MEETING AGENDA
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, JULY 15, 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 Employee Service Awards for April, May, June 2025

3.B Employee of the Month for July

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

4.A Public Hearing - Second First Reading: Proposed Ordinance #25-07 - Amending Noise measurements, levels, and enforcement.

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, FLORIDA, CHAPTER 1, GENERAL PROVISIONS, SECTION 22, GENERAL PENALTY; AMENDING CHAPTER 22, ENVIRONMENT, ARTICLE II, NOISE, SECTIONS 22-21 DEFINITIONS; SECTION 22-22 APPLICATION; SECTION 22-23 METHOD OF NOISE MEASUREMENTS; SECTION 22-24, MAXIMUM NOISE LEVELS; SECTION 22-25, SPECIFIC PROHIBITED NOISES; SECTION 22-26, ENFORCEMENT; SECTION 22-27, USE OF MECHANICAL LOUDSPEAKERS OR AMPLIFIERS OUT OF DOORS; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE.

4.B Public Hearing - Second and Final Reading: Proposed Ordinance #25-09 - Amending alcohol hours of sale for the Downtown CRA.

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, FLORIDA, CHAPTER 4, ALCOHOLIC BEVERAGES, SECTION 4-1, DEFINITIONS, SECTION 4-3, SECTION 4-4 CONDITIONS OF OPERATIONS; HOURS OF SALE; SECTION 4-5 REGULATION OF RESTAURANTS; CREATING SECTION 4-9 AFTER MIDNIGHT ALCOHOL SALES PERMITS FOR THE DOWNTOWN COMMUNITY REDEVELOPMENT DISTRICT; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE.

4.C Public Hearing - Second and Final Reading: Proposed Ordinance #25-10 - Amending the Lien Policy, and Appeal Process.

AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF KISSIMMEE, CHAPTER 2, ADMINISTRATION, ARTICLE VI, FINANCE, AMENDING DIVISION 4, LIEN POLICY; PROVIDING FOR THE ENFORCEMENT AND COLLECTION OF LIENS AND ASSOCIATED FEES; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE.

5. PUBLIC HEARINGS

5.A Public Hearing - Draft of City of Kissimmee 2025-2029 Consolidated Plan and the Program Year 2025 Annual Action Plan

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 July 1, 2025 meeting

7.B Police Department Canine Surplus and Retirement

7.C Disaster Response Services Contract with Ceres Environmental Services, Inc.

7.D Authorization to submit an application for the FY2024 Justice Assistance Grant (JAGC) Program

7.E Helping Emergency Responders Obtain Support (HEROS) Program at the Florida Department of Health for FY2025

7.F Tohopekaliga Water Authority Service Agreement with Jr. Davis Construction Company, Inc.

7.G City Consent and Joinder as Mortgagee to Easement from Pinnacle at Wesleyan, LLC to Toho Water Authority

7.H Subordination and Resolution of Utility Interests Agreement for Parcel No. 154.04

7.I Cisco Webex Calling Contract Renewal

7.J Shingle Creek Regional Trail, North 2C, Countyline Connector, Post-Design Services

7.K Extension of Continuing Professional Engineering Services Contracts

7.L First Amendment to the Kissimmee Utility Authority Line Extension Agreement for the Haven on Vine

7.M Interest Rate Lock Agreement for Airport Ground and Build to Suit Lease

8. DISCUSSION ITEMS

8.A 2025 Policy Agenda Review - Planning and Zoning Division Operations

8.B Florida League of Cities Voting Delegate 2025

8.C Advisory Board Vacancy: Police Pension Board

8.D Request of Travel Funding

8.E Adoption of the City's Strategic Plan Action Agenda

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
Employee Service Awards for April, May, June 2025

Request

The City Commission joins the City Manager in recognizing employees who have reached milestones in years of service.

Explanation

Five	Kenneth Fagan	Fire
	Carolyn Festa	Police
	Andres Gomez Sanchez	Police
Ten	Julio Acevedo	Parks and Recreation
	Robert Callahan	Parks and Recreation
	Rebecca Davis	Finance
Fifteen	Brandin Suarez	Police
Twenty	Frank Bland	Public Works
Twenty-Five	Christopher Alessandri	Development Services
	Raquel Fernandez	Police
Thirty-Five	Gregory Detwiler	Public Works

Department: Human Resources & Risk Management
Presenter: Mike Steigerwald

Attachment(s):
None

ITEM 3.B
Employee of the Month for July

Request

Staff requests that the City Commission join the City Manager in recognizing Marisela Roura of the City Attorney's Department as the Employee of the Month for July.

Explanation

The City is pleased to announce that Marisela Roura, a dedicated Senior City Paralegal with the City Attorney's Department, has been named Employee of the Month for July. Marisela began her career with the City of Kissimmee three years ago and has quickly become an exceptional member of the team. Marisela has consistently shown a level of dedication, versatility, and kindness that makes her stand out in every way. Her contributions go far beyond her official role.

