



MEETING AGENDA
SESSION OF THE CITY COMMISSION (2ND BUDGET HEARING)
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, SEPTEMBER 16, 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 Promotion Ceremony of Police Corporal
 - 3.B Proclamation - Hispanic Heritage Month
- 4. PUBLIC HEARINGS - FIRST AND SECOND READINGS**
- 5. PUBLIC HEARINGS**
 - 5.A Public Hearing - Adoption by Resolution of the Final Millage Levy and Final Budget for Fiscal Year 2025-2026
 - 5.B Public Hearing - Annual Red Light Camera Report Presentation and Discussion
- 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 September 3, 2025 meeting
 - 7.B Annual Advisory Board Reappointments with Terms Ending September 30, 2025
 - 7.C Consent to Sub-Lease Between Sunstate Aviation Holdings, LLC and Integrity Aero, LLC
 - 7.D Approval of the Developer's Agreement between the City of Kissimmee and Pulte Group, Inc.
 - 7.E Resolution Adopting the Osceola County Comprehensive Emergency Management Plan (CEMP) and the City of Kissimmee CEMP Annex
 - 7.F Memorandum of Agreement for the Berlinsky Community House
 - 7.G Intergovernmental Transfer Agreement for Medicaid Managed Care Organization Payment Program
 - 7.H Amendment to drainage easement agreement – Osceola Village (Lot D)
 - 7.I Forensics Facility Design Construction Documents with Harvard Jolly | PBK Architects
 - 7.J First Amendment to the Construction Services Agreement with Miniopolis LLC for the Haven on Vine ADA Apartment Renovations
 - 7.K Contract for transition to Cloud-Based Video Management

- 7.L Extension of the Professional Services Contract with Purvis and Gray Company, LLP to perform auditing services for the Fiscal Year Ending 2025

8. DISCUSSION ITEMS

- 8.A Kissimmee Main Street Annual Update and Funding Agreement for FY 2025-2026
- 8.B Small Business Development Center Annual Update and Funding Agreement for FY 2025-26
- 8.C UCF Business Incubator Program Annual Update and Funding Agreement for FY 2025-2026
- 8.D Advisory Board Vacancy: Affordable Housing Advisory Committee

CITY COMMISSION RECESSES AND CONVENES AS THE COMMUNITY REDEVELOPMENT AGENCY BOARD

- 8.E (DKCRA) Kissimmee Main Street Funding Agreement for FY 2025-2026
- 8.F (DKCRA) Osceola Arts Mural Installation Agreement
- 8.G (VSCRA) Osceola Arts Mural Installation Agreement

COMMUNITY REDEVELOPMENT AGENCY BOARD ADJOURNS AND RECONVENES AS THE CITY COMMISSION

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 (2nd Budget Hearing) 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

Promotion Ceremony of Police Corporal

Request

Swearing in and administering of oath for newly promoted Police Corporal Rodolfo Sayeed.

Explanation

Rodolfo Sayeed began his law enforcement career with the Kissimmee Police Department on 12/18/2017. During his tenure with the department, Rodolfo Sayeed has worked in the Patrol, Special Operations Division, and Support Services Unit.

Department: Police

Presenter: Charles Broadway

Attachment(s):

1. (S) Oath of Office R. Sayeed

ITEM 3.B**Proclamation - Hispanic Heritage Month****Request**

To present a proclamation to Viva Osceola Festival in honor of Hispanic Heritage Month.

Explanation

N/A

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation - Hispanic Heritage Month

ITEM 5.A

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

Request

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

Explanation

Public notice of this hearing was given via advertisement placed in the newspaper on September 14, 2025. 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 FINAL BUDGET

1. The Resolution will adopt a Final 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:

The Tentative Millage and Tentative Budget were adopted by Resolutions approved at the September 3rd Public Hearing.

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

City of Kissimmee

Staff requests that the Public Hearing be conducted as outlined above. In addition, staff recommends the Commission adopt the two Resolutions.

