



MEETING AGENDA
SESSION OF THE CITY COMMISSION (1ST BUDGET HEARING)
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
WEDNESDAY, SEPTEMBER 3, 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 of the Month for September

3.B Swearing In of Six New Firefighters

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

4.A Public Hearing - Second and Final Reading - Proposed Ordinance #25-15 - Utilizing Public-Private Partnerships (P3)

AN ORDINANCE OF THE CITY OF KISSIMMEE, FLORIDA, PROVIDING FOR A POLICY FOR UTILIZING PUBLIC-PRIVATE PARTNERSHIPS (P3) BY AMENDING THE CODE OF ORDINANCES, CITY OF KISSIMMEE, FLORIDA, ARTICLE VI, FINANCE and TAXATION, CREATING A CHAPTER GOVERNING PUBLIC-PRIVATE PARTNERSHIPS (P3); PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

4.B Public Hearing - Second and Final Reading - Proposed Ordinance #25-16 - Amending the Affordable Housing Advisory Committee (AHAC) Membership and Term Requirements

AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF KISSIMMEE, CHAPTER 18 COMMUNITY RELATIONS, ARTICLE II, HOUSING, DIVISION 3, AFFORDABLE HOUSING ADVISORY COMMITTEE; AMENDING SECTION 18-66 TO MODIFY COMMITTEE MEMBERSHIP; AMENDING SECTION 18-67 TO INCLUDE TERM AND TERM LIMITS; 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 - Resolution to update the Downtown Kissimmee Community Redevelopment Agency Master Redevelopment Plan.

5.B Public Hearing - Adoption by Resolution of the Tentative Millage Levy and Tentative Budget for Fiscal Year 2025-2026

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 August 19, 2025 meeting and August 25, 2025 workshop
- 7.B Business Boost 2.0 - Career Source Agreement Implementing UPSKILL Kissimmee
- 7.C Reclassification of Funding Sources
- 7.D Armored Vehicle Purchase from Lenco
- 7.E Acceptance of the State Housing Initiatives Partnership Funding for Fiscal Year 2025-2026
- 7.F Change Order #2 to Increase the Funding Amount and Extend the Completion Deadline for the Rehabilitation of 814 Robinson Street
- 7.G Construction of Hill Street Sidewalk Extension Project
- 7.H Disposal of City Assets
- 7.I Acceptance of Grant Funding and Approval to Procure Skydio Drones
- 7.J Lease Agreement Gentlemen's Quarters of Kissimmee, Inc. for 1021 W. Oak Street
- 7.K Site Access Agreement with Skyview Kissimmee Hotel Development, LLC for Toho Square Site

8. DISCUSSION ITEMS

CITY COMMISSION RECESSES AND CONVENES AS THE COMMUNITY REDEVELOPMENT AGENCY BOARD

- 8.A (VSCRA) Public Hearing - Resolution to adopt the Vine Street Community Redevelopment Agency Budget for the Fiscal Year 2025-2026
- 8.B (DKCRA) Public Hearing - Resolution to adopt the Downtown Kissimmee Community Redevelopment Agency Budget for the Fiscal Year 2025-2026
- 8.C (DKCRA) Holiday Lighting Agreement with We Hang Christmas Lights for FY 2025-2026

COMMUNITY REDEVELOPMENT AGENCY BOARD ADJOURNS AND RECONVENES AS THE CITY COMMISSION

- 8.D Advisory Board Vacancy: Affordable Housing Advisory Committee
- 8.E Amendment to Commission Travel Policy
- 8.F Development Project Updates

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 (1st Budget Hearing) with respect to any matter considered at such meeting or hearing will

City Commission (1st Budget Hearing) – September 3, 2025

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 of the Month for September

Request

Staff requests that the City Commission join the City Manager in recognizing John Behrendt of the Airport Department as the Employee of the Month for September.

Explanation

The City is pleased to announce that John Behrendt, a dedicated Airport Coordinator II with the Airport Department, has been named Employee of the Month for September. John began his career with the City of Kissimmee two years ago and has consistently demonstrated pride in his work. He serves as a strong representative of both his department and the City, showing exceptional dedication and professionalism in public relations. John is known within the department as the "Jack of all trades," thanks to his previous experience as an equipment operator. John not only fulfills his responsibilities with excellence but also frequently takes on tasks outside of his regular duties. He has proposed several effective solutions to mitigate debris that could pose a hazard to aircraft engines, demonstrating a strong commitment to airport safety and security.

John went above and beyond when he assisted a citizen who had stopped across from the airport. Upon noticing the vehicle, he immediately pulled over behind it and activated his emergency lights to prevent other vehicles from striking it. John quickly approached the driver's door and found an elderly man who appeared to be asleep and exhibiting an unusual breathing pattern. Recognizing the seriousness of the situation, John promptly instructed his supervisor to call 911 while he attempted to get the driver to respond. Within minutes, emergency responders arrived and were able to provide aid, successfully bringing the man back to consciousness. John exemplifies the dedication and commitment of our outstanding employees who go above and beyond to serve our community. The City is proud to recognize John for his outstanding service and dedication to the community.