Marisela's skillset is unmatched, whether she's serving as the clerk for the Code Enforcement Special Magistrate hearings, assisting with bargaining and union negotiations, or stepping in to help other departments with training or staffing needs. Marisela approaches everything with professionalism and a can-do attitude. Marisela brings a fun and positive energy to the workplace that's reflected in her office desk. Filled with thoughtful and festive decorations for each occasion, her desk perfectly reflects her vibrant personality — constantly evolving and full of life! Marisela is a reminder of the joy and light she brings to the office, creating a positive and welcoming atmosphere for everyone around her.

Marisela has received more "BRAVOs" than she knows what to do with. Marisela's hard work, dedication, and personality are deeply appreciated by everyone she works with. Her commitment to teamwork and positive presence make her a key asset to the City and a truly deserving honoree. The City is honored to proudly recognize Marisela for her exceptional service and unwavering dedication to the City of Kissimmee. Her commitment and passion truly exemplify the spirit of excellence that drives our community forward.

Department: Human Resources & Risk Management
Presenter: Mike Steigerwald

Attachment(s):
None

ITEM 4.A
Public Hearing - Second First Reading: Proposed Ordinance #25-07 - Amending Noise measurements, levels, and enforcement.

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, FLORIDA, CHAPTER 1, GENERAL PROVISIONS, SECTION 22, GENERAL PENALTY; AMENDING CHAPTER 22, ENVIRONMENT, ARTICLE II, NOISE, SECTIONS 22-21 DEFINITIONS; SECTION 22-22 APPLICATION; SECTION 22-23 METHOD OF NOISE MEASUREMENTS; SECTION 22-24, MAXIMUM NOISE LEVELS; SECTION 22-25, SPECIFIC PROHIBITED NOISES; SECTION 22-26, ENFORCEMENT; SECTION 22-27, USE OF MECHANICAL LOUDSPEAKERS OR AMPLIFIERS OUT OF DOORS; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE.

Request

Approve the Second First Reading of the Proposed Ordinance Amending #25-07

Explanation

Noise Ordinance #3070 was adopted on February 21, 2023. The City receives complaints regularly regarding persistent noise violations, which necessitate police and code enforcement response. Through these efforts, it is evident that the noise ordinance needs to be simplified and that fines need to be increased to achieve voluntary compliance.

Recommendation

Approve the Second First Reading of the Proposed Ordinance Amending #25-07

<u>REQUESTED CITY COMMISSION ACTION:</u>

Approve

Department: City Attorney
Presenter: Austin Blake

Attachment(s):
1. Noise Ordinance Update
2. Proof of Readvertisement (Publication Date July 10, 2025)

ITEM 4.B
Public Hearing - Second and Final Reading: Proposed Ordinance #25-09 - Amending alcohol hours of sale for the Downtown CRA.

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, FLORIDA, CHAPTER 4, ALCOHOLIC BEVERAGES, SECTION 4-1, DEFINITIONS, SECTION 4-3, SECTION 4-4 CONDITIONS OF OPERATIONS; HOURS OF SALE; SECTION 4-5 REGULATION OF RESTAURANTS; CREATING SECTION 4-9 AFTER MIDNIGHT ALCOHOL SALES PERMITS FOR THE DOWNTOWN COMMUNITY REDEVELOPMENT DISTRICT; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE.

Request

Approve the Second and Final Reading of the Proposed Ordinance #25-09 - Amending alcohol hours of sale for the Downtown CRA.

Explanation

Pursuant to Section 562.14, Florida Statutes, the sale, service, and consumption of alcoholic beverages are prohibited between the hours of midnight and 7:00 a.m. at any establishment licensed under the Division of Alcoholic Beverages and Tobacco, unless otherwise permitted by municipal ordinance.

The City of Kissimmee Commission has exercised this authority by enacting City Code Section 4-3, which extends the hours during which alcoholic beverages may be served and consumed at licensed establishments, from midnight to 2:00 a.m. However, the Commission has observed a correlation between increased noise violations by alcohol-selling establishments within the Downtown CRA and the heightened demand for City resources to manage crowd control, enforce code compliance, and respond to criminal or violent incidents, particularly between midnight and 3:00 a.m.

In response, the Commission has determined that additional regulations are necessary for alcohol-serving establishments within the Downtown CRA. These measures aim to preserve public safety and ensure a more balanced allocation of City resources, while still allowing alcohol sales between the hours of 12:00 a.m. and 2:00 a.m. for those businesses that have received a permit and are in compliance with City Codes and regulations.

This Ordinance would take effect on October 1, 2025.

Recommendation

Approve the Second and Final Reading of the Proposed Ordinance #25-09 - Amending alcohol hours of sale for the Downtown CRA.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Attorney
Presenter: Mike Steigerwald

Attachment(s):
1. Alcohol Ordinance. Business Impact Estimate
2. Downtown CRA Alcohol Sales Affidavit

3. /S/ Proposed Ordinance Alcohol Sales 2nd draft clean

ITEM 4.C
Public Hearing - Second and Final Reading: Proposed Ordinance #25-10 - Amending the Lien Policy, and Appeal Process.

AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF KISSIMMEE, CHAPTER 2, ADMINISTRATION, ARTICLE VI, FINANCE, AMENDING DIVISION 4, LIEN POLICY; PROVIDING FOR THE ENFORCEMENT AND COLLECTION OF LIENS AND ASSOCIATED FEES; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE.