REQUESTED CITY COMMISSION ACTION:

Adopt

Department: Finance

Presenter: Mike Steigerwald

Attachment(s):

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

ITEM 5.B

Public Hearing - Annual Red Light Camera Report Presentation and Discussion

Request

To present the annual red light camera report at a public hearing to the Commission as required by Florida State Statute.

Explanation

Pursuant to Florida Statute 316.0083, a municipality that operates one or more traffic infraction detectors within the jurisdiction must present the program's annual report to the governing body or Commission. The attached report covers the Police Department's red light camera data from July 1, 2024, through June 30, 2025. The law prevents the presentation from being part of the consent agenda and requires an opportunity for discussion and public comment.

Recommendation

Conduct a public hearing concerning red light camera annual report.

REQUESTED CITY COMMISSION ACTION:

No Action

Department: Police

Presenter: Michael Tilton

Attachment(s):

1. Red Light Camera Commission PP Sept 2025
2. Kissimmee 2025 RLC Intersection Location Table

ITEM 7.A**Approval of City Commission Minutes from the September 3, 2025 meeting****Request**

Approval of the September 3, 2025 commission meeting minutes.

Explanation

Minutes of the commission meeting held on September 3, 2025, are attached for approval.

Recommendation

Staff recommends Commission approval.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Commission

Presenter:

Attachment(s):

1. (S) CCM MIN SEP 03 2025

ITEM 7.B

Annual Advisory Board Reappointments with Terms Ending September 30, 2025

Request

The Commission is requested to reappoint and provide ministerial approval for board members with terms ending September 30, 2025.

Explanation

The following board member terms are expiring September 30, 2025, and are seeking reappointment. The Fire Pension Board through its ministerial process, has recommended Board Member Dan Gargaguso for reappointment. If approved, all members will be reappointed to serve a new two (2) year term.

Board Member:	Advisory Board:	New Board Term Expires:
Dan Garaguso, Jr.	Fire Pension Board	09/30/2027
Reginald Hardee	Fire Pension Board	09/30/2027
Carlynn Rothery	Police Pension Board	09/30/2027

Recommendation

The Commission reappoint and provide ministerial approval for board members with terms ending September 30, 2025.

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: City Manager

Presenter:

Attachment(s):

None

ITEM 7.C

Consent to Sub-Lease Between Sunstate Aviation Holdings, LLC and Integrity Aero, LLC

Request

Approval of Consent to Sub-Lease between Sunstate Aviation Holdings, LLC and Integrity Aero, LLC, contract number 20240223.

Explanation

Sunstate Aviation Holdings, LLC, has a current ground rental lease at Kissimmee Gateway Airport (ISM) to operate limited commercial aviation services. Integrity Aero LLC is an aircraft avionics company and wishes to provide avionic technician services at Kissimmee Gateway Airport, utilizing the Sunstate facilities as a subtenant.

Recommendation

Approval of Consent to Sub-Lease between Sunstate Aviation Holdings, LLC and Integrity Aero, LLC

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. (S) Consent to Sublease between Sunstate Aviation Holdings, LLC + Integrity Aero, LLC

ITEM 7.D

Approval of the Developer's Agreement between the City of Kissimmee and Pulte Group, Inc.

Request

Approval of the Developer's Agreement (Contract No.20250364) between the City of Kissimmee and Pulte Group, Inc. to establish alternative design standards for the Hilliard Isle Mixed Use Planned Unit Development (PUD-22-0004).

Explanation

Pulte Group, Inc. submitted the Hilliard Isle Mixed Use Planned Unit Development (MUPUD)(PUD-22-0004) that included 3,000 residential units and 190,000 sq. ft. of non-residential uses. The Hilliard Isle MUPUD was approved at the January 16, 2024 City Commission meeting with conditions that a separate Developer's Agreement for specific design and development standards would be developed.

This Developer's Agreement addresses landscaping, model center, open space, and solid waste standards in the residential areas of the project in addition to alternative roadway standards in Phases 1 and 1A. The alternative design standards in this Developer's Agreement will enhance the design intent of the original Hillard Isle MUPUD approval.

Recommendation

Approval to execute the Developer's Agreement between the City of Kissimmee and Pulte Group, Inc. regarding alternative design standards for the Hilliard Isle Mixed Use Planned Unit Development (PUD-22-0004).

