



**MEETING AGENDA
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, AUGUST 5, 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 State Appropriation Update and Presentation by Senator Arrington, Representative Alvarez, and Representative Stark
- 3.B Oath of Office Ceremony for newly promoted Police Deputy Chief, Captain, Lieutenant, Sergeants and Corporals
- 3.C Presentation of Retirement Watch to Linda S. Hansell

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

- 4.A Public Hearing - Second and Final 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 - First Reading: Proposed Ordinance #25-12 - Amending the Method of Board Appointments

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, CHAPTER 2, ADMINISTRATION, ARTICLE III, BOARDS AND COMMISSIONS, DIVISION I, SECTION 2-145, "METHOD OF APPOINTMENT TO BOARDS"; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR AN EFFECTIVE DATE

5. PUBLIC HEARINGS

- 5.A Public Hearing – Substantial Amendments to the CDBG 2018-2019, 2020-2021, and 2021-2022 Annual Action Plans
- 5.B Public Hearing - Second Substantial Amendment to the HOME American Rescue Plan (HOME-ARP) Allocation Plan - Osceola County HOME Consortium
- 5.C Public Hearing - City of Kissimmee 2025-2029 Citizen Participation 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 15, 2025 meeting and July 22, 2025 Budget Workshop
- 7.B Extension and First Amendment of Lease Between City of Kissimmee and MaxFlight Helicopter Services, Inc.
- 7.C Extension and Third Amendment of Lease Between City of Kissimmee and Stallion 51 Maintenance Operations, Inc.
- 7.D Accept Urban and Community Forestry Hurricane Recovery Grant
- 7.E Resolution to Designate the City Manager as the Administrative Official to Approve Plats
- 7.F Resolution to Accept Grant Funding from Florida Department of Transportation for Taxiway Alpha Design
- 7.G Authorization to accept funding from the Florida Department of Law Enforcement Cyber Task Force Grant
- 7.H Task Order No. 6 for Professional Service Agreement with Avcon Inc.
- 7.I Change Order to increase the budget for the Sign Code
- 7.J Change Order to Increase the Funding and Extend the Completion Date for the Rehabilitation of 1809 Cornett Place
- 7.K Resolution to Adopt the City of Kissimmee 2025-2029 Consolidated Plan and the Program Year 2025 Annual Action Plan
- 7.L Furniture Purchase for Public Works & Engineering Department - City Hall Renovation Project
- 7.M Ratification of the Collective Bargaining Agreement (CBA) with the International Association of Firefighters, Local 4208 (IAFF) Representing the Rank and File and Supervisory Bargaining Units
- 7.N Agreement with Osceola County Property Appraiser for the City's non-ad valorem assessment
- 7.O Disposal of City Assets
- 7.P Grant application for Urban Areas Security Initiative
- 7.Q Renewal of Space/Use Permit for Jed Suhl d.b.a. Horse-Riding Orlando, LLC
- 7.R Approval to execute an agreement for Construction Services to Noble Construction for the Haven on Vine

8. DISCUSSION ITEMS

**CITY COMMISSION RECESSES AND CONVENES AS THE COMMUNITY
REDEVELOPMENT AGENCY BOARD**

8.A Approval of a Downtown Kissimmee Community Redevelopment Agency and Hidden Gem, LLC Pioneer Project Incentive Program Agreement

8.B Downtown Kissimmee CRA Agreement with Southern Cross Consulting Group

**COMMUNITY REDEVELOPMENT AGENCY BOARD ADJOURNS AND
RECONVENES AS THE CITY COMMISSION**

8.C Travel Funding Requests

8.D Social Services Grant Process Review for FY 2025-26

8.E Commission Policy on Official Use of City's Email Communication Tool for Civic Engagement and Outreach

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

State Appropriation Update and Presentation by Senator Arrington, Representative Alvarez, and Representative Stark

Request

Ceremonial check presentation and brief remarks by Senator Arrington, Representative Stark, and Representative Alvarez.

Explanation

The City of Kissimmee received state appropriation funds for local projects through the efforts of Senator Arrington, Rep. Stark, and Rep. Alvarez during the most recent legislative session. The legislative delegation has requested to present the ceremonial check, which will include brief remarks on the projects they championed in partnership with the City.

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

None

ITEM 3.B

Oath of Office Ceremony for newly promoted Police Deputy Chief, Captain, Lieutenant, Sergeants and Corporals

Request

Swearing in and administering of oath for newly promoted Police Deputy Chief Christopher Succi, Captain Michael Thompson, Lieutenant Christopher Breuer, Sergeant Corey Anthony, Sergeant Takeya Close, Sergeant Edward Diehl, Corporal Clint Casselman and Corporal Brandon Rivera

Explanation

Christopher Succi began his law enforcement career with the Kissimmee Police Department 24 years ago on November 26, 2001. He was promoted to the rank of Corporal in 2008, the rank of Sergeant in 2010, the rank of Lieutenant in 2016 and the rank of Captain in 2019. During his tenure with the department, Deputy Chief Succi worked assignments in the Patrol, Special Operations, Criminal Investigations, Support Services Divisions and Professional Standards.

Michael Thompson began his law enforcement career with the Kissimmee Police Department 20 years ago on March 12, 2005. He was promoted to the rank of Corporal in 2008 and the rank of Sergeant in 2017 and the rank of Lieutenant in 2019. During his tenure with the department, Captain Thompson worked assignments in Patrol, Special Operations as an Undercover Officer, Criminal Investigations Division and Professional Standards.

Christopher Breuer began his law enforcement career with the Kissimmee Police Department 18 years ago on July 19, 2007. He was promoted to the rank of Corporal in 2014 and the rank of Sergeant in 2016. During his tenure with the department, Lieutenant Breuer has worked assignments in Patrol, Special Operations, Criminal Investigation Division and Professional Standards. He is also a member of the SWAT team.

Corey Anthony began his law enforcement career with the Kissimmee Police Department 14 1/2 years ago on July 26, 2010. He was promoted to the rank of Corporal in 2019. During his tenure with the department, Sergeant Anthony worked assignments in the Patrol, Special Operations Traffic Unit and Professional Standards.

Takeya Close began her law enforcement career with the Kissimmee Police Department 19 years ago on July 7, 2006. She was promoted to the rank of Corporal in 2022. During her tenure with the department, Sergeant Close worked assignments in the Patrol, Special Operations and Criminal Investigation and Intel Divisions. She is also a member of the CNT Team.

Edward Diehl began his law enforcement career with the Kissimmee Police Department 18 years ago on January 22, 2007. He was promoted to the rank of Corporal in 2022. During his tenure with the department, Sergeant Diehl worked assignments in the Patrol, Special Operations Traffic Unit and Criminal Investigation Division.