Department: Human Resources & Risk Management

Presenter: Mike Steigerwald

Attachment(s):

None

ITEM 3.B

Swearing In of Six New Firefighters

Request

Staff request that our six new employees be sworn in as City of Kissimmee firefighters.

Explanation

Six new firefighters were hired on August 11, 2025, by the Fire Department.

The Fire Department requests that these employees be sworn-in in front of the City Commission to reflect the professionalism and respect their jobs deserve. This will also allow the Commissioners an opportunity to meet the new firefighters who will be serving this city.

The firefighters to be sworn-in are:

Firefighter Teddy McCall

Firefighter Daniel Debrecht

Firefighter Lauren Diver

Firefighter Cameron Green

Firefighter Laedan Yeye Bile

Firefighter Otto Drozd

Department: Fire

Presenter: James Walls

Attachment(s):

1. (S) Oaths of Office for Six New Firefighters

ITEM 4.A

Public Hearing - Second and Final Reading - Proposed Ordinance #25-15 - Utilizing Public-Private Partnerships (P3)

AN ORDINANCE OF THE CITY OF KISSIMMEE, FLORIDA, PROVIDING FOR A POLICY FOR UTILIZING PUBLIC-PRIVATE PARTNERSHIPS (P3) BY AMENDING THE CODE OF ORDINANCES, CITY OF KISSIMMEE, FLORIDA, ARTICLE VI, FINANCE and TAXATION, CREATING A CHAPTER GOVERNING PUBLIC-PRIVATE PARTNERSHIPS (P3); PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Request

Approval of the Second and Final Reading of the Proposed Ordinance #25-15, providing for a policy utilizing Public-Private Partnerships (P3). Adoption of the corresponding P3 Review Fee schedule.

Explanation

In 2013, the Florida Legislature enacted Section 255.065, Florida Statutes, known as the Public-Private Partnership (P3) Statute, which provides supplemental authority and procedures for the use of P3s in delivering public projects. The statute recognizes a public need for the timely and cost-effective delivery of public-purpose projects, needs that may not be fully met through traditional procurement and delivery methods.

P3s have demonstrated success in accelerating project timelines, reducing costs, and delivering other public benefits. To support this approach, the City seeks to encourage private investment, broaden funding opportunities, and maximize flexibility in the development and delivery of public projects.

As a "responsible public entity" under the P3 Statute, the City is authorized to establish and manage "qualifying projects" in accordance with the procedures set forth in the statute. In order to ensure consistency and efficiency in the use of P3s, the City Commission finds it necessary to adopt uniform procedures to guide both City staff and private sector participants through the P3 process.

Recommendation

Approval of the Second and Final Reading of the Proposed Ordinance #25-15, providing for a policy utilizing Public-Private Partnerships (P3) and Adoption of the corresponding Fee Resolution

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Attorney

Presenter: Olga Sanchez de Fuentes

Attachment(s):

1. Publishing Affidavit - Publication Date 08-14-2025
2. (S) Proposed Ordinance #25-15 _ Utilizing Public-Private Partnerships (P3)
3. (s) RESOLUTION P3 Unsolicited Proposal Fees

City of Kissimmee

ITEM 4.B

Public Hearing - Second and Final Reading - Proposed Ordinance #25-16 - Amending the Affordable Housing Advisory Committee (AHAC) Membership and Term Requirements

AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF KISSIMMEE, CHAPTER 18 COMMUNITY RELATIONS, ARTICLE II, HOUSING, DIVISION 3, AFFORDABLE HOUSING ADVISORY COMMITTEE; AMENDING SECTION 18-66 TO MODIFY COMMITTEE MEMBERSHIP; AMENDING SECTION 18-67 TO INCLUDE TERM AND TERM LIMITS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR AN EFFECTIVE DATE

Request

Approval of the Second and Final Reading of Proposed Ordinance #25-16

Explanation

In accordance with Florida Statute §420.9076, the City of Kissimmee is required to establish an Affordable Housing Advisory Committee (AHAC) as a condition of receiving State Housing Initiatives Partnership (SHIP) program grant funding through the Florida Housing Finance Corporation. The AHAC's primary responsibility is to conduct an annual review of local affordable housing policies and incentive strategies, and to provide recommendations to the City Commission based on its findings.

This ordinance establishes the new composition, membership requirements and term limits of the AHAC to ensure compliance with the requirements of Florida Statute §420.9076. Past resolutions, dating back to 2005, established the AHAC and its membership; however, this ordinance reflects necessary changes to align with current statutory requirements.

