plan Future Land Use Policy 1.2.4.2, Airport Expansion (AE), which is intended to accommodate activities predominantly connected with typical industrial uses, low-intensity commercial uses, and supporting non-industrial uses and activities related to the Kissimmee Gateway Airport. 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 continue to be applied to all lands comprising the Kissimmee Gateway Airport and to the nearby areas appropriate for industrial uses.

2. Compliance with Comprehensive Plan Transportation Element Policy 2.4.1.2, Consistency of Improvements with Other Plans, in that the city shall continue to support airport improvement proposals that are consistent with the City's Comprehensive Plan and the Kissimmee Gateway Airport Master Plan.
3. Compliance with Land Development Code Section 14-3-27(G)(2), Zoning Map and Land Development Code Amendments, in regards to the requested changes and deviations from a previously approved PUD conceptual plan that requires City Commission approval.
4. Compliance with Land Development Code Section 14-4-8(D), Mixed-Use Planned Unit Development District (MUPUD), which is intended to permit land under unified control to be planned and developed with a compatible mix of residential and commercial purposes or commercial-light industrial uses with a greater amount of design flexibility by removing some of the restrictions of conventional zoning. The mix of uses within the Kissimmee Gateway Airport Commerce Park is compatible with the intent of the Airport Expansion (AE) Future Land Use designation.

Recommendation

Approve the Gateway Airport Commerce Park MUPUD Amendment.

The Development Review Committee (DRC) recommended approval on April 15, 2025.

The Planning Advisory Board (PAB) recommended approval by a vote of 5-0 on May 7, 2025.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Brenda Ryan

Attachment(s):

1. PUD-25-0001 Aerial Map
2. PUD-25-0001 Vicinity Map
3. PUD-25-0001 Site Data Tables
4. PUD-25-0001 MUPUD Clean Narrative
5. PUD-25-0001 MUPUD Strikethrough Narrative
6. PUD-25-0001 Dyer Thacker Commerce Center PUD Narrative DRC#10-060
7. PUD-25-0001 May 7, 2025 PAB Minutes
8. PUD-25-0001 DRC Comments

ITEM 7.A

Approval of City Commission Minutes from the June 3, 2025 KUA Board Interviews and Commission Meeting

Request

Approval of the June 3, 2025, KUA Board interview and commission meeting minutes.

Explanation

Minutes of the KUA board interviews and commission meeting held on June 3, 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 JUN 03 2025 - KUA Board Interviews
2. (S) - CCM MIN JUN 03 2025

ITEM 7.B

Permanent Right-of-Way Easement between Haley and Brenda Bronson, Trustees of the Irlo O. Bronson, Jr. Amended and Restated Trust and the City of Kissimmee

Request

Approval of a Permanent Right-of-Way Easement between Haley and Brenda Bronson, Trustees of the Irlo O. Bronson, Jr. Amended and Restated Trust and the City of Kissimmee to accommodate streetscape zone requirements on Vine Street.

Explanation

Due to the lack of right-of-way to accommodate adequate streetscape zones along streets within the Form Based Code (FBC) area of the City, some projects are required to dedicate an easement on private property to the city to accommodate sidewalks and a furnishing zone (green space). This property, 1415 W. Vine, is being platted (SR-24-0017) and the new sidewalk and green space will be required with any new development. This right-of-way easement measures 13 feet in width on W. Vine St.

FINDINGS AND REASONS:

1. Compliance with Land Development Code Section 14-5-5(E), Streetscape Zone, which requires an easement dedication if there is not sufficient space in the existing right-of-way to accommodate the streetscape zones.

Recommendation

Staff recommends approval of a permanent right-of-way easement between Haley and Brenda Bronson, Trustees of the Irlo O. Bronson, Jr. Amended and Restated Trust and the City of Kissimmee.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter:

Attachment(s):

1. (S)Bronson Permanent Right of Way Easement

ITEM 7.C

Continuing services contracts for planning services

Request

Approval of the continuing services contracts for Inspire Placemaking Collective, Inc. (Contract # 20230096), Vanasse Hangen Brustlin, Inc. (Contract # 20240350), and GAI Consultants, Inc. (Contract # 20240102) for general planning services.