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter:

Attachment(s):

1. (S)Hilliard Isle Developer's Agreement

ITEM 7.E

Resolution Adopting the Osceola County Comprehensive Emergency Management Plan (CEMP) and the City of Kissimmee CEMP Annex

Request

Adoption of a Resolution for the City to adopt the Osceola County Comprehensive Emergency Management Plan and the City of Kissimmee Annex to memorialize unified efforts to mitigate, prepare for, respond to, and recover from a variety of disasters.

Explanation

Florida Statute Chapter 252 mandates the development of a Comprehensive Emergency Management Plan (The Plan). The Statutes further encourage the municipalities of the State to develop an effective emergency management system and supporting plan. The Plan establishes a common framework through which a unified City of Kissimmee and Osceola County mitigates, prepares for, responds to, and recovers from the impacts of a wide variety of disasters that could adversely affect the health, safety and general welfare of the residents and visitors.

The Osceola County Comprehensive Emergency Management Plan (CEMP) outlines the general responsibilities, strategies, assumptions, operational goals, and objectives. It also includes mechanisms through which the City and County, as a community, mobilize resources and conduct activities, guiding and supporting the unified emergency management efforts.

The City of Kissimmee Annex provides an extension of the CEMP, ensuring operational recognition and continuity for the City and the County.

The adoption of this Resolution would memorialize the joint efforts and partnership between the City of Kissimmee and Osceola County in relation to emergency management activities.

Recommendation

Staff recommends adoption of a resolution adopting the Osceola County Comprehensive Emergency Management Plan and the City of Kissimmee Annex.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter:

Attachment(s):

1. (S) Resolution Adopting of the Osceola County Comprehensive Emergency Management Plan (1)
2. Osceola County Resolution #25-045R

ITEM 7.F

Memorandum of Agreement for the Berlinsky Community House

Request

Approval of a Memorandum of Agreement (Contract #20250378) to mitigate the adverse impacts of demolishing the Berlinsky Community House.

Explanation

In 2017, the Public Works and Engineering Department conducted an evaluation of the Berlinsky Community House, which found major structural issues in the foundation and roof. Staff presented the findings to the City Commission and offered two potential options: the first to rehabilitate the Berlinsky House and the second to demolish it and build something new. During this meeting, the Commission directed staff to move forward with demolishing the structure, finding that the cost to rehabilitate exceeded the value of the building. Following this decision, staff reached out to the community for input and it was determined that the new building would mirror elements of the existing Berlinsky House. This was intended to honor the current design and preserve nostalgia.

The City applied for and was awarded a grant for the demolition and construction of a new community house and began working through design. During the grant process, the State Historic Preservation Officer (SHPO) determined that, while the Berlinsky Community House was not on the National Register of Historic Places, it would still need to meet State standards as if it were. A Section 106 Case Study was required, where the City presented information about the history and condition of the building and its reasoning for demolition, and this began a process of negotiation with the State to mitigate the adverse effects of demolishing the Berlinsky Community House.

The attached Memorandum of Agreement is the result of those negotiations. It includes stipulations requiring the City to submit a Historical Building Survey to the National Parks Service, include a marker indicating the new building's construction year, and provide a page on the City's website with documentation about the historic Berlinsky Community House. Once approved by the City Commission, this document will be presented to the State Historic Preservation Officer for final approval and signature.

Recommendation

Approval of the Memorandum of Agreement (MOA).

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter:

Attachment(s):

1. (S) Memorandum of Agreement - Berlinsky House
2. Section 106 Case Study

ITEM 7.G

Intergovernmental Transfer Agreement for Medicaid Managed Care Organization Payment Program

Request

Approval to enter into an Intergovernmental Transfer (IGT) agreement (contract #20250066) with the Agency for Health Care Administration (AHCA) to continue receiving supplemental payments for Medicaid patients transported by the Fire Department.