Recommendation

Approval of the Second and Final Reading of Proposed Ordinance #25-16

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Mike Steigerwald

Attachment(s):

1. (S) - Prop Ord 25-16 - Amending AHAC Membership and Term Requirements
2. Publishing Affidavit - Publication Date 08-14-2025

ITEM 5.A

Public Hearing - Resolution to update the Downtown Kissimmee Community Redevelopment Agency Master Redevelopment Plan.

Request

Adopt a resolution to update the Downtown Kissimmee Community Redevelopment Agency Master Redevelopment Plan.

Explanation

The City of Kissimmee established the Downtown Kissimmee Community Redevelopment Agency (CRA) in 1992 to address conditions of slum and blight that were present in the Downtown Redevelopment Area. The CRA's activities are guided by the Strategies, Activities and Objectives identified in the Downtown Kissimmee Community Redevelopment Plan. The Downtown Kissimmee CRA updates the Downtown Kissimmee Community Redevelopment Plan periodically to address changing conditions and to identify new projects or programming for implementation. The initial Downtown Kissimmee Community Redevelopment Plan was adopted in 1993. Subsequent updates to the Plan were completed in 2003, 2012 and 2020.

On April 27, 1993, the City Commission adopted Resolution 11-93 and approved the Community Redevelopment Plan for the Downtown Kissimmee (CRA). On May 20, 2003, the CRA Board adopted Resolution 26-2003 and approved the first update to the Community Redevelopment Plan. On November 6, 2012, the CRA Board adopted Resolution 33-2012 and approved the second update to the Community Redevelopment Plan. On July 7, 2020, the CRA Board adopted Resolution 10-2020 and approved the third update to the Redevelopment Plan.

In 2025, the Downtown Kissimmee CRA initiated the fourth update of the Downtown Kissimmee Community Redevelopment Plan. The CRA's staff have been working with Consultant Team, Inspire Placemaking, LLC, to prepare the Redevelopment Plan Update. The Redevelopment Plan Update has been developed through information gathered from public involvement activities, such as an internal staff workshop, a public open house and workshop.

The Redevelopment Plan Update includes goals and objectives that will foster a safe environment for residents, businesses and visitors. The main highlights of the Redevelopment Plan Update are:

- Revising the Four-Point Action Plan, including the addition of public safety
- Updating the opportunity sites

The following actions have been completed per F.S. Chapter 163:

- As required by F.S. Section 163.361 (1), on August 19, 2025, the Downtown Kissimmee Community Redevelopment Agency has reviewed the Redevelopment Plan Update and has approved a recommendation to the City Commission to approve the Resolution adopting the Redevelopment Plan Update.
- As required by F.S. Section 163.360 (4), on August 20, 2025, the Local Planning Agency (City of Kissimmee Planning Advisory Board) has reviewed the Redevelopment Plan Update for consistency with the City's Comprehensive Plan and has approved a recommendation to the City Commission to approve the Resolution adopting the Redevelopment Plan Update.

Therefore, staff is requesting the City Commission approve a Resolution to adopt the Downtown Kissimmee CRA Redevelopment Plan Update.

Recommendation

Adopt a resolution to update the Downtown Kissimmee Community Redevelopment Agency Master Redevelopment Plan.

REQUESTED CITY COMMISSION ACTION:

Adopt

Department: Economic Development

Presenter: Samia Singleton

Attachment(s):

1. (S) Downtown Kissimmee CRA Resolution (2025 Plan Amendment)
2. Downtown Kissimmee CRA 2025 Plan Update
3. Public Notice Proof

ITEM 5.B

Public Hearing - Adoption by Resolution of the Tentative Millage Levy and Tentative Budget for Fiscal Year 2025-2026

Request

Adoption by Resolution of the Tentative Millage Levy of 4.6253 mills and Tentative Budget of \$310,308,019 for Fiscal Year 2025-2026

Explanation

Public notice of this hearing was given via the Notice of Proposed Property Taxes mailed by the Property Appraiser. The entire procedure, including the following order of discussion, is specified within State Statutes and should be followed explicitly.

RESOLUTION OF THE PROPOSED OPERATING MILLAGE

1. State that the Proposed Operating Millage is 4.6253 which is 4.29% more than the Rolled Back Rate of 4.4352
2. Call for public comments or questions.
3. Have the attorney read the Resolution title and vote on adoption.

RESOLUTION ADOPTING THE TENTATIVE BUDGET

1. The Resolution will adopt a Tentative Budget of \$310,308,019 and authorize 942 full and part-time positions. A schedule of positions authorized for each department and summaries of each Fund are attached to the Resolution.
2. Call for public comments or questions.
3. Have the attorney read the Resolution title and vote on adoption.

BACKGROUND:

As indicated above, the proposed millage rate is 4.6253 mills, which is the same millage rate that was levied for the current budget year. The tentative budget for all funds remained relatively the same as what was presented in July, with the following exceptions; addition of the Mobile Command Center in the General Fund, funding for additional Labor Services in the City Commission budget, additional funding for Big Lots/Kmart demolition project in the CRA Vine St. Fund and civic center demolition in the Downtown CRA Fund, adjustments to State Law Enforcement Trusts Fund, addition of the Police and Fire Impact Fee funds, addition of a GIS Analyst position funded by Building Fund and Stormwater Fund, adjustments to SHIP grant revenue estimate, and a minor increase in several funds due to an increase in standby pay rate.