Explanation

This is a request to approve the second and final renewal of the continuing services contracts for Inspire Placemaking Collective, Inc., Vanasse Hangen Brustlin, Inc., and GAI Consultants, Inc. Through the Request for Qualifications (RFQ) process, the City received Twelve (12) proposals for review. A selection committee ranked each firm based on their proposals and chose the three (3) firms referenced above.

Execution of these contracts will allow the companies to perform general planning services, transportation services, mapping, marketing/public involvement for projects, and market analysis without the City needing to go through the Request for Qualifications (RFQ)/Request for Proposal (RFP) process. For a full listing of allowable services, please see the Scope of Services (Exhibit A) in the attachments. Contracts were set to expire after three years with the allowance for two additional one-year renewals. This request will be the second and final renewal of these three contracts.

For each task, a Scope of Work will be presented by each consultant with the cost of the work to be done. Future projects will only go back to the City Commission for review and approval if the task is over \$75,000 in total cost. Any task under \$75,000 falls under the City Manager's approval limit.

Recommendation

Approval of the three continuing services contracts.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter:

Attachment(s):

1. (S) Inspire Placemaking, Inc.
2. (S) GAI Consultants, Inc.
3. (S) VHB, Inc.

ITEM 7.D

Award of mowing contract with Rotolo Consultants Inc.

Request

Approval to award bid IFB2025-002, City Contract #20250296, to Rotolo Consultants, Inc in the amount of \$599,269.

Explanation

Parks and Recreation, Public Works, and Procurement recently advertised a bid for landscaping services to include, but not limited to, mowing, trimming, edging, trash pick-up, weed control and blowing for Kissimmee Lakefront Park and over 70 Right of Way locations throughout the City. The submitted bids were opened on May 20, 2025, and a review committee evaluated the submissions and agreed that Rotolo Consultants, Inc was best qualified to perform the needed duties for both departments.

Rotolo Consultants submitted strong local references with local area experiences. Their diverse experience, equipment and commitment to high-quality work was evident in the committee's site visit. This contract amount is under budget and the contract will be in effect until September 30, 2026, with the option to renew for two 12-month terms if mutually agreed by both parties. The City Attorney and Procurement staff have approved and verified the contract and attachments. Staff also recommends the City Manager be granted authority to approve and sign any documents related to this contract.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00150203-504646		Decrease	\$143,325	\$115,429
00145303-503434		Decrease	\$677,080	\$483,840

Financial Summary:

The funds are available in both Parks (00150203-504646) and Public Works (00145303-503434) accounts as it is a joint contract.

Recommendation

Approval to award bid IFB2025-002 to Rotolo Consultants, Inc in the amount of \$599,269.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Parks & Recreation

Presenter:

Attachment(s):

1. (S) Rotolo Consultants Contract for Mowing and Landscape

ITEM 7.E

Sponsorship donation from AdventHealth

Request

Approval to accept sponsorship donation from AdventHealth, City Contract #20250297, for the 2025 Special Event Festival Series in the amount of \$7,500.

Explanation

The Parks and Recreation Department sent out a request for information (RFI) on April 16, 2025 through the Procurement Division for any individual, business or organization wishing to be a sponsor for the 2025 Special Event Series with the City of Kissimmee. Through that advertisement, the City received a sponsorship proposal in the amount of \$7,500 from AdventHealth. This sponsorship will provide funding specifically for Monumental 4th of July.

These funds will allow the City of Kissimmee Parks and Recreation Department to host and promote a higher-quality event that creates leisure experiences designed to enhance the quality of life for the City's residents and visitors. In exchange, AdventHealth will be listed as a sponsor in promotional materials and event advertisements. Staff recommend accepting this sponsorship from AdventHealth, amending the budget accordingly and allowing the Department Director to sign any agreements, documents or amendments regarding AdventHealth's sponsorship for 2025. City's legal department has reviewed and approved the contract.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00150663-505252		Increase		\$7,500
00100366-366001		Increase		\$7,500

Financial Summary:

Amend the budget accordingly in Revenue and Expense accounts.

Recommendation

Accept sponsorship donation from AdventHealth for the 2025 Special Event Festival Series.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Parks & Recreation

Presenter:

City of Kissimmee

Attachment(s):

1. (S) AdventHealth 2025 Sponsorship

ITEM 7.F

Resolution approving an affordable housing development consistent with Florida Statutes 166.04151(6).

Request

Approval of a Resolution approving an affordable housing development consistent with Florida Statutes 166.04151(6).