Explanation

Since 2016, a program has been in place for Public EMS providers in the state of Florida to receive Public Emergency Medical Transportation (PEMT) Medicaid Fees for Service (FFS) Supplemental Payment reimbursements. To date, the City has received \$4,883,013.87 through the PEMT FFS program. In June of 2020, the Commission approved the City to enter into agreements with the seven Medicaid Managed Care Organizations (MCOs) in our region to receive additional supplemental payments for Medicaid patients transported by the Fire Department. The PEMT program provides supplemental payments to eligible public entities that meet specific requirements and provide emergency medical transportation to Medicaid recipients.

In order to continue to receive these funds, the City needs to execute a Letter of Agreement (LOA) with AHCA for IGTs not to exceed \$682,652.21 for FY25-26. These funds are included in the City's FY25-26 Budget. Once executed, the City can expect to receive an estimated net total of approximately \$913,075.24 in reimbursements from the MCOs.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00135103-503434				\$682,652.21

Financial Summary:

The PEMT program provides supplemental payments to eligible public entities that meet specific requirements and provide emergency medical transportation to Medicaid recipients. To continue receiving these funds, the City must execute a Letter of Agreement with AHCA for IGTs not to exceed \$682,652.21 for FY25-26.

Recommendation

Staff recommends approval of the IGT agreement with AHCA.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Fire

Presenter:

Attachment(s):

1. (S) PEMT SFY 2025-26 LOA_Kissimmee Fire Department

ITEM 7.H

Amendment to drainage easement agreement – Osceola Village (Lot D)

Request

Approval of the Amendment to the Drainage Easement Agreement among CRP/NRP Osceola Village Owner, L.L.C., Osceola-Kissimmee Development IV, LLC, and the City of Kissimmee. (Contract #: 20250379)

Explanation

The original Drainage Easement Agreement was recorded between CRP/NRP Osceola Village Owner, L.L.C. and Osceola-Kissimmee Development IV, LLC for a portion of Lot D within the Osceola Village Center Commercial and Apartment plat. The proposed amendment updates the legal description of the easement area, corrects party labels in the original agreement, and adds the City of Kissimmee as a grantee.

This amendment grants the City a non-exclusive, perpetual drainage easement for public stormwater purposes, including access for maintenance and repair. The City does not assume ownership of the land and incurs no cost as part of the agreement. The Grantor retains the right to use the property in ways that do not interfere with the easement.

Recommendation

Approval of the Amendment to the Drainage Easement Agreement among CRP/NRP Osceola Village Owner, L.L.C., Osceola-Kissimmee Development IV, LLC, and the City of Kissimmee, and authorization for the Mayor to execute all associated documents.

REQUESTED CITY COMMISSION ACTION:

Approve w/Conditions

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) Amendment to Drainage Easement - Osceola Village
2. OVA Original Drainage Easement
3. Osceola Village Apartments Amendment to Drainage Easement Agreement_Vicinity Map

ITEM 7.I

Forensics Facility Design Construction Documents with Harvard Jolly | PBK Architects

Request

Approval to utilize the City's continuing services contract with Harvard Jolly Architects, Inc. (HJ|PBK), Contract # 20250367 for architectural services to develop the Kissimmee Police Department Forensics & Evidence Storage Facility through 60% Construction Documents, in the not-to-exceed amount of \$158,753.00, which includes \$156,753.00 for basic services and a \$2,000.00 reimbursable allowance.

Explanation

The City of Kissimmee intends to construct a new Emergency Operations Center (EOC), Parking Garage, and Evidence Forensics Facility adjacent to the existing City of Kissimmee Police Department at 8 North Stewart Avenue, Kissimmee, FL. As part of this overall program, HJ|PBK will provide architectural services specific to the Forensics & Evidence Storage program spaces, which are being developed as a component of the City's EOC/Parking Garage master project.

HJ|PBK's scope includes 30% Schematic Design Construction Documents and 60% Design Development Construction Documents for the Forensics & Evidence Storage functions, using the previously developed program and in coordination with the EOC and Parking Garage architect of record. HJ|PBK's scope is limited to design services through the 60% construction document phase and does not include final construction documents, permitting, construction administration, or engineering disciplines (mechanical, electrical, plumbing, structural, and civil). All tasks beyond 60% will be completed by JL2 Architecture, the City's primary design consultant selected under RFQ2025-001 and approved through their proposal.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
36030406-506292	PD2511	Decrease	227,264.00	158,753.00

Financial Summary:

Adequate funding is readily available in the account as listed above.