Clint Casselman began his law enforcement career with the Kissimmee Police Department 5 1/2 years ago on December 2, 2019. During his tenure with the department, Corporal Casselman worked assignments in the Patrol, Special Operations Traffic Unit and Criminal Investigation Division. He is also a member of the SWAT Team.

Brandon Rivera began his law enforcement career with the Kissimmee Police Department 13 years ago on May 14, 2012. During his tenure with the department, Corporal Rivera has worked assignments in the Patrol, Special Operations and Criminal Investigation Division. He is also a member of the SWAT Team.

Department: Police

Presenter: Charles Broadway

Attachment(s):

1. Oath of Office for Promotions 8.5.25

ITEM 3.C

Presentation of Retirement Watch to Linda S. Hansell

Request

To present a retirement watch and formally recognize Linda S. Hansell for her 34 + years of dedication of her professional life to the City of Kissimmee.

Explanation

Linda S. Hansell has officially retired from the City of Kissimmee as of July 31, 2025.

She began her career with the City of Kissimmee in the Parks and Recreation Department on February 18, 1991, quickly earning recognition for her professionalism and work ethic, which led to her promotion to the City Manager's Office. Over the years, Linda continued to advance and was promoted to Deputy City Clerk, and later appointed City Clerk in 2015.

Throughout her tenure, Linda has made numerous meaningful contributions to the City, including:

- Creating the City of Kissimmee "Mayor's Wall", preserving the legacy of past mayors in the Commission Chambers.
- Recommending the implementation of staggered commission terms, which remains in practice today.
- Advocating for the increase to the Mayor's seat stipend, aligning it with the growing number of public duties and community representation.

She has been voted Employee of the Month twice by her peers and was named City Clerk of the Year in 2024 by the Florida Association of City Clerks (FACC) - a reflection of her leadership, institutional knowledge, and commitment to public service.

Linda's compassion extended beyond her job duties- quietly supporting underprivileged families, students, and colleagues with donations, and generously contributing to community causes and professional organizations. Her mentorship, generosity, and dedication have left a lasting legacy within the organization and the community she served.

The presentation of this retirement watch symbolizes not just the time she gave to the City of Kissimmee, but also the timeless impact of her work, her values, and her service.

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

None

ITEM 4.A

Public Hearing - Second and Final 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 and Final Reading of the Proposed Ordinance #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 and Final Reading of the Proposed Ordinance #25-07.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Attorney

Presenter: Austin Blake

Attachment(s):

1. Noise Ordinance Update final draft - Redline
2. (S) - Noise Ordinance Update final draft - Clean
3. Proof of Readvertisement - Osceola News Gazette (Publication Date 07-10-2025)
4. Noise Ordinance Business Impact Estimate

ITEM 4.B

Public Hearing - First Reading: Proposed Ordinance #25-12 - Amending the Method of Board Appointments

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, CHAPTER 2, ADMINISTRATION, ARTICLE III, BOARDS AND COMMISSIONS, DIVISION I, SECTION 2-145, "METHOD OF APPOINTMENT TO BOARDS"; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR AN EFFECTIVE DATE

Request

Approval of the First Reading of Proposed Ordinance #25-12

Explanation

This item seeks City Commission approval to amend the ordinance governing the appointment of advisory board members in order to establish a more streamlined and collaborative process. The proposed amendment would change the current rotational method where individual commissioners are assigned vacancies and instead implement an at-large system.

Under the new process, all advisory board vacancies would be jointly nominated and appointed by the City Commission after applications have been vetted and pre-approved by the Office of the City Clerk. This change is intended to improve efficiency, increase transparency, and ensure a broader and more inclusive pool of candidates. Following implementation of the ordinance, the City will also establish an accompanying policy to provide further guidance and structure to the new process.

Recommendation

Approval of the First Reading of Proposed Ordinance #25-12

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. Proposed Ordinance # 25-12 - Amending City Code Advisory Board Appointments (Final)
2. Prop Ord 25-12 - Proof of Publication (Advertisement Date 07-31-2025)

ITEM 5.A

Public Hearing – Substantial Amendments to the CDBG 2018-2019, 2020-2021, and 2021-2022 Annual Action Plans

Request

Accept comments on the Substantial Amendments to the CDBG Annual Action Plans for Fiscal Years 2018-2019, 2020-2021, and 2021-2022 to reallocate funding from completed or under performing activities.

Explanation

The City of Kissimmee's Community Development Block Grant (CDBG) Five Year Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions and activities that will be undertaken that year to address the priority needs, and specific goals identified by the Consolidated Plan. The Consolidated Plan regulations allow the City to make certain amendments to the Annual Action Plan through the Substantial Amendment process if the budget needs to be adjusted and changes to projects need to be made. The Substantial Amendment process requires a public comment period and additional citizen participation.

The City of Kissimmee is proposing to amend three (3) Annual Action Plan years: Plan Years 2018-2019, 2020-2021, and 2021-2022. These amendments are required in order to spend funds in a more expeditious manner. The funds are being re-allocated from completed activities with the remaining funds to "expenditure-ready" projects such as the rehabilitation of the Haven on Vine Apartments. As a consequence, the Consolidated Plan(s) covering the respective years will also be amended to address these changes.

Annual Action Plan 2018-2019

1. Transfer remaining funds from Planning and Administration, Code Enforcement, Building Strong Families, and Hudson Street Improvement project to partially fund the Rehabilitation of the Haven on Vine project (\$102,718.00).

Annual Action Plan 2020-2021

1. Transfer remaining funds from Planning and Administration and the Hudson Street Improvement project to partially fund the Rehabilitation of the Haven on Vine project (\$170,750.50).

Annual Action Plan 2021-2022

1. Transfer remaining funds from Planning and Administration, Code Enforcement, Good Neighbors, The Opportunity Center Rehab Project, and Hills Street Sidewalk (Design) to partially fund the Rehabilitation of the Haven on Vine project (\$139,800.14).

The City met the required 30-day comment period required by the City's Citizen Participation Plan before presenting these amendments for your approval. The ad was published in the Osceola Gazette on June 26, 2025. No comments have been received thus far.

Recommendation

Accept comments on the Substantial Amendment to the CDBG Annual Action Plans for Fiscal Years 2018-2019, 2020-2021, and 2021-2022 to reallocate funding from completed or under performing activities.

REQUESTED CITY COMMISSION ACTION:

City of Kissimmee

Accept

Department: Development Services

Presenter: Frances De Jesus

Attachment(s):

1. Ad for Subst Amend 2018, 2020 and 2021_6.26.25

ITEM 5.B

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

Request

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

Explanation

On May 3, 2022, the City Commission approved the HOME-ARP Allocation Plan and on April 1, 2025, it approved the 1st Amendment to the Plan. The Plan details how the Osceola County HOME Consortium plans to spend its allocation of HOME-ARP funds. As part of the Osceola County HOME Consortium, the City of Kissimmee was awarded HOME-ARP funding in the amount of \$1,217,478.50. These funds are provided by the US Department of Housing and Urban Development to reduce homelessness and increase housing stability for qualifying individuals and families who are homeless, at risk of homelessness, or in another eligible vulnerable population or subpopulation. These funds have been allocated to the Haven on Vine project.