Request

Approve the Second and Final Reading of the Proposed Ordinance #25-10 - Amending the Lien Policy, and Appeal Process.

Explanation

A need to amend the review of liens and the appeal process in the Lien Policy was identified. This arose from an unforeseen circumstance created by the policy's wording; currently, a property owner must file an appeal within thirty days of receiving notice that a lien has been recorded. However, there are occasions where a property owner is not yet in compliance, fines continue to accrue, and the lien is filed while they are still in violation. In this instance, the property owner would not be able to file a timely appeal due to their continued non-compliant status.

The proposed ordinance change would allow a property owner to file an appeal 30 days after the City determines that the property owner is in compliance. Additionally, the City Manager will modify the Lien Reduction Policy to further clarify the lien reduction criteria, including a formula for calculating the reduction as illustrated in the matrix below. All fine reduction requests will be calculated to include City costs plus the percentages outlined in the penalty reduction matrix. Such City costs may include the following: inspector expenses, office staff expenses, management expenses, attorney expenses, Special Magistrate expenses, Lien Reduction processing fees, and other miscellaneous expenses incurred.

Length of Time the Violation Remained Non-Compliant:	**Percentage Reduction**:
Up to 1 year	Reduction to no less than two percent (2%) of the Lien amount
More than 1 year, up to 2 years	Reduction to no less than four percent (4%) of the Lien amount
More than 2 years, up to 5 years	Reduction to no less than eight percent (8%) of the Lien amount
More than 5 years, up to 10 years	Reduction to no less than twenty percent (20%) of the Lien amount
More than 10 years, up to 15 years	Reduction to no less than thirty percent (30%) of the Lien amount
More than 15 years	Reduction to no less than forty percent (40%) of the Lien amount

Recommendation

Approve the Second and Final Reading of the Proposed Ordinance #25-10 - Amending the Lien Policy, and Appeal Process.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Attorney

City of Kissimmee

Presenter: Mike Steigerwald

Attachment(s):
1. (S) 2025 Proposed Ordinance #25-10 - Amending the Code of Ordinances for Collection of Liens
2. Lien Ordinance Affidavit

ITEM 5.A
Public Hearing - Draft of City of Kissimmee 2025-2029 Consolidated Plan and the Program Year 2025 Annual Action Plan

Request

Direct staff to finalize the City of Kissimmee 2025-2029 Consolidated Plan and the Program Year 2025 Annual Action Plan with necessary edits and clarifications including public comments.

Explanation

The 2025-2029 Consolidated Plan is a five-year strategic plan that outlines how the City of Kissimmee will address its housing and community development needs. The Plan serves as a comprehensive document that guides the allocation of federal funds received from the Community Development Block Grant (CDBG) and the HOME Investment Partnerships (HOME). The Plan includes a thorough assessment of community needs related to housing, homelessness, and community development; and it outlines specific strategies and goals for addressing these needs, including how funds will be allocated and activities undertaken. It is developed with public input and participation from citizens, public and housing service providers, City program staff and elected officials.

The Consolidated Plan also includes the first year of the Annual Action Plan for the period. The Annual Action Plan outlines the specific activities that will be addressing the needs and priorities identified in the Five-Year Consolidated Plan.

Based on the information gathered and evaluated during the development of the Five-Year Consolidated Plan on the City's housing and community needs, the following needs (challenges, issues, and gaps) and goals (desired outcomes or objectives) were identified to be priorities during the next five years:

Identified Need	Associated Goals	Desired Objectives/Outcomes
Affordable Housing	Affordable Housing, Housing Preservation	Rehabilitation of rental housing; emergency rental assistance; construction of new rental housing; down-payment assistance for new homebuyers; owner-occupied single-family housing rehabilitation; code enforcement.
Public Facilities and Infrastructure Improvements	Public Facilities and Infrastructure Improvements	Community centers; shelters; traffic/street lighting; sidewalks; storm drainage
Public Services	Public Services	Child care services; homebuyer financial literacy and/or education; youth activity services; food security services; mental health services; job training; rental assistance
Economic Development	Economic Development	Financial assistance to small and micro-enterprise businesses; employment training; job placement services; commercial building facade improvements
Homeless Services	Affordable Housing, Public Services	Eviction prevention; healthcare; temporary shelter; mental health; permanent housing

Planning and Administration	CDBG Program Administration	Planning and research; project oversight; public outreach and engagement; training and capacity building; staff salaries; operational costs

In addition, broadband services and climate resiliency are also mentioned in the Plan as low priority needs for the City of Kissimmee.