Explanation

The Florida Live Local Act, Section 166.04151, Florida Statutes (2024), authorizes local governments to approve the development of housing that is affordable, including, but not limited to, residential developments, on parcels zoned for commercial or industrial uses, provided at a minimum of 10 percent of the anticipated units are qualified as affordable under Section 420.0004, Florida Statutes. Simpson Crossings, Ltd. ("Simpson") proposes to develop a multifamily rental community with 118 affordable residential units, without a mixed-use component (the "Project"), on a 6.7-acre parcel located generally at the intersection of Buenaventura Blvd and Simpson Road. The Project consists of thirty (30) one-bedroom/one-bath, seventy-five (75) two-bedrooms/two-baths and thirteen (13) three-bedroom/three-bath units to be constructed in four residential building structures. Simpson has committed 18 units at 30% AMI, 1 unit at 50% AMI, 44 units at 60% AMI and 55 units at 70% AMI. 50% of the total units will be set aside for Persons with Special Needs. Further, Simpson has committed to an Affordability Period of 50 years. The Florida Housing Finance Corporation has invested \$3,874,476.00 to the development of this Project and Simpson is bound to the terms of the 2025 Carryover Allocation Agreement executed on March 6, 2025. The Project received DRC approval for final site plan on April 1, 2025 (SP-24-0041).

The affected property is currently zoned General Commercial (B-3) with an underlying future land use of Commercial. This Resolution authorizes Simpson to develop the Project consistent with Section 166.04151(6), Florida Statutes (2024), permitting development of affordable housing on parcels zoned for commercial or industrial uses, subject to the requirements in Section 420.0004, Florida Statutes (2024). Pursuant to both requirements, Simpson has met the standards required by law.

Recommendation

Approval of a Resolution approving an affordable housing development consistent with Florida Statutes 166.04151(6).

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Attorney

Presenter:

Attachment(s):

1. (S) Resolution No. 25-XXX (Simpson Crossings -- Live Local Act) (1)
2. FHFC 2025 Carryover Allocation Agreement

ITEM 7.G

Acceptance of funding from the Florida Department of Transportation Alert Today Florida's High Visibility Enforcement for Pedestrian and Bicycle Safety Program

Request

Approval to authorize the Chief of Police to execute the Letter of Agreement (Grant HIGHVIS25) with the Institute of Police Technology to accept grant funding from the Florida Department of Transportation (FDOT) Alert Today Florida's High Visibility Enforcement for Pedestrian and Bicycle Safety Program.

Explanation

The Kissimmee Police Department has been identified as a priority agency within Osceola County, which has the highest representation of traffic crashes resulting in serious or fatal injuries to pedestrians and bicyclists. As a result, the Florida Department of Transportation (FDOT) has allocated overtime reimbursement funding to the City in the amount of \$16,648.87 to assist with High Visibility Enforcement efforts.

These funds will be under agreement with the University of North Florida – Institute of Police Technology and Management.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
15130601 501414		Increase	\$16,649.00	
15100337 337200		Increase	\$16,649.00	

Financial Summary:

Monthly invoicing will be done for overtime expenses to be reimbursed during the grant period, up to \$16,648.87. This grant is offered to the City of Kissimmee. No application process is completed, only acceptance.

Recommendation

Approval to accept funding from FDOT, through the University of North Florida - Institute of Police Technology and Management, in the amount of \$16,648.87 and to amend the budget accordingly.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter:

City of Kissimmee

Attachment(s):

1. HIGH VIS 2025 package

ITEM 7.H

Transfer of funds from Airport Reserves to Airport Professional Services

Request

Approval to transfer additional funds of \$50,000.00 from Airport Reserves to Airport Professional Services.

Explanation

The Airport has been fortunate to experience several economic growth opportunities during this fiscal year. This includes facility expansion for Cirrus Aircraft and a 122-room Hyatt Studio Hotel. In addition, a formal application is being prepared to establish a U.S. Customs and Border Protection, User Fee Facility. The lease negotiations and development, application development, and a current review of the Airport's Minimum Standards for Commercial Operations have increased the legal and professional service expenses. Therefore a transfer from reserves is necessary to fund these tasks.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
46170100 509276		Decrease	50,000	
46170103 504646		Increase	50,000	

Financial Summary:

Adequate funding is available in the reserve account for these services.