In order to meet the construction needs of the project, changes to the current allocation listed in the Plan are necessary. This Second Substantial Amendment proposes the following:

- ***To reduce the amount allocated under the Supportive Services activity by \$100,000*** - The amount allocated to this activity under the 1st Amended HOME-ARP Allocation Plan is \$618,338. The new proposed amount is \$518,338.
- ***To increase the amount allocated under the Non-Congregate Shelter activity by \$100,000*** - The amount allocated to this activity under the 1st Amended HOME-ARP Allocation Plan is \$100,000. The new proposed amount is \$200,000.

The City met the required 15-day comment period required by the City's Citizen Participation Plan before presenting these amendments for your approval. The ad was published in the Osceola Gazette on July 3, 2025.

Recommendation

Approval of the 2nd Amendment to the City's portion of the HOME-ARP Allocation Plan.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Frances DeJesus

Attachment(s):

1. HOME-ARP Action Plan-revision 2
2. HOME-ARP - ad for 2nd amend

ITEM 5.C

Public Hearing - City of Kissimmee 2025-2029 Citizen Participation Plan

Request

Adoption of the City of Kissimmee 2025-2029 Citizen Participation Plan.

Explanation

The Citizen Participation Plan (CPP) outlines the policies and procedures that guide public involvement throughout the consolidated planning process. This plan ensures that residents, particularly low- and moderate-income individuals, including minorities and non-English-speaking persons, have meaningful opportunities to participate in the planning, implementation, and evaluation of programs and projects funded by the Community Development Block Grant (CDBG) program.

The 2025-2029 CCP provides the guidelines to be followed for the public participation process when adopting and approving the following Consolidated Plan, Annual Action Plans, Substantial Amendments, and the Consolidated Annual Performance and Evaluation Reports (CAPER). Additionally, the CPP includes a dedicated section describing the citizen participation procedures to be followed if the City seeks a Section 108 Loan Guarantee.

In accordance with the existing Citizen Participation Plan, the City observed the required 30-day public comment period. A public notice was published in the Osceola Gazette on July 3, 2025. No public comments were received during the comment period.

Recommendation

Adoption of the City of Kissimmee 2025-2029 Citizen Participation Plan.

REQUESTED CITY COMMISSION ACTION:

Adopt

Department: Development Services

Presenter: Frances De Jesus

Attachment(s):

1. Citizen Participation Plan_2025-2029
2. CPP Gazette Ad - July 3rd

ITEM 7.A

Approval of City Commission Minutes from the July 15, 2025 meeting and July 22, 2025 Budget Workshop

Request

Approval of the July 15 and July 22, 2025 commission meeting and workshop minutes.

Explanation

Minutes of the commission meeting and budget workshop are attached for approval.

Please note that attached to the minutes from the July 15, 2025 meeting is a letter of clarification sent to the City of St. Cloud that acknowledges an error in the presentation provided under Item 8A regarding the length of their review process.

Recommendation

Staff recommends Commission approval.

REQUESTED CITY COMMISSION ACTION:

Department: City Commission

Presenter:

Attachment(s):

1. (S) CCM MIN JUL 15 2025
2. (S) CCM MIN JUL 22 2025 (Budget Workshop)

ITEM 7.B

Extension and First Amendment of Lease Between City of Kissimmee and MaxFlight Helicopter Services, Inc.

Request

Approval of Five-Year Extension and First Amendment of Lease between City of Kissimmee and Max Flight Helicopter Services, Inc. contract # 20230143.

Explanation

Max Flight is requesting a lease extension of five years from the expiration date of the current lease (August 31, 2025). MaxFlight has been operating at the Kissimmee Gateway Airport since April 1, 2014, providing helicopter flight instruction for both domestic and international students, tours, photography and aerial surveying. MaxFlight currently bases 6 helicopters and employs 8 people at the Airport.

Recommendation

Approval of Five-Year Extension and First Amendment of Lease between City of Kissimmee and Max Flight Helicopter Services, Inc.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. (S) Maxflight Helicopter Services First Amendment
2. Back Up-MaxFlight Net Building Lease Sept 1, 2020 - Aug 30, 2025

ITEM 7.C

Extension and Third Amendment of Lease Between City of Kissimmee and Stallion 51 Maintenance Operations, Inc.

Request

Approval of Two-Year Extension and Third Amendment of Lease between City of Kissimmee and Stallion 51 Maintenance Operations, Inc. contract # 20240456.

Explanation

Stallion 51 Maintenance Operations, Inc., is requesting a lease extension for two years from the expiration date of the current lease (July 31, 2025). The business maintains and supports the Stallion 51 Mustangs and other vintage aircraft. It is the intent to transition the operations to the KISM Hangar (on airport west of Stallion 51 Operations) during this lease period and a 30-day notice will be required terminating this lease upon completion of the move.

Recommendation

Approval of Two-Year Extension and Third Amendment of Lease between City of Kissimmee and Stallion 51 Maintenance Operations, Inc.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. (S) Stallion 51 third Extension of Lease 2025. Final
2. Harmon Air Enterprise Lease 1998
3. Stallion 51 Maintenance - 1st Amendment - March 10, 2009
4. Stallion 51 Maint Ops - Amendement 2 July 7, 2020

ITEM 7.D

Accept Urban and Community Forestry Hurricane Recovery Grant

Request

Accept the Urban and Community Forestry Hurricane Recovery Grant, amend the budget accordingly and authorize the City Manager to sign any documents related to the grant, Grant # UCFHRG.

Explanation

The Florida Department of Agriculture and Consumer Services, Florida Forest Services (FFS) has awarded the City funds through the Urban Forest Improvement and Resilience Project which will assist with planting storm-resistance species of trees that would provide tangible benefits to Floridians through energy reduction, mitigating urban heat and stormwater runoff avoidance. This grant will be used to pilot landscaping for City medians beginning with the section of Oak Street from Vine Street (192) to Main Street. This landscaping will be approximately 100 trees from the resilient plant list and create a stable consistent image that will withstand Central Florida weather and traffic elements.

The grant is for \$50,000 and the City will match with \$12,500 for a total project cost of \$62,500.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00150206-506494	PR2512	Decrease	\$10,000	
00150406-506393	FORTUNE22	Decrease	\$1,777	
00150206-506494	PR2509	Decrease	\$723	
00150206-506393	UCFHRG	Increase	\$12,500	
15050206-506393	UCFHRG	Increase	\$50,000	
15000331-331700		Increase	\$50,000	

Financial Summary:

A budget adjustment will be made to the grant funds with an increase in the project and an increase in revenue. A budget transfer will be made for the City Match from leftover capital project funds into the project UCFHRG. These two transactions will give the overall project funds of \$62,500.