As stated before, the corresponding Program Year 2025 Annual Action Plan is also included as part of the Plan. The City anticipates receiving $1,000,854 in Community Development Block Grant (CDBG) funds and $326,732 in HOME Investment Partnership Program funds (the discussion on the HOME funds is included in the Osceola County Plans since the County is the lead agency for the Osceola HOME Consortia). The City intends to address the needs (challenges, issues, and gaps) and goals (desired outcomes or objectives) identified to be priorities during the next five years:

Identified Need	Associated Goals	Desired Objectives/Outcomes	Proposed Allocation
Affordable Housing	Affordable Housing, Housing Preservation	Rehabilitation of rental housing; owner-occupied single family housing rehabilitation; code enforcement.	$650,556
Public Services	Public Services	Child care services; homebuyer financial literacy and/or education; youth activity services; job training; rental assistance	$150,128
Planning and Administration	CDBG Program Administration	Planning and research; project oversight; public outreach and engagement; training and capacity building; staff salaries; operational costs	$200,170

The Consolidated Plan and Annual Action Plan require strong citizen participation. To support this, surveys identifying housing and community development needs were collected from community partners and residents of Kissimmee. Additionally, representatives from the City of Kissimmee attended two community meetings to engage with attendees and discuss the development of the 2025–2029 Consolidated Plan before the Plan was created. The 30-day public comment period for the draft 2025–2029 Consolidated Plan and Program Year 2025 Annual Action Plan was held from June 13 through July 15, 2025. This public hearing marks the conclusion of the public comment period, as required, before finalizing the Consolidated Plan and Annual Action Plan.

The final Consolidated Plan and the Annual Action Plan, including all the comments received during the comment period and minor staff edits to the documents, will be submitted to the City Commission at the August 5th meeting for final approval before submission to HUD.

Recommendation

Direct staff to finalize the City of Kissimmee 2025-2029 Consolidated Plan and the Program Year 2025 Annual Action Plan with necessary edits and clarifications including public comments.

<u>REQUESTED CITY COMMISSION ACTION:</u>

Approve

Department: Development Services
Presenter: Frances DeJesus

Attachment(s):
1. DRAFT - 5 Year Consolidated Plan and Annual Action Plan
2. Gazette Ad - 30 day public comment period

ITEM 7.A
Approval of City Commission Minutes from the July 1, 2025 meeting

Request

Approval of the July 1, 2025, commission meeting minutes.

Explanation

Minutes of the commission meeting held on July 1, 2025, are attached for approval.

Recommendation

Staff recommends Commission approval.

<u>REQUESTED CITY COMMISSION ACTION:</u>

Approve

Department: City Commission
Presenter:

Attachment(s):
1. (S) CCM MIN JUL 1 2025

ITEM 7.B
Police Department Canine Surplus and Retirement

Request

Approval to surplus and retire a Police Department canine by turning ownership, care, and responsibility of the canine over to the handler.

Explanation

Canine Daman was purchased on December 16, 2016, for $9,000.00 (Asset # 17-001113). Canine Daman is now ten years old, and had numerous health issues during his service with the Kissimmee Police Department, but most notably, he had stomach torsion (gastric distension and volvulus) in August 2019. Doctor James Barnett (Osceola Animal Emergency) recommended that Daman remain with his former handler, Michael Strickland. Daman has chronic anxiety issues, and a change of handlers would exacerbate the conditions. Furthermore, Canine Daman would need to recertify with a new handler. The six-month certification program requires daily physical training, apprehensions and agility drills. Based on Canine Daman's health problems and age, Doctor Barnett recommended he no longer serve as a working canine. Canine Daman has been Michael Strickland's partner since Canine Daman started with the Kissimmee Police Department.

The Police Department is requesting that Canine Daman be designated surplus property and ownership transferred to Michael Strickland. Michael Strickland has agreed to accept all responsibility and liability for the ownership of the retired canine.

The City Attorney's Office has reviewed and approved the Surplus Canine Sales Agreement.

Recommendation

The designation of the surplus property for Canine Daman and transference of ownership to his former police handler, Michael Strickland, for the sum of $1.00.

<u>REQUESTED CITY COMMISSION ACTION:</u>

Approve

Department: Police
Presenter:

Attachment(s):
1. (S) Surplus Canine Sales Agreement - Daman -Veterinary Recommendation-1

ITEM 7.C
Disaster Response Services Contract with Ceres Environmental Services, Inc.

Request

Approval to award the Disaster Response Services Contract for debris removal (Contract #20250315) to Ceres Environmental Services, Inc.

Explanation

On June 3, 2025, the City Commission approved awarding the Disaster Response Services Contract for debris removal to CrowderGulf as the City's primary contractor under Request for Proposal RFP2025-006.

As noted at that time, the City received a total of four proposals for this contract and identified two of the highest-scoring firms—CrowderGulf and Ceres Environmental Services, Inc.—through its formal selection process. Each proposal was independently reviewed and scored based on the City's established evaluation criteria.

Staff is now returning to the Commission for approval of a secondary contract with Ceres Environmental Services, Inc., which will provide additional capacity and flexibility in post-disaster response and recovery efforts. Ceres will serve as a backup contractor to support debris removal operations as needed.

The term of this contract is one (1) year, with the option to renew for up to four (4) additional one-year terms.

Recommendation

Approval to award the Disaster Response Services Contract for debris removal to Ceres Environmental Services, Inc.

<u>REQUESTED CITY COMMISSION ACTION:</u>

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):
1. (S) Ceres Emergency Response Debris Removal Contract-Ceres

ITEM 7.D
Authorization to submit an application for the FY2024 Justice Assistance Grant (JAGC) Program

Request

Approval to apply for the Fiscal Year 2024 Justice Grant (Grant#JAGC26) Program

Explanation

The Osceola County Board of County Commissioners has received notification from the Florida Department of Law Enforcement (FDLE) of the Justice Assistance Grant (JAGC) allocated from the federal fiscal year 2024. The total amount of JAGC funding made available to Osceola County is $97,554 and is made available by the U.S. Department of Justice (USDOJ). This grant funding is intended to assist state, local, and tribal efforts to prevent or reduce crime and violence.