Recommendation

Approval of a Professional Services Agreement with HJ|PBK for architectural services related to the Forensics & Evidence Storage Facility through the 60% construction document phase in the not-to-exceed amount of \$158,753.00, and authorization for the City Manager or designee to execute any related change orders necessary to complete the work.

REQUESTED CITY COMMISSION ACTION:

City of Kissimmee

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. Design Services Harvard Jolly PBK KPD Forensic & Evidence Storage Facility
2. Harvard Jolly PBK Completed

ITEM 7.J

First Amendment to the Construction Services Agreement with Miniopolis LLC for the Haven on Vine ADA Apartment Renovations

Request

Approval of the First Amendment to the Construction Services Agreement (Contract #20250195) with Miniopolis LLC for the Haven on Vine Project: Renovation of Two ADA Apartments, and authorization for the City Manager or his designee to execute any additional documents or change orders as necessary.

Explanation

The Public Works & Engineering Department, in coordination with the Procurement Division, issued a public bid (IFB2024-007) for the Haven on Vine Project: Renovation of Two ADA Apartments. This project, funded primarily through Community Development Block Grant (CDBG) funds, will renovate two 2-bedroom family apartments. The scope of work includes installation of new plumbing, electrical wiring, HVAC systems, flooring, kitchens, bathrooms, water heaters, fixtures, and appliances.

The proposed First Amendment to the Construction Services Agreement extends the project's effective performance period through March 4, 2026, establishing the new project completion date. City staff recommend approval of the First Amendment, as the requested extension will not negatively impact City operations.

Recommendation

Approval of the First Amendment to the contract Agreement for Miniopolis LLC.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) First Amendment of the Agreement between City of Kissimmee and Miniopolis, LLC for Haven on Vine ADA Apartment Renovations

ITEM 7.K

Contract for transition to Cloud-Based Video Management

Request

Approval of a purchase agreement to transition from on-premises media storage to a cloud-based video management platform with Verkada.

Explanation

To improve resiliency, reduce costs, and modernize system management, staff recommends transitioning to Verkada's cloud-based video management platform from its current on-premises video management system. Moving to a cloud architecture will provide redundancy and reliability by removing reliance on localized storage and minimizing downtime associated with hardware failures. This transition will also simplify day-to-day management, reducing the amount of staff time dedicated to configuration and troubleshooting.

By shifting to a cloud platform, the City will avoid future expenditures tied to replacing on-site media storage hardware, while gaining access to advanced video analytics that will streamline investigations and incident reviews. These analytics will allow staff to quickly locate relevant footage, reducing time and resources needed during public safety events. Additionally, Verkada is an American company, and all media data will be stored in the United States, ensuring compliance with data residency standards.

As part of the project, the City will also implement new command connectors, which allow all existing camera hardware to be reused, multi-sensor cameras, and cellular gateways to enhance coverage, connectivity, and long-term scalability of the system.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10410706 506494	SSEM002Q	Decrease	196,700	192,701.26

Financial Summary:

The project is funded through the City's Safety, Security, and Emergency Preparedness Division, with pricing based on PEPPM Contract #533902-155 Cooperative Purchasing pricing.

Recommendation

Approval of a purchase agreement with Pileum Corporation to migrate to the Verkada cloud-based video management platform for \$192,701.26

REQUESTED CITY COMMISSION ACTION:

City of Kissimmee

Approve

Department: City Manager
Presenter:

Attachment(s):

1. Verkada Cloud Proposal

ITEM 7.L

Extension of the Professional Services Contract with Purvis and Gray Company, LLP to perform auditing services for the Fiscal Year Ending 2025

Request

Commission approval to extend the audit services contract with Purvis Gray and Company, LLP (contract #20240269) for auditing services for the fiscal year ending 2025.

Explanation

In 2021, the City entered into an agreement with Purvis Gray and Company, LLP to perform auditing services for fiscal years ending September 30, 2022 and 2023. The original contract provided for 2 additional one-year periods.