Recommendation

Staff request that the Public Hearing be conducted as outlined above. In addition, staff recommends the Commission adopt the two Resolutions. The Second and Final Hearing will be held on September 16, 2025.

City of Kissimmee

REQUESTED CITY COMMISSION ACTION:

Adopt

Department: Finance

Presenter: Mike Steigerwald

Attachment(s):

1. (S) RESO OP MILL TENTATIVE.26
2. (S) RESO OP BUDGET TENTATIVE.26
3. Budget Reports FY26

ITEM 7.A

Approval of City Commission Minutes from the August 19, 2025 meeting and August 25, 2025 workshop

Request

Approval of the August 19, 2025 and August 25, 2025 commission meeting and workshop minutes.

Explanation

Minutes of the commission meeting held on August 19, 2025, and the workshop on August 25, 2025, are attached for approval.

Recommendation

Staff recommends Commission approval.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Commission

Presenter:

Attachment(s):

1. (S) CCM MIN AUG 19 2025
2. (S) CCM MIN AUG 25 2025 (Vine Street CRA Workshop)

ITEM 7.B

Business Boost 2.0 - Career Source Agreement Implementing UPSKILL Kissimmee

Request

Approve Contract 20250359 between the City and Career Source of Central Florida to implement UPSKILL Kissimmee, facilitating training and job placement assistance.

Explanation

In May 2020 at the height of the pandemic, Osceola County saw its unemployment rate peak at 30%% due to mass job losses in the tourism, hospitality, and service sectors, which were hit the hardest. Kissimmee, being a key tourism hub, was particularly affected, with many workers in hotels, restaurants, and attractions facing layoffs or furloughs. The pandemic highlighted the fragility of the tourism-dependent workforce, leading to conversations about diversifying the local economy.

Now, four years later, many workers have returned to their jobs but still find challenges in increasing their employment wages or entering in-demand occupations through short-term training. Post-pandemic the increased use of technology, the pace of change, and the need for current technical and workplace skills are required by industry. Additionally, many workers who could not work remotely during the pandemic lost their jobs or were furloughed until such time as they could return. That uncertainty has led workers to find other roles that offer greater resiliency and the opportunity to earn increased earnings.

Upskill Kissimmee, a partnership between CareerSource Central Florida and the City of Kissimmee, will provide career consultation services, including the establishment of a training plan, financial support to enroll in a training program, and job placement assistance to those individuals who are unemployed or underemployed who need in-demand skills to enter careers that offer wage progression.

Recommendation

Approval of the agreement between the City and with Career Source Central Florida to implement the UPSKILL Kissimmee program under the Operation Business Boost 2.0 initiative.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development

Presenter: Samia Singleton

Attachment(s):

1. (S) Career Source Agreement signed CS

ITEM 7.C

Reclassification of Funding Sources

Request

Request to reclass Charter School proceeds to the Convention Center Project and designate Series 2024A Proceeds to the Road Paving Project.

Explanation

In October 2024, the City secured Series 2024A bond financing and allocated \$10 million for its civic center renovation (Convention Center Project). Subsequently, on February 28, 2025, the City received an unsolicited public-private partnership proposal (P3) from Azure Hotel International, Inc. for the development of a hotel and convention center on the Civic Center property. A competing unsolicited proposal for a hotel and related uses on the same site was also submitted by other developers. After holding a duly noticed public meeting on July 1, 2025 where the revised unsolicited proposals were presented and affected public entities and members of the public provided input, the City Commission unanimously directed City staff to proceed with the revised proposal submitted by Azure Hotel International, Inc.

After negotiations, the City Commission approved the Master Development Agreement for Azure Hotel International, Inc. on August 19, 2025. Due to the nature of the lease-back arrangement of the Agreement, the City's Bond and Tax Counsel advised the funding sources to be swapped to remain within the tax-exempt parameters of the Series 2024A bond proceeds.

In previous workshops, the City Commission designated Charter School sale proceeds to road paving. It was determined that the best solution would be to designate the \$10 million from the Charter School sale proceeds to the civic center project and to allocate the Series 2024A proceeds to the road paving project.

Recommendation

Staff requests Commission approval to swap the funding sources for the Convention Center and Road Paving Projects.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Finance

Presenter:

Attachment(s):

None

ITEM 7.D

Armored Vehicle Purchase from Lenco

Request

Approval to make an advanced purchase of a new armored vehicle in FY25/26 (Contract #20250350).