Once the project is determined, it will be submitted to the County and evaluated by the Substance Abuse and Police Advisory Board for review and ranking. The final committee recommendations will come back before the City Commission for support of the countywide grant submission.

Recommendation

Approval to apply for the Justice Assistance Grant (JAGC) allocated for fiscal year 2024.

<u>REQUESTED CITY COMMISSION ACTION:</u>

Approve

Department: Police
Presenter:

Attachment(s):
1. JAGC Grant invite

ITEM 7.E
Helping Emergency Responders Obtain Support (HEROS) Program at the Florida Department of Health for FY2025

Request

Approval to participate in the Helping Emergency Responders Obtain Support (HEROS) Program at the Florida Department of Health (FDOH). (Contract # 20250317)

Explanation

The Florida Department of Health has announced the availability of Naloxone to state and local units of government through the Helping Emergency Responders Obtain Support (HEROS) Program at the Florida Department of Health, FY2025 Local Solicitation. This program allows state and local governments to become equipped with Naloxone which is an opioid antagonist. The funding distribution is based on a percentage of trained staff, organization type and the number of overdoses per year. The City of Kissimmee Police Department is requesting 250 units of Naloxone. This program is at no cost to participate with an estimated value at $7,500.

Recommendation

Approval to participate in the Helping Emergency Responders Obtain Support (HEROS) Program for Naloxone at the Florida Department of Health Program FY2024 at an estimated value of $7,500.

<u>REQUESTED CITY COMMISSION ACTION:</u>

Approve

Department: Police
Presenter:

Attachment(s):
1. HERO reorder Attachment 070325

ITEM 7.F
Tohopekaliga Water Authority Service Agreement with Jr. Davis Construction Company, Inc.

Request

Approval of a service agreement between Tohopekaliga Water Authority (TOHO) and Jr. Davis Construction Company, Inc., for water and sewer services for the development of its new maintenance building. Contract # 20240308.

Explanation

Jr. Davis Construction Company, Inc. (JDC) has a current ground rental lease at the Kissimmee Gateway Airport on eight (8) acres of land to develop a new maintenance building in support of heavy equipment maintenance. Upon JDC completing the utility infrastructure on the project, TOHO agrees to provide water and wastewater services to the site and requests the appropriate agreements be executed.

Recommendation

Approval of a service agreement between Tohopekaliga Water Authority (TOHO) and Jr. Davis Construction Company, Inc., for water and sewer services for the development of its new maintenance building.

<u>REQUESTED CITY COMMISSION ACTION:</u>

Department: Airport
Presenter:

Attachment(s):
1. (S) - TOHO Water Auth Service Agreement

ITEM 7.G
City Consent and Joinder as Mortgagee to Easement from Pinnacle at Wesleyan, LLC to Toho Water Authority

Request

Approval of the required consent and joinder to permit execution of an easement from the Pinnacle at Wesleyan to Toho Water Authority.

Explanation

On June 6, 2023, the City Commission approved HOME funding in the amount of $500,000 to subsidize the construction of a 96-unit multifamily complex known as Pinnacle at the Wesleyan Apartments. The City holds a mortgage on the property.

In connection with the development, the developer must grant Tohopekaliga Water Authority (“TOHO”) an easement for water and sewer utilities and infrastructure. As a mortgagee, City must consent to the easement. The easement rights transferred to TOHO will survive any foreclosure of the City's mortgage.

Recommendation

Approval to execute the required joinder to allow the Toho Water Authority Easement for the Pinnacle at Wesleyan development.

<u>REQUESTED CITY COMMISSION ACTION:</u>

Approve

Department: Development Services
Presenter:

Attachment(s):
1. (S) Wesleyan - Joinder by City to TOHO Easement(29555583.2)
2. Sketch and Description
3. Toho Utility Easements
4. Wesleyan - TOHO Bill of Sale_Private Development 2024(29609034.2)
5. Wesleyan - TOHO Easement_Private Development Project 2024(29609033.2)

ITEM 7.H
Subordination and Resolution of Utility Interests Agreement for Parcel No. 154.04

Request

Approval of the Subordination Agreement and Resolution of Parcel No. 154.04 (Contract# 20250310), in favor of the Florida Department of Transportation (FDOT), relating to the State Road 400 improvement project in Osceola County.

Explanation

The Florida Department of Transportation (FDOT) has identified utility interests held by the City of Kissimmee in Parcel No. 154.04, located along State Road 400 (Section 92130, F.P. No. 431456-1), which is within the limits of a future FDOT transportation improvement project. FDOT is requesting a subordination of these utility interests to facilitate the project. The subordination agreement provides the City with the right to continue operating, maintaining, and modifying its facilities within the easement area in accordance with FDOT standards, and includes provisions for cost reimbursement should relocation or adjustments be required. The agreement preserves operational flexibility for the City while supporting necessary transportation development.