Recommendation

Approval to accept Urban and Community Forestry Hurricane Recovery Grant, amend the budget accordingly, and authorize the City Manager to sign any documents related to the grant.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Parks & Recreation
Presenter:

Attachment(s):

1. 32726 City of Kissimmee

ITEM 7.E

Resolution to Designate the City Manager as the Administrative Official to Approve Plats

Request

Adoption of the Resolution designating the City Manager as the administrative official authorized to approve plats and replats.

Explanation

Senate Bill 784 amended Section 177.071 of the Florida Statutes to require that plats and replats be approved administratively, without further action by a municipality's governing body. Under Section 177.071(1)(a), Florida Statutes, the local governing body must designate, by resolution or ordinance, an administrative authority to receive, review, process, and approve final plats and replats. Section 177.071(1)(b) outlines which municipal officers or employees may serve in this role. This Resolution designates the City Manager as the administrative authority for approving plats and replats.

Recommendation

Adoption of the Resolution designating the City Manager as the administrative official authorized to approve plats and replats.

REQUESTED CITY COMMISSION ACTION:

Adopt

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) - Resolution No. 25-XXX (Administrative Authority SB 784)
2. Senate Bill 784

ITEM 7.F

Resolution to Accept Grant Funding from Florida Department of Transportation for Taxiway Alpha Design

Request

Approval to accept, by Resolution, a Public Transportation Grant Agreement (PTGA) from the Florida Department of Transportation (FDOT) in the amount of \$48,000.00 for design engineering services for shifting Taxiway Alpha (TW A) 50 feet to the east and reconstructing pavement, marking and lighting. Master Grant No TwyA Dsg S.

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 assigning a scale, 0 indicating failed, and 100 indicating perfect. PCI rating 41-55 indicates a "poor condition" and the current average number assigned to TW A varies 43-50. The project will improve lighting with new LED edge lights and directional signs. In addition, the project will shift the taxiway to the east 50 feet to accommodate the FAA design standards for the larger aircraft landing at the airport.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
47070106-506393	Twy A-Dsgn	Increase	48,000	
47000334-334410	Twy A-Dsgn	Increase	48,000	
46170106-506393	Twy A-Dsgn	Decrease	12,000	20,943

Financial Summary:

Airport 2% Share allocated in AP2400 Taxiway D- Design, to use \$12,000; this is the Airport's match for this project. A budget transfer will be required to move these funds from Taxiway D – Design to Taxiway A- Design to create and fund this project.

The project cost is \$1,200,000
90% FAA (\$1,140,000)
8% FDOT (\$48,000)
2% Local match (Airport) (\$12,000)

Recommendation

Approval to accept, by Resolution, a Public Transportation Grant Agreement (PTGA) from the Florida Department of Transportation (FDOT) in the amount of \$48,000.00 for design engineering services

City of Kissimmee

for shifting Taxiway Alpha (TW A) 50 feet to the east and reconstructing pavement, marking and lighting. Master Grant No TwyA Dsg S.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport
Presenter:

Attachment(s):

1. (S) Resolution PTGA for Taxiway Alpha Design
2. (S) FDOT PTGA Taxiway Alpha Design

ITEM 7.G

Authorization to accept funding from the Florida Department of Law Enforcement Cyber Task Force Grant

Request

Authorize the Chief of Police to execute the FDLE Orlando Cyber/ESST Financial Assistance Agreement (Grant CYBER25) with the Florida Department of Law Enforcement (FDLE).

Explanation

The Kissimmee Police Department is a participating agency with the Cyber Task Force and Electronic Surveillance Support Team. FLDE has received grant funding for this purpose and has allocated up to \$12,500 to reimburse the City of Kissimmee for overtime and travel / training expenses to assist with these efforts. These funds will be under direct agreement with FDLE for the period 7/1/2025 through 6/30/2026.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
15100334 334200		Increase	\$12,500	
15130403 505559		Increase	\$12,500	

Financial Summary:

This grant is a reimbursement grant with reports filed quarterly.

Recommendation

Approval to accept funding from FDLE in the amount of \$12,500

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter:

Attachment(s):

1. FY-25-26 ESST Contract and MAA

ITEM 7.H

Task Order No. 6 for Professional Service Agreement with Avcon Inc.

Request

Approval of Task Order No. 6 of the professional service agreement, contract No. 20230139 between the City of Kissimmee and AVCON, Inc. that was executed on February 7, 2023, for design engineering services for shifting Taxiway Alpha (TW A) 50 feet to the east and reconstructing pavement, marking and lighting.

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 assigning a scale, 0 indicating failed, and 100 indicating perfect. PCI rating 41-55 indicates a "poor condition" and the current average number assigned to TW A varies 43-50. The project will improve lighting with new LED edge lights and directional signs. In addition, the project will shift the taxiway to the east 50 feet to accommodate the FAA design standards for the larger aircraft landing at the airport.

The professional service agreement between the City of Kissimmee and AVCON, Inc. that was executed on February 7, 2023, for engineering services. An independent review was conducted of the service fees, as required by the FAA, and found acceptable. All hours and expenses are included in Lump Sum Costs as shown in Attachment C of the document provided, which are consistent with the original project agreement.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
47000331-331410	Twy A- Dsgn		1,140,000	1,140,000
47000334-334410	Twy A- Dsgn		48,000	48,000
47070106-526393	Twy A- Dsgn		12,000	12,000

Financial Summary:

The project cost is \$1,200,000
90% FAA (\$1,140,000)
8% FDOT (\$48,000)
2% Local match (Airport) (\$12,000)

Recommendation

Approval of Task Order No. 6 of the professional service agreement between the City of Kissimmee and AVCON, Inc. that was executed on February 7, 2023, for design engineering services for shifting Taxiway Alpha (TW A) 50 feet to the east and reconstructing pavement, marking and lighting.

City of Kissimmee

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. (S) Task Order No. 6 to Professional Services Agreement Dated February 7 , 2023
2. Back Up-AvconAirportConsultingAgreementRev-10-24-2022-Executed_Feb-08-2023_completed

ITEM 7.I

Change Order to increase the budget for the Sign Code

Request

Approval to increase the budget of the Sign Code Update by \$21,561.00.

Explanation

This is a request to increase the budget for the Sign Code Update by \$21,561.00 to accommodate cost increases since the inception of the project. The cost increases are a result of the extended time the project has gone on, due to the previous Commission requesting a pause in activity till the 2022 election was completed, the COVID Pandemic and multiple projects taking priority. The Sign Code Update is being conducted by Inspire Placemaking Collective, Inc. under Contract # 20230096.