Staff is requesting Commission approval to extend the Purvis Gray contract for the fiscal year 2025 audit. This addendum follows all provisions of the original agreement with the exception of the pricing for the services to be performed. The fees for the 2025 audit will be as follows:

City's Basic Audit \$63,500

Federal Single Audit – Per Major Program \$5,500

State Single Audit – Per Major Project \$5,500

City's Two Community Redevelopment Agency Funds (\$6,500 each) \$13,000

Recommendation

Staff recommends approval of the extension of the professional services contract with Purvis and Gray Company, LLP to perform auditing services for FY 2025.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Finance

Presenter:

Attachment(s):

1. (S) Required Communication Letter

ITEM 8.A

Kissimmee Main Street Annual Update and Funding Agreement for FY 2025-2026

Request

Kissimmee Main Street Annual Update and Approval of Funding Agreement #20240495 for Fiscal Year 2025-2026.

Explanation

The City of Kissimmee has been a longtime supporter of the Kissimmee Main Street Program, a 501(c)(3) organization, and its contributions to the vitality of Downtown Kissimmee. Since 2008, through a Service Agreement with the City of Kissimmee and the Downtown Kissimmee Community Redevelopment Agency (DKCRA), Kissimmee Main Street has provided business development and retention services supporting and furthering small business development in Downtown Kissimmee. Kissimmee Main Street has been a vital business resource partner by:

- Promoting Downtown Kissimmee and attracting new businesses to available properties.
- Assisting new businesses with navigating local and state ordinances and regulations.
- Contributing to business growth and retention by assisting with business plans and finance.

In addition to the above services, Kissimmee Main Street attracts significant attention to Downtown Kissimmee throughout the year with its annual signature events, such as Boo on Broadway and Hop on Downtown.

Kissimmee Main Street has demonstrated its position as a valuable resource partner to the City. Therefore, staff is requesting approval of the Service Agreement for FY 2025-2026 to allow Kissimmee Main Street to continue to provide business recruitment and retention services in Downtown Kissimmee.

Per the new Service Agreement, the City and DKCRA will continue to provide resources and training to Kissimmee Main Street staff in support of business assistance efforts. Kissimmee Main Street will continue its responsibilities of business development and retention. This Agreement includes the addition of defined Key Performance Indicators and a quarterly reporting template, which are intended to monitor Kissimmee Main Street's performance and ensure its continued value to the City.

The Kissimmee Main Street Executive Director will present an Annual Report to the Commission and be available for any questions.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00125103- 503434		Decrease	123,326	123,326

Financial Summary:

City of Kissimmee

The City will provide Kissimmee Main Street with a total of \$123,326 for salaries and benefits. The DKCRA will provide Kissimmee Main Street with a total of \$50,900 for the following:

1. \$30,900 provided for salaries and benefits;
2. \$20,000 for administrative expenses.

Funding for administrative expenses will be distributed quarterly in \$5,000 increments, contingent on the DKCRA receiving the quarterly report from Kissimmee Main Street.

Recommendation

Staff recommends approval of the Kissimmee Main Street Funding Agreement for Fiscal Year 2025-2026, from October 1, 2025 to September 30, 2026.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development
Presenter: David Rodriguez

Attachment(s):

1. (S) Kissimmee Main Street Funding Agreement (FY 2026)
2. Kissimmee Main Street FY 2025 Annual Report Executive Summary

ITEM 8.B

Small Business Development Center Annual Update and Funding Agreement for FY 2025-26

Request

Approval of Contract #20250371 for the UCF Small Business Development Center Funding Agreement and for the city manager to sign the agreement.

Explanation

The City of Kissimmee has a partnership and agreement with the University of Central Florida Small Business Development Center (SBDC) to provide entrepreneurs with technical support to create, operate and provide consultations to small businesses.

The SBDC serves a central role in getting small businesses launched, with assistance in creating business models, financial analysis/probability, loan proposals, bid proposals, patent and trademarks, promotion and marketing as well as strategic planning. The SBDC provides monthly business seminars and workshops on business topics, available at no cost.