Recommendation

Approval to transfer additional funds of \$50,000.00 from Airport Reserves to Airport Professional Services.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport
Presenter:

Attachment(s):

None

ITEM 7.I

Federal Aviation Administration (FAA) Airport Grant for Taxiway Alpha Improvement Design

Request

Approval to accept a Federal Aviation Administration Grant to fund an Airport Improvement Project (AIP), Taxiway Alpha (TW A) Rehabilitation and Shift – Planning and Engineering at the Kissimmee Gateway Airport, Grant Master No. Twy A- Dsgn. FAA AIP 3-12-0038-048-2025.

Explanation

The Kissimmee Gateway Airport's Capital Improvement Plan has identified the need to rehabilitate pavement and replace associated lighting for Taxiway Alpha (TW A). The Pavement Condition Index (PCI) rating evaluates pavement conditions by assigning a scale, 0 indicating failed, and 100 indicating perfect. PCI rating 41-55 indicates a "poor condition" and the current numbers assigned to TW A range between 40-54. The project will improve lighting with new LED edge lights and directional signs. In addition, the project will shift the pavement 50' east to meet FAA standards due to the larger aircraft utilizing the Airport.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
47070106 506393		Increase	1,140,000.00	
47000331 331410		Increase	1,140,000.00	

Financial Summary:

The design project cost is \$1,200,000. The FAA is offering to participate at 95% (\$1,140,000). Typically, the Florida Department of Transportation (FDOT) will offer 4% (\$48,000) and require a local match (Airport) of 1% (\$12,000). The construction cost is estimated at \$12,400,000 and is scheduled for FY26.

Recommendation

Approval to accept a Federal Aviation Administration Grant to fund an Airport Improvement Project (AIP), Taxiway Alpha (TW A) Rehabilitation and Shift – Planning and Engineering at the Kissimmee Gateway Airport, Grant Master No. Twy A- Dsgn. FAA AIP 3-12-0038-048-2025.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport
Presenter:

City of Kissimmee

Attachment(s):

1. Back up-ISM-SOG-3-12-0038-048-2025-FAA Grant Agreement - unsigned

ITEM 7.J

Risk and Safety Claims Tracking Software

Request

Request approval of contract #20250286 with Health and Safety Institute (HSI) to purchase Risk and Safety software in the amount of \$30,502.35/yr for 3 years, for a total of \$91,507.05.

Explanation

The City of Kissimmee is seeking approval to enter into a contract with HSI, contract #20250286, a health and safety company based in Frisco, Texas, and authorized to operate in the State of Florida. HSI provides safety and risk compliance solutions that align with the City's strategic initiative to enhance safety across all departments.

The proposed contract will support the City's efforts to improve risk management by consolidating data related to claims, including but not limited to Workers' Compensation, Liability, and Auto. This data-driven approach will enable the Risk and Safety departments to identify trends, implement targeted training based on injury patterns, and correct risk-related behaviors in both job functions and fleet operations. The ultimate goal of this initiative is to reduce the frequency and severity of claims, thereby lowering related payouts across all claims lines, year-over-year.

If approved, funding this software will be included in the FY 2026 budget.

Recommendation

Approval to purchase Risk and Safety software from Health and Safety Institute (HSI), in the amount of \$30,502.35/yr for 3 years, for a total of \$91,507.05, and for the City Manager to execute all documents relating to this purchase, and any future amendments and renewals.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Human Resources & Risk Management

Presenter:

Attachment(s):

1. (S) HSI-Kissimmee-Contract

ITEM 7.K

Knightsbridge Phase 2A & 2B – Subdivision Final Acceptance

Request

Acceptance of the subdivision improvements for Knightsbridge Phase 2A & 2B.

Explanation

The developer, Lennar Homes, LLC, is requesting acceptance of the subdivision improvements for Knightsbridge Phase 2A & 2B (DRC# SR-22-0014). Construction has been deemed substantially complete, with all inspections conducted and finalized in accordance with the City's subdivision site improvement, inspection, and certification procedures (LDC §14-3-43). The fee-simple subdivision is located at the end of Golden Knight Boulevard. Required improvements with this development include paving, grading, drainage, water, sewer, landscaping, amenities, and street lighting. The subdivision roads, ponds, and open-space tracts have been dedicated to and will be maintained by the Knightsbridge Community Development District and Knightsbridge Master Property Owners Association, Inc., as applicable.