Originally, the budget for this project was \$83,160 and \$45,864.05 was used, leaving a remaining budget of \$37,296. The updated scope included in the backup shows an updated cost of \$67,425.00, resulting in a shortage of \$21,561. If this item is approved, the project is anticipated to be completed by January 2026.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00125103-503131		Increase	\$101,645	\$21,561

Financial Summary:

Originally, the budget for this project was \$83,160 and \$45,864.05 was used. The updated scope included in the backup shows an updated cost of \$67,425.00, resulting in a shortage of \$21,561.

Recommendation

Recommending approval of the cost increase.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Ashley Cornelison

Attachment(s):

1. Sign Code Update - Scope 2025

ITEM 7.J

Change Order to Increase the Funding and Extend the Completion Date for the Rehabilitation of 1809 Cornett Place

Request

Approval of Change Order #001, Contract #20240039, increasing the funding amount and extending the completion date for the rehabilitation of 1809 Cornett Place.

Explanation

On May 20, 2025, the City Commission approved the State Housing Initiatives Partnership (SHIP) Owner Occupied Rehabilitation Agreement for the property at 1809 Cornett Place, Kissimmee, FL, in the amount of \$82,384.87. This amount included in \$80,884.87 for rehabilitation costs and for \$1,500.00 for closing costs.

The Council on Aging, acting as the contractor, is now requesting a contract increase of \$4,245.00 in rehabilitation costs, bringing the total rehabilitation cost to \$85,129.87. As a result, the final total project amount is \$86,629.87, which includes: \$85,129.87 for rehabilitation costs and \$1,500.00 for closing costs.

The adjustment is due to the original plumbing subcontractor going out of business. The plumbing work had to be rebid, and the new subcontractor's bid came in at a higher cost, requiring additional funding.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
11225103 503434	SHIP2023 Rehab Const String	Decrease	\$64,664.54	\$4,245

Financial Summary:

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

Recommendation

Approval of Change Order #001, increasing the funding amount and extending the completion date for the rehabilitation of 1809 Cornett Place.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter:

City of Kissimmee

Attachment(s):

1. Change Order 001_1809 Cornett Place

ITEM 7.K

Resolution to Adopt the City of Kissimmee 2025-2029 Consolidated Plan and the Program Year 2025 Annual Action Plan

Request

Approve and adopt by Resolution the City of Kissimmee 2025-2029 Consolidated Plan and the Program Year 2025 Annual Action Plan.

Explanation

As part of the citizen participation process, the City Commission of Kissimmee held a Public Hearing on July 15, 2025, to receive public comments on the City of Kissimmee 2025–2029 Consolidated Plan and the Program Year 2025 Annual Action Plan. This hearing marked the conclusion of a 30-day public comment period. All comments received during the public comment period, as well as feedback from the Public Hearing, have been reviewed and incorporated into the final version of the Consolidated Plan and Annual Action Plan.

In addition to the Consolidated Plan and Annual Action Plan, the City is required to submit the following forms and certifications:

- 1) SF-424 – Application for Federal Assistance
- 2) HUD-424B – Assurances and Certifications
- 3) Certifications as required by 24 CFR 91.225, 91.325, and 91.425

The final documents are now prepared for submission to the U.S. Department of Housing and Urban Development (HUD) for approval. If necessary, staff will make minor corrections requested by HUD without further review by the City Commission, unless such corrections are substantive and affect the intent of the 2025–2029 Consolidated Plan, the Program Year 2025 Annual Action Plan, or the implementation of the goals and objectives outlined therein.

Recommendation

Approval to adopt by Resolution the City of Kissimmee 2025-2029 Consolidated Plan and the Program Year 2025 Annual Action Plan.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter:

Attachment(s):

1. Final Draft to HUD_Kissimmee2025-2029 Consolidated Plan and PY2025 AAP
2. (S) RES adopting 2025-2029 Consolidated Plan and the PY25 CDBG Action Plan
3. (S) Assurances and Certifications
4. (S) Non-State-Certifications
5. (S) SF424
6. Comments_AHAC_6.26.2025
7. DRAFT_Public Hearing_7.15.2025

City of Kissimmee

ITEM 7.L

Furniture Purchase for Public Works & Engineering Department - City Hall Renovation Project

Request

Approval to utilize Common Sense Office Furniture for the procurement of the Public Works & Engineering furniture located on the third floor City Hall offices in the amount of \$146,322.00, budget transfers from Central Services, Gas Tax and Engineering Stormwater accounts to the newly created project, and to authorize the City Manager or his designee to sign any additional documents or change orders needed.

Explanation

As renovations to the Public Works & Engineering Department are ongoing, details pertaining to furnishings are being completed. Following an evaluation of three competitive quotes, Common Sense Office Furniture, KUL Furniture and CDS Furniture. Common Sense Office Furniture was capable of fulfilling all the department furnishing needs within budget. Common Sense Office Furniture is part of the Florida State Contract for furniture, alleviating the need to go through a separate procurement process. The cost of the furniture to complete the department's renovations is \$139,353.61. The department recommends an additional 5% of the total to cover owner allowances and contingencies, bringing the total requested to \$146,322.00.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00145206-506495	PW2305	Decrease	\$ 26,613.00	\$ 26,613.00
56045606-506292	CS2405	Decrease	\$36,592.99	\$30,000.00
56045706-506495	CS2514	Decrease	\$185,000.00	\$ 25,000.00
40945203-505255	N/A	Decrease	\$43,933.59	\$27,000.00
00145203-503131	N/A	Decrease	\$68,997.73	\$17,209.00
10345203-505455	N/A	Decrease	\$3,336.75	\$3,336.00
10345203-505555	N/A	Decrease	\$5,675.00	\$5,675.00
10345203-503131	N/A	Decrease	\$194,620.31	\$11,489.00
56045606-506494	CS2500	Increase		\$ 146,322.00

Financial Summary:

Furniture purchase for Public Works & Engineering furniture located on the third floor City Hall offices will be funded through the accounts listed above.

Recommendation

Approval to purchase furniture for the Public Works & Engineering Department, budget transfers, and to authorize the City Manager or his designee to sign any additional documents or change orders needed.

City of Kissimmee

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) Common Sense Office Furniture Proposal
2. CDS Furniture Quote
3. KUL Furniture Quote

ITEM 7.M

Ratification of the Collective Bargaining Agreement (CBA) with the International Association of Firefighters, Local 4208 (IAFF) Representing the Rank and File and Supervisory Bargaining Units

Request

Approval and ratification of the Collective Bargaining Agreement between the City of Kissimmee and the International Association of Firefighters (IAFF), Local 4208, representing the Rank and File Unit (Cert #1400) and Supervisory unit (Cert #1401) effective October 1, 2024, to September 30, 2027 (contract #20240422).