Recommendation

Approval of the Subordination Agreement and Resolution of Parcel No. 154.04 and authorization for the Mayor to execute the necessary documents.

<u>REQUESTED CITY COMMISSION ACTION:</u>

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):
1. (S) 154.04 Resolution
2. (S) 154.04 Subordination (Kissimmee)
3. Utility Easement Agreement - Parcel No. 154.04

ITEM 7.I
Cisco Webex Calling Contract Renewal

Request

Approval to purchase Cisco Webex Calling Services from CDW using the OMNIA Mesa 2024056-01 - GOV (2024056-01) Contract for a six-year term in the amount of $212,800.56

Explanation

The City currently leverages Cisco Unified Communications Manager (CUCM) as its core solution for providing on-premises voice services across all departments. To maintain continuity and ensure long-term stability in our communications infrastructure, we are requesting approval of a six-year agreement with CDW, utilizing the Omnia Mesa Government Contract #2024056-01.

The first year of this renewal allows the City to gradually migrate from traditional on-premises calling to cloud-based Webex Calling, Cisco's next-generation unified communications platform.

Key Benefits of This Transition:

- Cloud Migration Strategy: Enables a phased shift to the cloud while minimizing disruption to day-to-day operations.
- Simplified Management: Reduces IT overhead by eliminating the need for extensive on-premises hardware maintenance and upgrades.
- Integrated Communication: Seamless calling experience within Webex promotes better collaboration through voice, messaging, and video from one interface.
- Provides staff with secure, scalable, and flexible communication tools that support hybrid and remote work models.
- Cost Optimization: Leverages predictable pricing over six years and avoids future capital expenditure on physical infrastructure.

This proposal aligns with the City's long-term modernization goals and supports a more agile, resilient, and user-centric communication framework.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
56060103 505456			20,000	15,930.36

Financial Summary:

Annual payments of $39,374.04 will be included in the IT Software Subscription Operating Account for years 2-6 of the agreement.

Recommendation

Approval to purchase Cisco Webex Calling services from CDW for a six-year term utilizing the OMNIA Mesa 2024056-01 - GOV (2024056-01) contract in the amount of $212,800.56 and for authorization for the City Manager to execute all documents relating to this agreement.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Information Technology
Presenter:

Attachment(s):
1. Cisco Webex Calling Contract Renewal Addendum (S)

ITEM 7.J
Shingle Creek Regional Trail, North 2C, Countyline Connector, Post-Design Services

Request

Approval is requested for the single-source procurement from KCG Transportation Services LLC (Contract #20250311) for Post-Design Services for the Shingle Creek Regional Trail, North 2C, Countyline Connector, totaling $182,211.73.

Explanation

The Shingle Creek Regional Trail – North 2C Countyline Connector project is scheduled for construction in Fiscal Year 2025–2026 under the Local Agency Program (LAP) with the Florida Department of Transportation (FDOT). While the design was completed in 2021, post-design services are now required to update the plans to meet current standards and to provide support during construction.

The original design was completed by Kelly, Collins & Gentry, Inc. KCG Transportation Services LLC, a partner company that now manages transportation services, maintains continuity with the original design team. Given their direct involvement in the initial design, KCG Transportation Services LLC possesses a detailed understanding of the project's scope, design rationale, and technical requirements. Engaging KCG Transportation Services LLC ensures that any required plan updates and construction-related support remain aligned with the original design intent, minimizing potential conflicts or delays. Continuing with the original design team will also streamline coordination during construction, enabling timely responses to unforeseen issues or field adjustments.

To avoid delays and additional costs associated with a competitive procurement and onboarding of a new consultant, staff recommends proceeding with single-source procurement. Staff requests Commission authorization to enter into an agreement with KCG Transportation Services LLC for post-design services—including plan revisions and construction phase support—in an amount not to exceed $182,211.73.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10345656-506393 10345656-506393	GT2409 GT25XX	Decrease Increase	400,000.00	182,212.00 182,212.00

<u>Financial Summary:</u>

Adequate funding is readily available in the Gas Tax account, Project GT2409.

Recommendation

Approval is requested for the single-source procurement from KCG Transportation Services LLC for Post-Design Services for the Shingle Creek Regional Trail, North 2C, Countyline Connector, totaling $182,211.73.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):
1. 1. (S) Contract SCRT North 2C Countyline Connector 6 27 2025 signed KCGTS
2. 2. Shingle Creek North Ph 2C Countyline Connector - Project Location Map

ITEM 7.K
Extension of Continuing Professional Engineering Services Contracts

Request

Request approval of the third one-year extension of Continuing Professional Engineering Services contracts with the following firms:
1. BCC Engineering (#20230226)
2. Burgess & Niple, Inc. (#20230227)
3. Consor Engineers, LLC (#20230228)
4. Kimley-Horn and Associates, Inc. (#20230229)
5. RS&H, Inc. (#20230230)
6. Metro Consulting Group, LLC (#20230231)
7. Michael Baker International, Inc. (#20230232)

Explanation

On July 6, 2021, the City Commission approved the award of Continuing Professional Engineering Services contracts to seven qualified firms through a competitive selection process (RFQ). The Original Agreements provided for an initial two-year term with the option of three 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, and Staff has reviewed the services and performance of each of the selected firms and recommends exercising the third and final optional extension. If approved, the new contract expiration date will be July 6, 2026. Any updates to scope or fee schedules are detailed in the individual extension agreements.