The owner has posted a maintenance bond in the amount of \$285,004.75 to ensure the satisfactory condition of the required subdivision improvements for a period of one year from formal acceptance by the City Commission. Acceptance is recommended contingent upon submittal of a fully executed lighting agreement with Duke Energy and confirmation that all streetlight installations meet City of Kissimmee requirements. The City Commission previously approved the final plat with performance guarantee for this subdivision (DRC# SR-23-0007) on May 21, 2024.

Recommendation

Approval to accept the subdivision improvements for Knightsbridge Phase 2A & 2B.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. Knightsbridge Phase 2A & 2B Vicinity Map
2. Knightsbridge Phase 2A & 2B Maintenance Bond

ITEM 7.L

Amendment and renewal of Continuing Services Contracts for Geotechnical Engineering, Environmental, Material and Consulting Testing Services

Request

Request approval of the first amendment and one-year renewal of continuing services contracts for geotechnical engineering, environmental, material and consulting testing contracts with the following firms: Geotechnical and Environmental Consultants, Inc. (Contract # 20230247), UES Professional Solutions, LLC fdba Universal Engineering Sciences (Contract # 20230251), S&ME, Inc. (Contract # 20230250), Nadic Engineering (Contract # 20230248), and Professional Services Industries, Inc. (Contract # 20230249).

Explanation

On June 21, 2022, the City Commission approved the award of continuing services for geotechnical engineering, environmental, material and consulting testing services to qualified firms through a competitive selection process (RFQ). The original agreements provide for an initial three-year term with the option of two additional one-year extensions. These contracts support various capital improvement and development projects on an as-needed basis through individual task work orders.

The current contracts are set to expire on June 21, 2025. Staff has reviewed the services and performance of each of the selected firms and recommends exercising the first optional extension. If approved, the new contract expiration date will be June 21, 2026. Any updates to the scope or the fee schedule are detailed in the individual extension agreements.

Recommendation

Approval of the first one-year extension of continuing services contracts with Geotechnical and Environmental Consultants, Inc., UES Professional Solutions, LLC fdba Universal Engineering Sciences, S&ME, Inc., Nadic Engineering, and Professional Services Industries, Inc., extending the agreements through June 21, 2026.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) First Amendment and Renewal Agreement – Geotechnical and Environmental Consultants, Inc.
2. (S) First Amendment and Renewal Agreement – UES Professional Solutions, LLC fdba Universal Engineering Sciences
3. (S) First Amendment and Renewal Agreement – S&ME, Inc.
4. (S) First Amendment & Renewal Agreement - Nadic Engineering
5. (S) First Amendment & Renewal Agreement - Professional Services Industries, Inc.

ITEM 7.M

Amendment and renewal of Continuing Services Contracts for Milling, Resurfacing and Minor Concrete Work

Request

Request approval of the first amendment and one-year renewal of continuing services contracts for milling, resurfacing and minor concrete work with the following firms: Asphalt Paving Systems, Inc. (Contract # 20230078), American Persian Engineering & Construction, LLC. (Contract # 20240056), Premier Engineering, Inc. (Contract # 20240057), RJR Contractor, LLC. (Contract # 20250275), Schuller Contractors Incorporated (Contract # 20250276).

Explanation

On June 21, 2022, the City Commission approved the award of continuing services for milling, resurfacing and minor concrete work to qualified firms through a competitive selection process (RFQ). The original agreements provide for an initial three-year term with the option of two additional one-year extensions. These contracts support various capital improvement and development projects on an as-needed basis through individual task work orders.

The current contracts are set to expire on September 21, 2025. Staff has reviewed the services and performance of each of the selected firms and recommends exercising the first optional extension. If approved, the new contract expiration date will be September 21, 2026. Any updates to the scope or the fee schedule are detailed in the individual extension agreements.

Recommendation

Approval of the first one-year extension of Continuing Professional Engineering Services contracts with Asphalt Paving Systems, Inc., American Persian Engineering & Construction, LLC., Premier Engineering, RJR Contractor, LLC. Inc., and Schuller Contractors Incorporated extending the agreements through September 21, 2026.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) First Amendment and Renewal Agreement – Asphalt Paving Systems, Inc.
2. (S) First Amendment and Renewal Agreement – American Persian Engineering & Construction, LLC.
3. (S) First Amendment and Renewal Agreement – Premier Engineering, Inc.
4. (S) First Amendment and Renewal Agreement – RJR Contractor, LLC.
5. (S) First Amendment and Renewal Agreement – Schuller Contractors Incorporated

ITEM 7.N

Selection of Contractor for Haven on Vine Renovation Project: RFP2025-010

Request

Approval to select Noble Construction for RFP2025-010 with authorization to negotiate an agreement for construction of the Haven on Vine Renovation project.