Explanation

The Collective Bargaining Agreement (CBA) with the City and Kissimmee Professional Firefighters Local 4208 expired September 30, 2024. Negotiations between the respective parties' bargaining team members began in July 2024, and the parties met regularly in an effort to come to mutually agreeable terms for the CBA.

On July 01, 2025, the Union's leadership agreed to bring the negotiated CBA to a vote of the membership. On July 27, 2023, the Union President advised the City of a favorable vote on the CBA by both bargaining units. The substantive changes to the CBA for existing articles are as follows:

Wages -

Effective with the first full pay period following the implementation of the 24/72 shift schedule, the hourly rate of pay for all bargaining unit members shall be recalculated by dividing each employee's annual salary by 2184.

FY 2024-2025, union members will receive an 8% increase to their base pay and a one-step progression in the Step Plan in Appendix B. The City's new firefighter's starting salary will be \$54,500*.

FY 2025-2026, union members will receive a 4% pay range increase to their base pay. The City's new firefighter's starting salary will be \$55,590*.

FY 2026-2027, union members will receive a 2% pay range increase to their base pay, plus any amount above the initial 2% that is given to general employees. The City's new firefighter's starting salary will be \$56,145*.

The Step Plan will be discontinued and replaced by the use of pay ranges by September 30, 2025.

*This does not include the additional incentive pay that an employee may receive as a paramedic of \$10,500 a year or other applicable incentives due to special certifications.

Hours of Work and Overtime - 24-hour shift – Effective with the first full pay period following implementation of the 42-hour work week (24/72) schedule, the 24-hour shift schedule shall consist of an average 42-hour work week (averaged on an annual basis at 2,184 hours per year), with each week divided into four (4) shifts (A, B, C and D shift). The work schedule for each shift will be 24 hours long. These shift employees will be scheduled to work for 24 hours and then have 72 hours off.

All over-shift hours worked in each 14-day pay cycle shall be paid as straight time for the first 10 over-shift hours and all additional over-shift hours beyond 10 in a 14-day cycle paid at time-and-a-half.

Holiday Leave - Effective January 1, 2026, shift employees will accrue 63 hours of fire holiday leave City of Kissimmee

for the first quarter of the calendar year. Effective April 1, 2026 (if the 42-hour work week has been implemented), employees will accrue an additional 126 hours of fire holiday leave for the 2026 calendar year. Once the 42-hour workweek schedule is implemented, shift employees will accrue 168 hours of fire holiday leave annually on January 1.

Vacation Leave - Employees working a forty-two (42) hour work week (24/72) shall accrue vacation leave based on the following schedule:

Years of Continuous Service w/City	Annual Shifts	Monthly Accrual Hours
Initial hire through 5-year anniversary	4	8
6th year through 10th anniversary	5	10
11th year through 15th anniversary	6	12
16th year through 20th anniversary	7	14
After 20 years or more	8	16

Sick Leave - Upon implementation of the 42-hour work week (24/72) schedule, employees' sick leave will be accrued at the rate of nine (9) hours per month.

Pension Plan - Members may enter the DROP at any time after they qualify for normal retirement benefits under the plan.

This CBA shall remain in effect until midnight September 30, 2027.

Recommendation

Approval of the Collective Bargaining Agreement with the International Association of Firefighters (IAFF), Local 4208, representing the Kissimmee rank and file and supervisory units.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Fire

Presenter:

Attachment(s):

1. Kissimmee IAFF 2024-2027 CBA REDLINED Version - Final
2. (S) Kissimmee IAFF 2024-2027 CBA CLEAN Version - Final

ITEM 7.N

Agreement with Osceola County Property Appraiser for the City's non-ad valorem assessment

Request

This request is for approval of the agreement with the Osceola County Property Appraiser for the City's non-ad valorem assessment, Contract #20250331.

Explanation

On June 3, 2025, the City Commission approved its initial Annual Fire Service Assessment Resolution, providing direction and authority to implement the Fire Service Assessment for the upcoming Fiscal Year beginning October 1, 2025, using the uniform method of collection. Florida Law requires that a written agreement be entered into between the City and the Property Appraiser for costs incurred related to the uniform method of collection. This agreement provides that the City will reimburse the Property Appraiser for any necessary administrative costs incurred.

Recommendation

Staff recommends approval of this agreement with the Osceola County Property Appraiser for the City's non-ad valorem assessment.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Finance

Presenter:

Attachment(s):

1. Property Appraiser NAV Agreement (S)

ITEM 7.O

Disposal of City Assets

Request

Approval to dispose of the asset items detailed in the attached report.

Explanation

The Charter states that the City Manager “shall not dispose of property belonging to the City, except on authority of the City Commission.” Therefore, staff is requesting approval to dispose of the items included on the attached list.

The items included on the attached list are slated to be auctioned, junked or scrapped and have not previously been approved for disposition by the City Commission. These items will be placed up for auction via George Gideon Auctioneers, Inc. online auction unless otherwise desired by other local governments for purchase at fair market value.

Recommendation

Staff recommends Commission approval to remove these items from the City’s equipment inventory listing and to send those items to the auction for disposition.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Finance

Presenter:

Attachment(s):

1. August 2025 Asset Disposal

ITEM 7.P

Grant application for Urban Areas Security Initiative

Request

The Police Department requests authorization to apply for the FY2025 Homeland Security Grant through the Urban Areas Security Initiative Program (Grant UASI25)

Explanation

The Urban Areas Security Initiative (UASI) Program assists high-threat, high-density Urban Areas in efforts to build and sustain the capabilities necessary to prevent, protect against, mitigate, respond to, and recover from acts of terrorism. The UASI program is intended to provide financial assistance to address the unique multi-discipline planning, organization, equipment, training, and exercise needs of high-treat, high-density Urban Areas, and to assist these areas in building and sustaining capabilities to prevent, protect again, mitigate, respond to, and recover from threats or acts of terrorism using the Whole Community approach.

These projects are managed by the Orlando / Orange Urban Area Security Initiative Agencies. This year's grant application includes a drone valued at \$50,000 for the City of Kissimmee. Historically USAI grants are fully funded. This year's application has a change in funding from 100% to 75% with the City of Kissimmee doing a 25% match of \$12,500. Grant approval would fall in the fiscal year of 2026/2027. The Police Department would include this project in the \$12,500 to the FY27 capital budget should this grant be approved.

Recommendation

Approval of the Police Department to submit the required application for the FY2025 Homeland Security Grant through the Urban Areas Security Initiative Program (UASI).

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter: Charles Broadway

Attachment(s):

1. FY2025 UASI Drone Program full 1

ITEM 7.Q

Renewal of Space/Use Permit for Jed Suhl d.b.a. Horse-Riding Orlando, LLC

Request

Approval of a Space/Use Permit for Jed Suhl d.b.a. Horse Riding Orlando, LLC for a one-year period at the current rate and terms, contract #20240305.