Explanation

The City of Kissimmee Police Department requests Commission authorization to purchase a Lenco BearCat for a total cost of \$420,370.00 as a scheduled addition to our fleet. Extensive research was done on armored vehicle options and then presented to executive staff within the Department. The Lenco BearCat was selected and approved as it best suits our needs and operational requirements.

Although this will be paid for in this fiscal year, it takes approximately eighteen (18) months to be manufactured and received by the Department. Procurement standards are met as Lenco is a sole source vendor and has a GSA contract (GS-07F-169DA).

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
01330736 506495	PD2519	Increase		\$160,185
01330730 509275		Decrease		\$160,185
01430746 506495	PD2519	Increase		\$260,185
01430730 509275		Decrease		\$260,185

Financial Summary:

The funding for this purchase will come from State and Federal Justice forfeiture funds. Purchasing this equipment outright provides cost savings to the City as opposed to leasing options and the service life is expected to exceed 10 years.

Recommendation

Staff recommends approval to purchase a Lenco BearCat Armored Vehicle using federal and state forfeiture funds. Staff also recommends the Mayor signs the acceptance of proposal section of the quotation.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter:

City of Kissimmee

Attachment(s):

1. (S) KILFL - Kissimmee Purchase Agreement and Quote - 8.20.25 (003)
2. Government Cooperative Contract List
3. Lenco Sole Source Specification
4. Lenco Sole Source Letter
5. Approval Memorandum from Chief Charles Broadway

ITEM 7.E

Acceptance of the State Housing Initiatives Partnership Funding for Fiscal Year 2025-2026

Request

Acceptance of the State Housing Initiatives Partnership (SHIP) Program annual funding in the amount of \$595,832 (Grant # SHIP25).

Explanation

The City of Kissimmee has been allocated \$592,832 by the Florida Housing Finance Corporation to support the State Housing Initiatives Partnership (SHIP) Program. These funds are governed by the City's Local Housing Assistance Plan (LHAP) for fiscal years 2025–2028. All allocated funds must be expended by the deadline of June 30, 2028.

Recommendation

Acceptance of the State Housing Initiatives Partnership (SHIP) Program annual funding in the amount of \$595,832 (Grant # SHIP25).

REQUESTED CITY COMMISSION ACTION:

Accept

Department: Development Services

Presenter:

Attachment(s):

1. 2025-2026 SHIP allocation
2. SHIP25-26_ad7.17.25

ITEM 7.F

Change Order #2 to Increase the Funding Amount and Extend the Completion Deadline for the Rehabilitation of 814 Robinson Street

Request

Approve Change Order #2, contract number #20240039, increasing the funding amount and extending the completion date for the rehabilitation of 814 Robinson Street.

Explanation

This project was originally approved by the City Commission on November 19, 2024. Since that time, the Osceola Council on Aging—our designated partner overseeing the coordination of the rehabilitation—has submitted one prior change order which received approval.

The scope of work under Change Order #002 includes the following:

1. Replacement of two broken lead boots on two roof penetrations.
2. Replacement of the damaged flat roof located at the rear of the house.

This second change order increases the contract amount by \$7,950, bringing the new total to \$167,158.89, and extends the project completion deadline to August 30, 2025.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
112 25103 503434	SHIP2022 Rehab Construction String	Decrease	30,427.11	7,950.00

Financial Summary:

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

Recommendation

Approve Change Order #2 increasing the funding amount and extending the completion date for the rehabilitation of 814 Robinson Street.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter:

City of Kissimmee

Attachment(s):

1. Change Order #002 - 814 Robinson

ITEM 7.G

Construction of Hill Street Sidewalk Extension Project

Request

Approval of Task Work Order No. 5 with American Persian Engineering, Inc. (APEC) (Contract #20240056) to complete the construction of the Hill Street Sidewalk Extension Project in the amount of \$233,448.12 from the Gas Tax Fund, and to authorize the City Manager or his designee to sign any additional documents or change orders needed.

Explanation

Having a goal to provide pedestrian accommodation along a section of West Hill Street, the City has engaged one of its continuous services consultants, APEC, to construct the sidewalk improvements. In addition to new sidewalks, improvements also include new driveway connections upgrades, crosswalk updates, and pavement markings.

The construction services will be provided by APEC, under the existing Milling, Resurfacing and Minor Concrete Work Continuous Services Contract in the amount of \$233,448.12.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10345656 506393	GT2506	Decrease	\$497,000	\$233,449

Financial Summary:

Adequate funds are available in the Gas Tax Fund.

Recommendation

Approval of Task Work Order No. 5 to APEC in the amount of \$233,448.12 for the construction of the Hill Street Sidewalk Extension Project, and to authorize the City Manager or his designee to sign any additional documents or change orders needed.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):

1. Hill Street Proposal
 2. APEC signed work order Hill Street
- City of Kissimmee

3. Renewal APEC LLC.

ITEM 7.H

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. September 2025 Asset Disposal

ITEM 7.I

Acceptance of Grant Funding and Approval to Procure Skydio Drones

Request

Approval to purchase eight (8) American-made Skydio drones and accept a grant from the Florida Department of Law Enforcement (FDLE) to reimburse the City up to \$200,000 for the purchase. (Grant #PDDRONE25)

Explanation

The City of Kissimmee has been awarded a grant opportunity through the Florida Department of Law Enforcement (FDLE) to support the enhancement of public safety operations through the use of unmanned aerial systems. This funding will provide up to \$200,000 in reimbursement for the purchase of eight (8) drones.