Explanation

The Purchasing Division solicited proposals from qualified firms for the renovation of the Haven on Vine Affordable Housing Initiative previously known as the Super 8 Motel. A Request for Proposals was issued and advertised on April 13, 2025, in the Orlando Sentinel, Demand Star, and Vendor Link. Five (5) firms submitted proposals and the bid opening took place on May 20, 2025.

The selection committee, comprised of representatives from Public Works, Development Services, and the City Manager's Office, met on June 6, 2025 to interview and score the shortlisted contractors. After interviews, the selection committee reached consensus to select Noble Construction based on the selection criteria. Due to the fact that all bids for the complete scope of the project exceed available funding, staff request authorization to enter into negotiations with Noble Construction to value engineer the scope of the project through design, engineering, and/or materials modification.

The following is a listing of the firms:

- Miniopolis, LLC - Fort Myers, FL \$249,657 (Phase 2B only)
- 2 W Solutions - Ocoee, FL \$2,193,850 (Unresponsive)
- Noble Construction - Kissimmee, FL \$5,880,000
- FSV Construction Company - Miami, FL \$9,288,302
- Gibraltar Construction - Annapolis, MD \$14,129,000

If the City is unable to reach an agreement with Noble Construction, negotiations will proceed with the next highest ranked firm. Once full costs are negotiated, the agreement will be brought back to the City Commission for final approval.

Recommendation

Approval to select and negotiate an agreement with Noble Construction for Haven on Vine Renovation project.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter:

Attachment(s):

1. Notice of Intent
2. Haven on Vine Renovation Project - Abstract
3. RFP20205-010 HAVEN ON VINE - Renovation Project

ITEM 7.0

Lease Agreement with Motorola Solutions, Inc. for Public Safety Portable Radios and Related Services

Request

Approval of a lease and purchase agreement to acquire 235 portable radios, accessories, and backend services for the Police Department (Contract # 20250301).

Explanation

The City Commission has made it a priority to continue investing in resources that support public safety and provide the necessary infrastructure to deliver high-quality service to residents and maintain reliable communications to keep first responders safe.

As existing hardware and radio technology owned by the City begin to age, the City has identified the Motorola APX Next as the next generation of communication devices that can help support the City's public safety efforts within the police department for years to come. These state-of-the-art radios will now provide users the ability to travel anywhere inside, or outside of Osceola County, and retain full communication capabilities, increase interoperable communications with agencies at any level of the the government by offering all-band capabilities, and provide real-time GPS of each first responder that will enhance safety and situational awareness for daily operations.

Motorola Solutions, Inc. has agreed to allow the City to enter into a lease-to-own agreement for 235 device packages over a seven-year period. The agreement would cover the cost of the hardware, accessories, extended warranty, and all related back-end services necessary for the features to function correctly. Motorola Solutions, Inc. has also agreed to defer all lease payments for 18 months, with the first payment due in January 2027.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10400383 383000		Increase	\$3,695,083.60	
10490706 506494		Decrease	\$3,695,083.60	

Financial Summary:

Funding for this expenditure will be included in the Sales Tax Fund.

Recommendation

Approval of a lease with Motorola Solutions, Inc. for the lease-to-purchase 235 portable radios, accessories, extended warranty, and associated services totaling \$3,695,083.60.

REQUESTED CITY COMMISSION ACTION:

City of Kissimmee

Approve

Department: City Manager

Presenter:

Attachment(s):

1. (S) Lease Purchase Agreement
2. Lease Information & Payment Schedule

ITEM 7.P

Ground and Build to Suit Lease Agreement with Cirrus Design Corp. at Kissimmee Gateway Airport

Request

Approve Ground and Build to Suit Agreement with Cirrus Design Corp. d/b/a Cirrus to exercise the expansion of facilities and operations at the Kissimmee Gateway Airport, contingent upon finalization of contract exhibits (contract #20240145). Staff also requests that the Commission designate the City Manager the authority to execute the final agreement, upon approval by Cirrus and finalization of the contract exhibits.