A representative from SBDC will make a presentation to the Commission to highlight their activity for 2025.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00122103 503434		Decrease		30,000

Financial Summary:

Funding for this program is allocated in the "Other Contract Services" account in the amount of \$30,000.

Recommendation

Approve the funding agreement for 2026.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development
Presenter: David Rodriguez

Attachment(s):

1. (S) SBDC FY25-26 signed by SBDC
City of Kissimmee

2. SBDC Yearly Performance 2024-25_revised Presentation

ITEM 8.C

UCF Business Incubator Program Annual Update and Funding Agreement for FY 2025-2026

Request

Approval of Contract #20250374 with the University of Central Florida (UCF) for the Business Incubator Program FY 2025-2026.

Explanation

The University of Central Florida Business Incubation Program is a community partnership between the University of Central Florida, Orange, Osceola, Seminole, and Volusia County, as well as the Cities of Kissimmee, Apopka and Orlando. This partnership is specifically designed to assist businesses in creating and sustaining jobs in the community. The job growth spurs economic growth throughout Central Florida, increasing high-paying jobs and wages, and increasing capital. The Business Incubation Program (BIP) has been active for over 15 years, increasing visibility for their businesses through website design and marketing education programs.

A representative from the UCF Incubator program will provide the annual update presentation to the City Commission.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00122103 503434		Decrease		150,000

Financial Summary:

Funding for this program is allocated in "other contract services"

Recommendation

Approval of the UCF Business Incubator Program Agreement.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development

Presenter: David Rodriguez

Attachment(s):

1. UCF Business Incubator Report CC sep25
2. (S) UCF Business Incubator Agreement 2025-2026

City of Kissimmee

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, Scott Culp has notified the City that he no longer wishes to continue serving on the board and must resign. 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 appointment.
- 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 - Frances Colon (City Resident)
4. AHAC Applicant - Amber Craft (City Resident)

ITEM 8.E

(DKCRA) Kissimmee Main Street Funding Agreement for FY 2025-2026

Request

Approval of the Kissimmee Main Street Funding Agreement (Contract #20240495) for Fiscal Year 2025-2026.

Explanation

The City of Kissimmee has been a longtime supporter of the Kissimmee Main Street Program, a 501(c)(3) organization, and its contributions to the vitality of Downtown Kissimmee. Since 2008, through a Service Agreement with the City of Kissimmee and the Downtown Kissimmee Community Redevelopment Agency (DKCRA), Kissimmee Main Street has provided business development and retention services, supporting and furthering small business development in Downtown Kissimmee. Kissimmee Main Street has been a vital business resource partner by:

- Promoting Downtown Kissimmee and attracting new businesses to available properties.
- Assisting new businesses with navigating local and state ordinances and regulations.
- Contributing to business growth and retention by assisting with business plans and finance.

In addition to the above services, Kissimmee Main Street attracts significant attention to Downtown Kissimmee throughout the year with its annual signature events, such as Boo on Broadway and Hop on Downtown.

Kissimmee Main Street has demonstrated its position as a valuable resource partner to the DKCRA. Therefore, staff is requesting approval of the Service Agreement for FY 2025- 2026 to allow Kissimmee Main Street to continue to provide business recruitment and retention services in Downtown Kissimmee.

Per the new Service Agreement, the City and DKCRA will continue to provide resources and training to Kissimmee Main Street staff in support of business assistance efforts. Kissimmee Main Street will continue its responsibilities of business development and retention. This Agreement includes the addition of defined Key Performance Indicators and a quarterly reporting template, which are intended to monitor Kissimmee Main Street's performance and ensure its continued value to the City and DKCRA.

The Kissimmee Main Street Executive Director will be available for any questions.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10622208-508282		Decrease	51,000	51,000

Financial Summary:

City of Kissimmee

The DKCRA will provide Kissimmee Main Street with a total of \$50,900 for the following:

1. \$30,900 provided for salaries and benefits;
2. \$20,000 for administrative expenses.

Funding for administrative expenses will be distributed quarterly in \$5,000 increments, contingent on the DKCRA receiving the quarterly report from Kissimmee Main Street. In addition, the City will provide Kissimmee Main Street with a total of \$123,326 for salaries and benefits.