These drones will be deployed in a variety of public-safety functions, including tactical operations, search and rescue, and scene documentation. The use of drone technology will improve safety, increase operational efficiency, and enhance situational awareness during critical incidents.

In accordance with Florida law, which requires the use of drones manufactured by approved American companies, staff is also seeking purchasing authorization in an amount not to exceed \$200,000 to secure Skydio drones, a U.S.-based manufacturer listed on the State's approved vendor list. Skydio's drones meet all statutory requirements and are widely recognized for their advanced autonomous flight capabilities and secure data handling.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
15130206 506494	PD2520	Increase	\$200,000	
15100334 334200		Increase	\$200,000	

Financial Summary:

N/A

Recommendation

Approval to accept the reimbursement grant from FDLE for up to \$200,000 and purchase drones and accessories from Skydio.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Police

Presenter:

Attachment(s):

1. Executed FDLE Grant Agreement

ITEM 7.J

Lease Agreement Gentlemen's Quarters of Kissimmee, Inc. for 1021 W. Oak Street

Request

Approval of a Lease Agreement with Gentleman's Quarters of Kissimmee, Inc. d/b/a Uniform Outfitters for the expansion and consolidation of Suites D & E at 1021 W. Oak Street (Contract #20230126)

Explanation

The City of Kissimmee owns the property at 1021 W. Oak Street. Gentleman's Quarters of Kissimmee, Inc., d/b/a Uniform Outfitters, is an existing tenant in Suite E (1,370 sq. ft.) and has requested to expand into adjacent Suite D (2,044 sq. ft.), creating a combined lease of 3,414 sq. ft.

The proposed blended lease establishes a five-year term beginning September 4, 2025, with one five-year renewal option. Rent is set at \$4,552 per month (\$54,624 annually, inclusive of base rent and NNN charges), with 3% annual increases. The lease also provides that the first month of rent for Suite D will be waived, with blended rent commencing October 1, 2025

Recommendation

Staff recommends that the City Commission approve the Lease Agreement with Gentleman's Quarters of Kissimmee, Inc. d/b/a Uniform Outfitters for Suites D & E at 1021 W. Oak Street and authorize the Mayor and City Manager to execute the Lease Agreement and related documents.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter:

Attachment(s):

1. (S) Lease for 1021 W. Oak St. Suites D E

ITEM 7.K

Site Access Agreement with Skyview Kissimmee Hotel Development, LLC for Toho Square Site

Request

Approval of a Site Access Agreement with Skyview Kissimmee Hotel Developer, LLC, related to proposed site development activities (Contract # 20250355)

Explanation

Skyview Kissimmee Hotel Developer, LLC, a Delaware-registered foreign limited liability company authorized to do business in Florida, recently filed its registration with the Florida Department of State (Document No. M25000011547, filed August 15, 2025). The entity lists its principal business address at 366 N. Beaumont Avenue, Kissimmee, FL 34741.

To facilitate the company's due diligence and planning for a proposed development on the Toho Square site, the City has negotiated a Site Access Agreement. This agreement allows Skyview Kissimmee Hotel Developer, LLC, limited entry onto the designated City-owned site for purposes such as surveys, soil testing, and environmental assessments. The agreement outlines access conditions, indemnification, and insurance requirements, ensuring protection of the City's interests.

Recommendation

Staff recommends that the City Commission approve the Site Access Agreement with Skyview Kissimmee Hotel Developer, LLC and authorize the Mayor and City Manager to execute the agreement and related documents.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter:

Attachment(s):

1. (S) Site Access Agreement
2. Sunbiz Record for Skyview Kissimmee Hotel Developer, LLC

ITEM 8.A

(VSCRA) Public Hearing - Resolution to adopt the Vine Street Community Redevelopment Agency Budget for the Fiscal Year 2025-2026

Request

Approve the Resolution to adopt the Vine Street Community Redevelopment Agency fiscal year 2025-2026 budget.

Explanation

Per Florida Statute 163.387, moneys in the redevelopment trust fund may be expended on the undertakings of a community redevelopment agency as described in the adopted community redevelopment plan pursuant to an annual budget adopted by the board of the community redevelopment agency.

The Tax Increment Funding (TIF) revenues for the Vine Street CRA are \$4,050,569. The entire budget for the Vine Street CRA is \$9,134,745.