Recommendation

Approval of the third one-year extension of Continuing Professional Engineering Services contracts with BCC Engineering, Burgess & Niple, Inc., Consor Engineers, LLC, Kimley-Horn and Associates, Inc., RS&H, Inc., Metro Consulting Group, LLC, and Michael Baker International, Inc., and extending the agreements through July 6, 2026.

<u>REQUESTED CITY COMMISSION ACTION:</u>

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):
1. (S) Third Renewal - Consor Engineers, LLC
2. (S) Third Renewal - Michael Baker International, Inc.
3. (S) Third Renewal - RS&H, Inc.
4. (S) Third Renewal - BCC Engineering
5. (S) Third Renewal - Burgess & Niple, Inc.
6. (S) Third Renewal - Metro Consulting Group, LLC
7. (S) Third Renewal - Kimley-Horn and Associates, Inc.

ITEM 7.L
First Amendment to the Kissimmee Utility Authority Line Extension Agreement for the Haven on Vine

Request

Approval for the Mayor to execute the First Amendment to the Kissimmee Utility Authority (KUA) Line Extension Agreement (contract #20250105) for the Haven on Vine project.

Explanation

On January 21, 2025, the City Commission approved an agreement with Kissimmee Utility Authority (KUA) for the extension of KUA's electric system, intended to increase electrical service capacity to support the planned development. That agreement covered only a portion of the total project ($140,390.52). Additional agreements, consistent in form and scope, were subsequently executed by the City Manager pursuant to his signature authority.

It has since been determined that the total cost of the KUA Line Extension project—$281,332.25—will now be fully funded through the Community Development Block Grant (CDBG) program, rather than through a combination of CDBG and state funds.

Because the original agreements utilized KUA's standard contract forms, they did not include the required federal provisions and regulatory language mandated under the CDBG program. As a result, an amendment is necessary to incorporate all applicable CDBG provisions to ensure full regulatory compliance for federal funding.

This amendment does not alter the scope of work or the total cost but is required to meet federal funding guidelines.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
1511016-506292 11125106-506292	HAVENHL205 CM2408 (String: Line Extension)	Increase Decrease	$140,390.52 $281,332.25	$140,390.52 $140,390.52

<u>Financial Summary:</u>

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

Recommendation

Approval for the Mayor to execute the First Amendment to the KUA Line Extension Agreement for the Haven on Vine project.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services
Presenter:

Attachment(s):

1. (S) 1st Amendment - to KUA agreement

ITEM 7.M
Interest Rate Lock Agreement for Airport Ground and Build to Suit Lease

Request

This request is for Commission approval to authorize the City Manager to execute a rate lock agreement (#20250322) with TD Bank after the Ground and Build to Suit Lease Agreement for Cirrus has been fully executed.

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. In June 2025, the Commission approved the Ground and Build to Suit Lease Agreement with Cirrus Design Corp. at Kissimmee Gateway Airport authorizing the City Manager to execute the final agreement, upon approval by Cirrus and finalization of the contract exhibits.

Subsequent to the action taken by the Commission, staff has been working with Toby Wagner, the City's Financial Advisor, and Bryant Miller Olive, bond counsel (City's financing team) to determine the best financing plan. In April 2025, the City issued RFQ 2025-002 and received 3 responsive bidders. The City's financing team has deemed it best to proceed with TD Bank. Construction for the facilities is projected to not exceed $20 million and capitalized interest costs at $2 million for a total loan of $22 million. The closing date for the loan is anticipated to be in late October/early November 2025. As such, the next step in this process is to enter into a rate lock agreement until closing. A resolution to issue a loan for the project will be brought back at a later date. Toby Wagner, Financial Advisor, and the City's bond counsel have reviewed the agreement.

Recommendation

Staff recommends Commission approval authorizing the City Manager to execute the rate lock agreement with TD Bank after the Ground and Build to Suit Lease Agreement for Cirrus has been fully executed.

<u>REQUESTED CITY COMMISSION ACTION:</u>

Approve

Department: Finance
Presenter:

Attachment(s):
1. Interest_Rate_Lock_Agreement_-_Non-Tax_Exempt (1)

ITEM 8.A
2025 Policy Agenda Review - Planning and Zoning Division Operations

Request

Commission direction on enhancing Planning and Zoning Division 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 evaluating the City's Planning and Zoning Division, making recommendations, and proposing steps for implementing improvements and updates.

Please note: This Agenda Priority also includes the Building and Fire Prevention Division. The Building and Fire Prevention Division portion of the priority was discussed at the City Commission meeting on June 17, 2025.

To begin this process, Planning Manager Brenda Ryan will present an overview of the Planning and Zoning 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 State Statute, the City's Land Development 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 Planning and Zoning'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 to align with Commission priorities.

Recommendation

City Commission's direction on next steps regarding Planning and Zoning operations and activities.