Explanation

In 2021, Cirrus Design Corp. d/b/a Cirrus Aircraft entered a Ground Lease with the City for 1.30 acres of property located at Kissimmee Gateway Airport for a hangar with the option to expand facility operations on an additional 8 acres. In December 2023, through a Letter of Agreement, Cirrus requested, and the City approved, the exercise of the Option Agreement for the Phase II Ground Lease to expand the facilities, including the construction of a building and other improvements, as the company has exceeded operational expectations and requires additional space.

The Phase II Ground Lease Agreement term is forty (40) years with an option to renew for an additional ten (10) years. A ground rental of \$94,000 per year will be paid to the Airport, and building rent will be paid to the City for the construction loan within fifteen (15) years. The agreement is considered a Net Lease, with all costs, including maintenance, taxes, insurance, and other expenses, to be paid by Cirrus.

The City has obtained FDOT funding to assist with site preparation and secured a loan to construct approximately 66,000 square feet of aircraft maintenance and storage hangars, customer service areas, and office space, enhancing Cirrus' operations and supporting approximately 100 jobs. The construction loan for the project will be brought to the Commission for consideration and approval prior to final execution of the lease.

To avoid additional delay, the City Manager is requesting authority to execute the Lease once the corresponding exhibits regarding site plans, building plans, and timeline are finalized. Any material changes proposed to the draft lease, will be brought back to the City Commission for approval prior to execution.

Recommendation

Approval of the Ground and Build to Suit Draft Agreement with Cirrus Design Corp. d/b/a Cirrus to exercise the expansion of facilities and operations at the Kissimmee Gateway Airport, and designate the City Manager the authority to execute the final agreement, upon approval by Cirrus and finalization of the contract exhibits.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

City of Kissimmee

1. Cirrus Lease _KISM 6.12.25
2. Exhibit A - Sketch of Legal Description 8 acres parcel

ITEM 7.Q

Resolution Authorizing the City Manager to Execute Documents Related to Applications for Hazard Mitigation Grant Programs

Request

Adoption of a resolution authorizing the City Manager to execute documents and applications related to the Hazard Mitigation Grant Program to ensure the ability to meet grant deadlines.

Explanation

The City frequently seeks alternate funding opportunities when attempting to mitigate hazards associated with various disasters through the Hazard Mitigation Grant Program. Typically, the City Commission approves requests for staff to seek grant opportunities. However, in some cases, grant deadlines may make it difficult to present the application request to the City Commission before the grant application deadline. The proposed resolution would authorize the City Manager to execute any documents related to applications submitted by the City for funding projects through the Hazard Mitigation Grant Program.

Recommendation

Adopt a resolution authorizing the City Manager to execute documents related to applications associated with the Hazard Mitigation Grant Program.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter:

Attachment(s):

1. (S) HMGP Milton Resolution - Kissimmee

ITEM 8.A

Downtown Kissimmee Activation Incentive

Request

Review and approval of the proposed Downtown Kissimmee Activation Incentive program policy.

Explanation

Downtown Kissimmee Activation Initiative

The City of Kissimmee has established a discretionary incentive program to support the continued revitalization and economic vibrancy of Downtown Kissimmee. This pilot program is designed to attract and support select business concepts that align with the City's vision for a lively, diverse, and engaging downtown district. This incentive is directed towards new businesses owning or leasing space in the Kissimmee Downtown, and not eligible for the CRA Pioneer Grant.

Discretionary Nature

This is not an open or application-based grant program. Incentives are offered solely at the discretion of the City and are intended to be a strategic tool to attract new types of businesses that contribute to the character and vitality of Downtown. The City will identify and engage with businesses and entrepreneurs that bring **unique entertainment experiences, creative or destination food and beverage concepts, and retail offerings that enhance diversity and foot traffic**, and use this incentive as an attraction tool based on how well their concept aligns with the City's goals, local regulations, ordinances, residents and visitors wants, and the needs of the Downtown area. Incentives are limited, subject to funding availability, and not guaranteed.

Parameters:

1. Target business segments (this list is non-exhaustive and for illustrative purposes only):

- Retail (e.g., boutiques, specialty shops, local artisans).
- Entertainment (e.g., live performance venues, cinemas, arcades, escape rooms).
- Food and Beverage (e.g., restaurants, cafés, food halls, microbrewery/distillery establishments, dessert shops).
- Types of business and uses must meet all local regulations and ordinances.
- Other permitted business segments might be incentivized on a case-by-case basis, at the City's discretion.