Recommendation

Approval of the Kissimmee Main Street Funding Agreement for Fiscal Year 2025-2026, from October 1, 2025 to September 30, 2026.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development
Presenter: David Rodriguez

Attachment(s):

1. (S) Kissimmee Main Street Funding Agreement (FY 2026)

ITEM 8.F

(DKCRA) Osceola Arts Mural Installation Agreement

Request

Approval of a new agreement between the Downtown Kissimmee Community Redevelopment Agency (DKCRA) and Osceola Arts, Inc. to implement a public mural installation program for Fiscal Year 2025–2026, Contract # 20250375.

Explanation

The Downtown Kissimmee Community Redevelopment Agency (DKCRA) seeks to continue enhancing the cultural and aesthetic landscape of Downtown Kissimmee through strategic investments in public art. Osceola Arts, a local nonprofit arts organization, has the expertise and capacity to commission, install, and maintain murals that enrich the community and foster artistic expression.

Under the proposed Mural Installation Agreement, DKCRA will provide Osceola Arts with \$50,000 in funding to support the creation of public murals in the redevelopment district. In return, Osceola Arts will:

- Acquire all necessary permissions from property owners for mural placement.
- Ensure compliance with the City of Kissimmee Form-Based Code and applicable permitting requirements.
- Commission artists to design and install murals that reflect and enhance the identity of Downtown Kissimmee.
- Maintain and preserve completed murals for a minimum of five years.
- Collaborate with DKCRA on publicity, unveiling ceremonies, and community engagement activities related to the project.

The program will run from October 1, 2025, through September 30, 2026. Funding will be distributed in two installments: one at the commencement of the project and the other upon completion.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10622208- 508282		Decrease	50,000	50,000

Financial Summary:

The DKCRA has budgeted funds in the Aids to Private Organizations account to support this request.

Recommendation

City of Kissimmee

Approval of a new agreement between the Downtown Kissimmee Community Redevelopment Agency (DKCRA) and Osceola Arts, Inc. to implement a public mural installation program for Fiscal Year 2025–2026.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development
Presenter: David Rodriguez

Attachment(s):

1. (S) Downtown Kissimmee CRA Osceola Arts Agreement

ITEM 8.G

(VSCRA) Osceola Arts Mural Installation Agreement

Request

Approval of a new agreement between the Vine Street Community Redevelopment Agency (VSCRA) and Osceola Arts, Inc. to implement a public mural installation program for Fiscal Year 2025–2026, Contract #20250376.

Explanation

The Vine Street Community Redevelopment Agency (VSCRA) seeks to enhance the cultural and aesthetic landscape of Vine Street through strategic investments in public art. Osceola Arts, a local nonprofit arts organization, has the expertise and capacity to commission, install, and maintain murals that enrich the community and foster artistic expression.

Under the proposed Mural Installation Agreement, VSCRA will provide Osceola Arts with \$40,000 in funding to support the creation of public murals in the redevelopment district. In return, Osceola Arts will:

- Acquire all necessary permissions from property owners for mural placement.
- Ensure compliance with the City of Kissimmee Form-Based Code and applicable permitting requirements.
- Commission artists to design and install murals that reflect and enhance the identity of Vine Street.
- Maintain and preserve completed murals for a minimum of five years.
- Collaborate with VSCRA on publicity, unveiling ceremonies, and community engagement activities related to the project.

The program will run from October 1, 2025, through September 30, 2026. Funding will be distributed in two installments: one at the commencement of the project and the other upon completion.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10722208- 508282		Decrease	40,000	40,000

Financial Summary:

The VSCRA has budgeted funds in the Aids to Private Organizations account to support this request.

Recommendation

Approval of a new agreement between the Vine Street Community Redevelopment Agency (VSCRA) and Osceola Arts, Inc. to implement a public mural installation program for Fiscal Year 2025–2026.
City of Kissimmee

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development

Presenter: David Rodriguez

Attachment(s):

1. (S) Vine Street CRA Osceola Arts Agreement