REQUESTED CITY COMMISSION ACTION:

Commission Direction

Department: Development Services
Presenter:

Attachment(s):
None

ITEM 8.B
Florida League of Cities Voting Delegate 2025

Request

To designate a voting delegate for the Florida League of Cities Annual Conference being held August 14-16, 2025 at the Signia by Hilton Orlando Bonnet Creek in Orlando.

Explanation

The Florida League of Cities Annual Conference includes an Annual Business Meeting where critical decisions, including the election of League Leadership and adoption of resolutions, will be made. Therefore, it is essential to designate one Commissioner as the voting delegate for the City of Kissimmee.

Recommendation

Designate one official to cast our municipality's vote during the Annual Business Meeting on August 16, 2025.

<u>REQUESTED CITY COMMISSION ACTION:</u>

Commission Direction

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):
1. 2025 Voting Delegate Memo

ITEM 8.C
Advisory Board Vacancy: Police Pension Board

Request

The Commission is requested to make an appointment to fill a vacancy on the Police Pension Board.

Explanation

Police Pension Board Member Lisandra Roman has notified the City that she no longer wishes to serve on the board and must resign. Ms. Roman's term is set to expire on September 30, 2026. Staff requests the new appointee fulfill the remainder of her term. Seat #5 has been assigned to this vacancy.

Commissioner Rotation:	Commissioner Appointment Expires:	Advisory Board:	Board Term Expires:	Requirements:
Seat # 5 - Mayor Espinosa **1 application on file*	08/18/2025	Police Pension Board	09/30/2026	Member must be a city resident.

Recommendation

The Commission is requested to make an appointment to fill a vacancy on the Police Pension Board.

<u>REQUESTED CITY COMMISSION ACTION:</u>

Appoint/Reappoint

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):
1. Roman Resignation (PPB)
2. PPB Applicant - Kristen Camero - City Resident

ITEM 8.D
Request of Travel Funding

Request

Commissioner Noel Ortiz is requesting approval to authorize funding for official travel to attend an international cultural and advocacy event in the Dominican Republic.

Explanation

Commissioner Noel Ortiz has been formally invited by the National Chamber of the Arts (CANARTES) to serve as Guest of Honor at the official presentation of the book and art exhibition “Behind the Storm Lies the Silence,” which will be held on Thursday, July 24, 2025, at 6:00 PM at the National Library Pedro Henríquez Ureña in Santo Domingo, Dominican Republic. The event is part of CANARTES’ international program Art with a Cause, aimed at raising awareness and promoting empathy and inclusion for individuals and families impacted by autism. The invitation also includes a symbolic international baton handover to Commissioner Ortiz, officially naming him as host of the book’s next presentation in the United States, to be held in Kissimmee as part of its global tour.

This opportunity positions the City of Kissimmee as a partner in an internationally recognized initiative for autism awareness and advocacy, strengthening cultural diplomacy and community engagement.

Under the Commission travel policy, Commission authorization is required for any travel not specified in the Commission's line item budget. Eligible travel expenses include lodging, transportation, and any related expenses as per the City's travel policy. For official travel to Santo Domingo, Dominican Republic, July 23-25, 2025, the City policy relies upon Federal Per Diem Rates, which are a maximum of $257 for lodging per day and a maximum of $103 for meals and incidentals per day for this location.

Recommendation

Staff requests Commission direction.

<u>REQUESTED CITY COMMISSION ACTION:</u>

Commission Direction

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. CARTA CANARTES Comissionado Noel Ortiz
2. CARTA CANARTES Comissionado Noel Ortiz
3. MCO to SDQ_Noel Ortiz
4. JetBlue SDQ to MCO Noel Ortiz
5. Travel Insurance_Noel Ortiz
6. Programa 07.24_07.26
7. Dominican Republic per Diem Rates

ITEM 8.E
Adoption of the City's Strategic Plan Action Agenda

Request

Adoption of elements of the City's Strategic Plan that establish the priorities for the upcoming fiscal year and adopt the goals for the next five years.

Explanation

The proposed Strategic Plan for 2025–2026 is the result of a comprehensive and collaborative process that began with the annual Strategic Planning Session held in January 2025. During that session, the City Commission, executive leadership, and department heads identified the long-term goals and key priorities that would guide policy direction, resource allocation, and performance expectations over the coming years. The plan reflects a shared vision built around five overarching goals: delivering the best services while remaining financially sound; fostering a thriving economy with more quality jobs; ensuring a livable community for all; developing an effective transportation system; and continuing the revitalization of a vibrant downtown and lakefront.

This year's Action Agenda includes several high-impact initiatives that are designated as "Top Priority" or "High Priority" items. Each of these actions is tied to clear milestones, defined outcomes, and designated lead departments to ensure accountability and progress tracking throughout the year.

Adoption of the Strategic Plan formalizes the City's commitment to its policy and management priorities, providing a framework for both internal alignment and external transparency. It enables departments to align their budgets and operations with City Commission directives, creating a structured platform for evaluating progress and adjusting strategies as conditions evolve.

Recommendation

Adopt the proposed elements of the City's Strategic Plan, which establish priorities for the upcoming fiscal year and goals for the next five years.

<u>REQUESTED CITY COMMISSION ACTION:</u>

Approve

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):
1. Strategic Plan Action Agenda - Fiscal Year 2025-26