2. Incentives:

Financial Assistance:

- **Tenant Improvement Incentive:** 25% reimbursement, up to \$50,000, of the cost incurred in interior tenant improvements, build-out, or renovations.
- **Fees:** Development fees waived, up to \$5,000.
- **BTR:** Reimbursement of BTR cost
- **Rent Subsidy Program:** 50% reimbursement of rent costs for the first 6 months, up to \$10,000

3. Location Focus:

Boundary map:

Incentives offered under this initiative will prioritize new businesses activating vacant or under-utilized City of Kissimmee

Approval of the Downtown Kissimmee Activation Incentive program policy.

Approve

Attachment(s):

Page 38 of 41

ITEM 8.B

Amendments to Community Redevelopment Agency Incentives Policy

Request

Approval of proposed policy changes to the existing CRA Incentives programs.

Explanation

The Community Redevelopment Agency Incentives program has been assisting businesses in the district for years, with various successful projects now operating in the City. The CRA encourages the development of new projects, the redevelopment of blighted properties, and the re-purposing vacant structures.

The CRA is proposing policy changes to the incentives to build on the interest and momentum Kissimmee is experiencing, encourage developers to invest here, as well as ensure our investments in the businesses stay in Kissimmee. These changes will also ensure sustainability of CRA funding sources, ensuring adequate funds are available for a wider array of future projects and business opportunities.

These revisions include the following:

1. Adjust the grant amount under the Pioneer Project Incentive Program (PPIP) to ten (10) percent of the tangible project cost, up to one and a half (\$1.5) million.
2. Amend the grant disbursement schedule, extending it up to five (5) years, depending on the grant amount.
3. Add language to clarify Eligibility Requirements and Procedures.

Recommendation

Approval of the proposed changes to the CRA incentives policy.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development

Presenter: David Rodriguez

Attachment(s):

1. CRA Incentives Policy - DRAFT - redline - Proposed amendments June 2025

ITEM 8.C

2025 Policy Agenda Review - Building and Fire Prevention Division Operations

Request

Commission direction on enhancing Building and Fire Prevention operations and activities.

Explanation

As part of the City Commission's 2025 Policy Agenda, Permitting and Licensing Processes Streamlining was identified as a high-priority initiative. This effort will involve the evaluation of the City's Building and Fire Prevention Division, recommendations, and proposed steps for the implementation of improvements and updates.

Please note: This Agenda Priority also includes the Planning and Zoning Division. To avoid confusion for the Commission and the Public, the Planning and Zoning Division portion of the priority will be heard at the City Commission workshop on July 1, 2025.

To begin this process, Building Manager Samantha Bridle will present an overview of the Building and Fire Prevention Division, which operates under the Development Services Department. Her presentation will outline the Division's responsibilities and how it functions in accordance with the Florida Building Code, the National Life Safety Code and City policy.

Following the presentation, Development Services Director Craig Holland will lead a discussion with the Commission to gather feedback, identify concerns, and understand the direction the Commission would like to take moving forward.

This discussion is intended to ensure mutual understanding between the Commission and the staff regarding Building and Fire Prevention's current operations and to clarify the desired path ahead. Once direction is received, staff will be able to determine next steps for enhancing the Division's performance inline with Commission priorities.

Recommendation

City Commission's direction on next steps regarding Building and Fire Prevention operations and activities.

REQUESTED CITY COMMISSION ACTION:

Commission Direction

Department: Development Services

Presenter: Craig Holland

Attachment(s):

None

ITEM 8.D

Advisory Board Vacancy: Board of Adjustment

Request

The Commission is requested to make an appointment to fill a vacancy on the Board of Adjustment.

Explanation

Board of Adjustment Member Wilfredo ("Will") Fonseca has notified the City that he no longer wishes to serve on the board and must resign. Mr. Fonseca's term expired on May 31, 2025. The new term is for a three (3) full-year term, expiring on May 31, 2028. Seat #4 has been assigned to this vacancy.

If no appointment is made, an extension will need to be requested. 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 # 4 - Martinez <i>*1 application 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 Board of Adjustment.

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. BOA Applicant - Golam Sadat (City Resident)