The 2025-2026 Vine Street CRA Budget will provide funding for the following projects and initiatives:

- Kmart site redevelopment project
- Osceola Arts Vine Street Mural Program
- Landscaping design
- Columbia Avenue improvements
- Code Enforcement Officer
- Other redevelopment projects and programs along the corridor.

The budget also includes funding for the Commercial Property Improvement Grant (CPIP), the Residential Property Improvement Program (RPIP), the Pioneer Project Incentive Program (PPIP) and the Demolition Assistance Program.

Recommendation

Approve the Resolution to adopt the Vine Street Community Redevelopment Agency fiscal year 2025-2026 budget.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development

Presenter: David Rodriguez

Attachment(s):

1. Resolution for Annual VSCRA Budget 2026
2. (S) VSCRA Proposed FY 2025-2026 Budget

ITEM 8.B

(DKCRA) Public Hearing - Resolution to adopt the Downtown Kissimmee Community Redevelopment Agency Budget for the Fiscal Year 2025-2026

Request

Approve the Resolution to adopt the Downtown Kissimmee Community Redevelopment Agency fiscal year 2025-2026 budget.

Explanation

Per Florida Statute 163.387, moneys in the redevelopment trust fund may be expended for undertakings of a community redevelopment agency as described in the adopted community redevelopment plan pursuant to an annual budget adopted by the board of the community redevelopment agency.

The Tax Increment Funding (TIF) revenues for the Downtown Kissimmee CRA are \$4,639,118. The entire budget for the Downtown Kissimmee CRA is \$9,572,118.

The 2025-2026 Downtown Kissimmee CRA Budget provides funding for the following expenditures:

- Debt service on previous development and infrastructure projects
- Legacy projects, such as the Beaumont Redevelopment Project
- Connect Kissimmee Streetscape Project
- Downtown Holiday Lighting
- Osceola Arts Downtown Mural Program
- Kissimmee Main Street
- Downtown Clean Team
- Other redevelopment projects and programs.

The budget also includes the Commercial Property Improvement Grant (CPIP), the Pioneer Project Incentive Program (PPIP) and the Demolition Assistance Program.

Recommendation

Approve the Resolution to adopt the Downtown Kissimmee Community Redevelopment Agency fiscal year 2025-2026 budget.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development

Presenter: David Rodriguez

Attachment(s):

1. (S) Resolution for Annual DKCRA Budget 2026 (1)
2. DKCRA Proposed FY 2025-2026 Budget

ITEM 8.C

(DKCRA) Holiday Lighting Agreement with We Hang Christmas Lights for FY 2025-2026

Request

Request to approve the first renewal to the Agreement, contract #20250096, between the Downtown Kissimmee CRA and We Hang Christmas Lights and authorize the Economic Development Director to add any additional services to the scope of work not to exceed \$10,000.

Explanation

In 2024, the Downtown Kissimmee CRA entered into an agreement with We Hang Christmas Lights to provide holiday lighting installation and removal, design, and storage services. Prior to this agreement, We Hang Christmas Lights served as a subcontractor to a previously awarded vendor from 2021 through the 2023 holiday season. We Hang Christmas Lights has consistently demonstrated their ability to perform the desired services, while also possessing unmatched knowledge of the specifics of light installation within the Downtown Kissimmee area. The Downtown Kissimmee CRA would like to execute the first renewal of the 2024 agreement with We Hang Christmas Lights for holiday lighting services for the 2025 fiscal year. Downtown Kissimmee CRA and We Hang Christmas Lights' 2024 contract allows for up to three one-year renewals at the discretion of the CRA and City of Kissimmee.

The proposed 2025 decorations would expand upon the holiday displays to include additional decorations within the new courtyard of the City Hall building.

This project is supported by Goal 23 within the Downtown Kissimmee CRA Redevelopment Plan: The DKCRA shall implement activities to establish a distinctive character and identity within the Downtown Redevelopment Area.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10622203-503434		Decrease	\$50,000	\$47,910.50

Financial Summary:

The 2025 contract will cost a total of \$72,905.50. The DKCRA will cover \$47,910.50 and the City of Kissimmee's Parks and Recreation Department will fund \$10,000.00. The City of Kissimmee Development Services Department will fund \$14,995.00 for lighting in the City Hall Courtyard.

Recommendation

CRA staff recommend the approval of the First Renewal to the Agreement, contract #20250096, between the Downtown Kissimmee CRA and We Hang Christmas Lights and to authorize the Economic Development Director to add any additional services to the scope of work not to exceed \$10,000.

City of Kissimmee

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development

Presenter: Samia Singleton

Attachment(s):

1. (S) 1st Amendment Renewal between CRA We Hang Christmas Lights 2025

ITEM 8.D

Advisory Board Vacancy: Affordable Housing Advisory Committee

Request

The Commission is requested to make an appointment to fill a vacancy on the Affordable Housing Advisory Committee.