Explanation

The current Space/Use Permit (SUP) with Jed Suhl d.b.a. Horse Riding Orlando, LLC expires on July 31, 2025. They have requested to renew their Space/Use Permit for a one-year period at the current fair market rate and terms.

Horse Riding Orlando, LLC utilizes this property as pasture and grazing for livestock associated with their Rodeo operation. In addition, the property is utilized for horseback trail riding to and from the Kissimmee Sports Arena.

The new Space/Use Permit will be effective August 1, 2025, through July 31st, 2026.

Recommendation

Approval of a Space/Use Permit for Jed Suhl d.b.a. Horse Riding Orlando, LLC for a one-year period at the current rate and terms.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. (S) Space Use Permit.Suhl. 2025 (2)

ITEM 7.R

Approval to execute an agreement for Construction Services to Noble Construction for the Haven on Vine

Request

Approval to execute an agreement in response to RFP 2025-010 with Noble Construction for the renovation of the Haven on Vine in an amount not to exceed \$2,120,000 (contract #20250335).

Explanation

On June 17, 2025, the City Commission approved initiating negotiations with Noble Construction (Kissimmee, FL) for the renovation of the Haven on Vine, in response to RFP 2025-010. Noble Construction submitted the most responsive bid in the amount of \$5,880,000. However, due to current funding constraints, the City has elected to move forward with a phased approach. This agreement with Noble Construction will be to renovate phases 2A and 2B for an amount not to exceed \$2,120,000.

The funding sources are as follows:

Community Project Funds in the amount of \$1,800,000.00

CDBG Funds in the amount of \$200,000.00

State of Florida HL205 funds in the amount of \$120,000.00

Phase One Construction will consist of the following:

2A. -40-Efficiency Studio Apartment Units (Hollywood):

- a) Renovate the 40-unit building into 40-efficiency apartments with two accessible units.
- b) Renovate the existing commercial laundry into a tenant laundry.
- c) Exterior facade upgrades.
- d) Upgrade electrical service to have separate electrical panels in each unit.
- e) Remove all cast iron drain piping and replace with PVC piping.
- f) Remove all copper water piping and replace it with PVC piping.
- g) Replace existing plumbing fixtures per plans.
- h) Fire suppression improvements

2B – Office Building Renovation:

- a) The renovation of an existing storage building into an office and administration building

Construction for this portion of the project is estimated to be completed within 120 days.

The agreement with Noble Construction allows for the continuation of the next phases once funds are available, which includes 43 additional studio units and improvements to 40 2/1 bedroom apartments.

The Haven on Vine initiative reflects the City's strong and ongoing commitment to expanding access to affordable, quality housing for vulnerable residents, including low-income households. The renovation of The Haven on Vine supports the City's long-term vision to preserve and enhance affordable housing opportunities while upgrading aging infrastructure to meet modern safety and livability standards.

Upon completion of all phases, The Haven on Vine will offer 123 fully renovated residential and emergency housing units, improving the quality of life for current and future residents.

City of Kissimmee

Recommendation

Staff recommends Commission approval and authorization for the City Manager to execute any subsequent approvals for this project phase.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter: Desiree Matthews

Attachment(s):

1. (S) - (2025-07-31) RFP2025-010 Haven CDBG Reno Agreement (EXECUTION COPY)

ITEM 8.A

Approval of a Downtown Kissimmee Community Redevelopment Agency and Hidden Gem, LLC Pioneer Project Incentive Program Agreement

Request

Approval of a Downtown Kissimmee Community Redevelopment Agency (CRA) Pioneer Project Incentive Program Agreement, contract # 20250328, with Hidden Gem, LLC. for the property located at 12 Broadway.

Explanation

One of the goals of the Downtown Kissimmee Community Redevelopment Agency (CRA) is to use developer incentives to encourage private sector investment in downtown Kissimmee, in turn increasing property values and economic opportunity.

In October 2021, the City Commission approved the Downtown Kissimmee CRA Pioneer Project Incentive Program (PPIP). PPIP assists with mixed-used, residential or commercial projects based on factors, such as significant capital investment, job creation and construction of residential units. Staff evaluates each application and recommends approval of awards on a case-by-case basis using a TIF (Tax Increment Financing) analysis to ensure grant awards do not exceed anticipated investment returns.

Hidden Gem, LLC submitted a PPIP application for the redevelopment of a .065-acre property for the construction of a new multi-functional body art studio in Downtown Kissimmee that will combine a body art and piercing studio, private event hosting, and a tattoo academy, which will be the first of its kind in Central Florida and Downtown Kissimmee. Grant funds will be used for the construction of a 1,236-square-foot single-story, multi-use space, including a private personal studio, multiple mini-studios, a break room and office.

Hidden Gem's new body art and piercing studio meets the PPIP Policy's definition of an innovative commercial project, that will:

1. Bring a multi-functional body art studio to Downtown Kissimmee that will combine a body art and piercing studio, private event hosting, and a tattoo academy.
2. Redevelop a long-vacant property, transforming it into a vibrant commercial property that contributes to the revitalization of downtown.
3. Generate activity and foot traffic downtown by attracting visitors.

In April 2025, Hidden Gem, LLC applied for a grant in the amount of \$150,000. Staff conducted a TIF analysis to estimate the annual tax increment that would be generated by the proposed commercial space, using the square footage and current taxable value per square foot based on comparable properties in Kissimmee. This property currently generates \$353 in tax increment. The TIF analysis resulted in an estimated value of \$39,315 to be generated from the property post-development during that time-period.

Please note, Hidden Gem submitted this application prior to the recently approved PPIP policy

update. Therefore, the award was evaluated using TIF analysis.

<i>County Millage</i>	0.006700
<i>City Millage</i>	0.004625
<i>Square Feet</i>	1,236
<i>Current taxable value per sq. ft</i>	167.421

2025	2043	
Current Annual Tax Increment	New Annual Tax Value	Incremental Revenue
\$353	\$248,651	\$39,315

Therefore, staff recommends approving the award of a PPIP grant to Hidden Gem, LLC in the amount of \$39,315.

The attached agreement memorializes the grant award, responsibilities and commitments of the Downtown Kissimmee CRA and Hidden Gem, LLC. The grant will be awarded on a reimbursement basis upon completion of the redevelopment project.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10622208-508282		Decrease		39,315

Financial Summary:

The Downtown Kissimmee CRA has funds programmed in the Aids to Private Organizations account to support this grant.

Recommendation

Staff recommends approval of a Downtown Kissimmee Community Redevelopment Agency Pioneer Project Incentive Program Agreement with Hidden Gem, LLC. for the property located at 12 Broadway.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development
Presenter: David Rodriguez

Attachment(s):

1. (S) DKCRA and Hidden Gem, LLC PPIP Agreement

ITEM 8.B

Downtown Kissimmee CRA Agreement with Southern Cross Consulting Group

Request

Authorize the City Manager to execute an agreement between DKCRA, Southern Cross Consulting Group LLC and Anastasia Island Group LLC.

Explanation

The DKCRA seeks the services of Southern Cross Consulting Group LLC and Anastasia Island Group LLC to expand the current holiday lighting initiative within Downtown Kissimmee. These consultants are the sole source for this service, with experience with similar events in St. Augustine and St. Augustine Beach; therefore, competitive bidding is not required. The consultants will help to engage businesses to grow the event, provide guidance on strategic partnerships, and seek Tourist Development Tax (TDT) funding. Expanding the holiday lighting program aims to generate a larger positive economic impact for downtown businesses and helps to foster a strong sense of place for both residents and visitors in Downtown Kissimmee.

This initiative is supported by the Downtown Kissimmee CRA Plan and is directly related to the goals below:

- Goal 10- The DKCRA shall enhance the Agency's community presence and community awareness of the area and develop the area as a regional destination.
- Goal 13- The DKCRA shall develop and cultivate a unique brand for Downtown Kissimmee.
- Goal 23- The DKCRA shall evaluate and identify opportunities to improve or provide additional amenities within public spaces within the Community Redevelopment Area.
- Goal 25- The DKCRA shall implement activities to establish a distinctive character and identity within the Downtown Redevelopment Area.

As legal staff is working with the consultants on the final version of the agreement, CRA staff requests that the DKCRA Board authorize the City Manager to execute the final version of the agreement to ensure sufficient time for work to begin in advance of the upcoming holiday season. The initial costs of the agreement are paid on an as-needed basis, with an initial \$7,000 retainer. Staff anticipates the total cost of the agreement to be well below the City Manager's spending authority, not to exceed \$75,000.

Recommendation

CRA Board authorize the City manager to approve an agreement between DKCRA, Southern Cross Consulting Group LLC and Anastasia Island Group LLC.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development

Presenter: David Rodriguez

Attachment(s):

None

City of Kissimmee

ITEM 8.C

Travel Funding Requests

Request

Several commissioners have pending travel plans that require Commission consideration for approval of miscellaneous travel under the Commission Travel Policy.

Explanation

Staff has received the following requests for miscellaneous travel from City Commissioners:

1. Osceola Chamber of Commerce Board of Directors Retreat - Commissioner Janette Martinez has been invited by the Osceola Chamber to participate in the Board of Directors Retreat in Washington, D.C. from October 16–19, 2025. She serves as the City Commission's representative on the Chamber's Board of Trustees. The registration cost is \$1,995 which includes hotel accommodations, round-trip air transportation, airport transfers, meeting materials, welcome reception, group dinners and lunches, board meetings and special tours. In addition, per the City travel policy, she would be eligible for per diem expenses not covered by the Chamber registration. It should be noted that Commission gave tentative approval to register Commissioner Janette Martinez for this event at the July 22, 2025 Budget workshop.

2. Biz Growth Summit 2025 - Mayor Jackie Espinosa has been formally invited to participate as a panelist at the Biz Growth Summit 2025, hosted by the Centro Unido de Detallistas (CUD), from August 15-17, 2025, where she will speak on the topic "Doing Business in Kissimmee". The summit is one of Puerto Rico's leading events for small and mid-size businesses, offering network, educational panels, and opportunities for international economic collaboration. The Mayor's participation presents a valuable opportunity to showcase Kissimmee as a thriving business destination and promote economic development on a broader scale. The total cost for summit registration and hotel accommodations is \$1,299. Additional expenses will include airfare, car rental, and meals, which will be calculated and submitted per the City travel policy.

As the Mayor will be unavailable during the Florida League of Cities Annual Conference, the City Commission is requested to nominate and approve an alternate Commissioner to serve as the voting delegate on behalf of the City.

3. Meeting with Prospective Targeted Industry - Commissioner Noel Ortiz is requesting approval to travel to Puerto Rico from August 15-16, 2025 for an in-person meeting with a targeted industry prospect, considering the city of Kissimmee for the expansion of their operations in Central Florida. Expenses will include airfare, ground transportation, and meals, which will be calculated and submitted per the City travel policy.

Recommendation

Staff requests Commission direction.

REQUESTED CITY COMMISSION ACTION:

Commission Direction

Department: City Manager

City of Kissimmee

Presenter: Mike Steigerwald

Attachment(s):

1. Board of Directors Retreat 2025
2. Misiva CUD - Hon. Alcaldesa Kissimmee, FL.
3. CUD - Biz Growth Booklet y Torneo de Golf 06-12-25

ITEM 8.D

Social Services Grant Process Review for FY 2025-26

Request

Commission direction on the Social Services and Quality of Life grant process for FY 2025-26

Explanation

During the Budget Workshop, the Commission discussed the possibility of suspending the Social Services Competitive Funding process for the upcoming cycle. The idea was to provide this dedicated funding source to the Haven on Vine Initiative to further the work on stabilizing the project and solidifying the impact of the housing and services components of the program.

The City has funded services through local non-profits for more than two decades. The Social Services Competitive Funding program began in 1999 and has provided nearly \$10m in funding to local non-profit organizations. The current funding awards are attached.

In response to the discussion, staff has placed this item on the agenda for further review and direction to determine the next steps on the upcoming process.

Recommendation

Commission direction on the Social Services funding cycle for FY 2025-26.

REQUESTED CITY COMMISSION ACTION:

Commission Direction

Department: City Manager

Presenter: Desiree Matthews

Attachment(s):

1. Copy of Social_Services_Funding_FY_2004-25 Commission
2. Copy of Social_Services_Funding_FY_2004-25 Commission QOL

ITEM 8.E

Commission Policy on Official Use of City's Email Communication Tool for Civic Engagement and Outreach

Request

Discussion and review of a proposed Commission policy that would establish guidelines for the use of the City's email communication tool.

Explanation

This policy was developed in response to a Commissioner's interest in utilizing the existing GovDelivery communication tool for distributing electronic newsletters, and ensures that all communications from City Commissioners reflect the public mission, maintain neutrality, and responsibly utilize public resources.

The policy outlines the roles, responsibilities, and review protocols to support accurate, legal, and respectful civic engagement. The proposed policy, if adopted, would establish guidelines to ensure that communication efforts remain consistent with the City of Kissimmee's standards and legal obligations.

Recommendation

Commission approval of the proposed Elected Official Email Communication Tool Policy

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Commission

Presenter: Mike Steigerwald

Attachment(s):

1. Elected Official Use of Email Communication Tool Policy