Explanation

Affordable Housing Advisory Committee Member, Fatima Santiago, has missed more than half of the scheduled meetings for the calendar year of 2025. City Code Section 2-146, states that "in the event that an appointee misses three consecutive meetings or a least one-half of the meetings of the calendar year, he shall be considered to have resigned, and a new placement may be appointed." The new appointee will serve a three-year term. This vacancy requires the candidate to be one of the following:

- A citizen who resides within the jurisdiction of the local governing body making the appointments
- A citizen who is actively engaged as a for-profit provider of affordable housing
- A citizen who is actively engaged in the banking or mortgage industry connected with affordable housing
- A citizen who is a representative of those areas of labor actively engaged in home building connected with affordable housing
- A citizen who represents essential services personnel as defined in the local housing assistance plan

Attached are the pre-approved applications for commission consideration.

Recommendation

The Commission is requested to make an appointment to fill a vacancy on the Affordable Housing Advisory Committee.

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. AHAC Applicant - John Rivera (Banking Lender)
2. AHAC Applicant - Shawn Tan (Banking Lender)
3. AHAC Applicant - Jesse Boyd (For Profit Affordable Housing Provider)
4. AHAC Applicant - Steve Auger (For Profit Affordable Housing Provider)
5. AHAC Applicant - Frances Colon (City Resident)
6. AHAC Applicant - Amber Craft (City Resident)
7. AHAC - Fatima Santiago- Removal Letter (08-04-2025)

ITEM 8.E

Amendment to Commission Travel Policy

Request

Approval of an amendment to the Commission Travel Policy.

Explanation

At the City Commission budget workshop held on July 22, 2025, the Commission directed staff to revise the Commission Travel Policy to enable Commissioners to attend travel and training events associated with their role on boards they are assigned to represent, without requiring additional Commission approval. In addition, the Commission sought additional language to enable City Commission representation on economic development-oriented travel without the need for Board approval for every event.

The attached draft policy incorporates these amendments. With regard to economic development-related travel, the policy enables the Mayor, or her designee, in accordance with Section 2-31 of the City Code, to attend economic development mission trips when deemed necessary by the City Manager to assist staff, in accordance with Chapter 3 of the City Charter, without prior approval from the Commission.

Any other miscellaneous travel not budgeted in a line item budget or as referenced above, will still require Commission approval. In addition, all travel will require compliance with the City's travel and training policies and processes.

Recommendation

Staff recommends approval.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter:

Attachment(s):

1. CP 1603 - City Commission Travel Funds 2025.08.27

ITEM 8.F

Development Project Updates

Request

Staff will provide the Commission with an update on the status of major development projects in progress.

Explanation

At the August 19, 2025 Commission meeting, the Mayor requested an update on the various major development projects being conducted in partnership with the City. The current status of these projects is as follows:

Azure Hotel and Kissimmee Convention Center Project:

August 19, 2025 - Master Development Agreement approved by the Commission.

August 26, 2025 - Initial meeting with Osceola County on Tourist Development Tax (TDT) contributions.

Current Status - Architectural and site design and engineering; TDT discussions underway.

February, 2026 - Estimated start of demolition of Civic Center and site work for convention center.

December 2028 - Estimated completion of the Kissimmee Convention Center and Azure Hotel.

Toho Square/Skyview Hotel and Condo Project:

September 3, 2025 - Site Access Agreement scheduled for Commission approval.

September 3, 2025 - Meeting with Skyview consultant conducting hotel market and brand study update.

Current Status - Awaiting start of Master Development Agreement negotiations.

Beaumont Phase 2/Medical Office Building Project:

November 5, 2024 - Master Development Agreement amendment for Phase 2 project approved by Commission.

Current Status - Awaiting submittal of site plans for development review.

K-Mart Site Redevelopment:

August 12, 2025 - Initial RFP Selection Committee meeting to review proposals.

September 2, 2025 - RFP Selection Committee meeting to review finalist proposals.

October, 2025 - RFP Selection Committee recommended proposal to be considered by CRA Board/Commission.

Hyatt Studios Hotel at Kissimmee Gateway Airport:

May 6, 2025 - Development Review Committee approval of site plans.

May 20, 2025 - Ground lease for project approved by Commission.

June 17, 2025 - Zoning for the hotel site approval by the City Commission.

July 7, 2025 - Groundbreaking ceremony held at project site.

Current Status - Awaiting submittal of construction plans for review and permitting.

Cirrus Aviation/Kissimmee Gateway Airport Parcel 8 Project:

June 17, 2025 - Ground and build to suit lease approved by the Commission.

July 15, 2025 - Interest rate lock agreement approved by the Commission.

August 19, 2025 - Commission acceptance of FDOT grant funding for site improvements for project.

Current status - Awaiting Cirrus's determination of funding approach for the buildings to execute lease.

City of Kissimmee

Recommendation

This is an update, therefore no action is necessary.

REQUESTED CITY COMMISSION ACTION:

No Action

Department: City Manager

Presenter:

Attachment(s):

None