



MEETING AGENDA (REVISED)
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, OCTOBER 7, 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 for Fire Engineers and Lieutenants
- 3.B Service Awards for July, August, and September 2025
- 3.C Employee of the Month for October

- 4. PUBLIC HEARINGS - FIRST AND SECOND READINGS**

- 4.A Public Hearing - Final Reading - Proposed Ordinance #25-03 - Amending the Zoning Map designation from Mixed Use Urban Corridor (T5-U) to Industrial Business (IB): Armstrong Rezoning - ZMA-25-0001

AN ORDINANCE AMENDING ORDINANCE NO. 3110 KNOWN AS THE CITY OF KISSIMMEE LAND DEVELOPMENT CODE, REZONING THE PROPERTY HEREINAFTER DESCRIBED, REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE.

- 4.B Public Hearing - Second & Final Reading - Proposed Ordinance #25-08 - Deletion of the Building Fee Ordinance

AN ORDINANCE AMENDING THE CODE OF THE CITY OF KISSIMMEE, FLORIDA CHAPTER 9 BUILDINGS AND BUILDING REGULATIONS, AMENDING DIVISION 5 BUILDING PERMITS SECTION 9-115 COMMERCIAL PERMIT FEES; SECTION 9-116 MULTIFAMILY PERMIT FEES; SECTION 9-117 MISCELLANEOUS PERMIT FEES; SECTION 9-118 SINGLE FAMILY RESIDENCE PERMIT; SECTION 9-119 INSPECTIONS; SECTION 9-120 VALUATION OF CONSTRUCTION; SECTION 9-121 FAILURE TO OBTAIN A PERMIT; SECTION 9-122 PLAN REVISIONS; SECTION 9-124 PERMIT EXTENSIONS; SECTION 9-125 ANNUAL INCREASE; SECTION 9-126 TECHNOLOGY; SECTIONS 9-127 THROUGH 9-140 RESERVED; DIVISION 6 MECHANICAL PERMITS SECTION 9-141 SCHEDULE OF PERMIT FEES; SECTION 9-142 FAILURE TO OBTAIN A PERMIT; SECTION 9-143 PLAN REVISIONS; SECTION 9-144 DUPLICATE PERMITS; SECTION 9-145 PERMIT EXTENSIONS; SECTION 9-146 ANNUAL INCREASE; SECTION 9-147 TECHNOLOGY; SECTIONS 9-148 THROUGH 9-165 RESERVED; DIVISION 7 PLUMBING PERMITS; SECTION 9-166 SCHEDULE OF PERMIT FEES; SECTION 9-167 INSPECTIONS; SECTION 9-168 FAILURE TO OBTAIN A PERMIT; SECTION 9-169 PLAN REVISIONS; SECTION 9-171 PERMIT EXTENSIONS; SECTION 9-172 ANNUAL INCREASE; SECTION 9-173 TECHNOLOGY; SECTIONS 9-174 THROUGH 9-185 RESERVED; DIVISION 8 ELECTRICAL PERMITS SECTION 9-186 SCHEDULE OF PERMIT FEES; SECTION 9-187 INSPECTIONS; SECTION 9-188 FAILURE TO OBTAIN A

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

5. PUBLIC HEARINGS

- 5.A Public Hearing - Substantial Amendment to the Osceola County HOME Consortia HOME Allocation for FY2023 and its accompanying Amended Resolution
- 5.B Public Hearing - Adoption of a resolution to vacate right-of-way located adjacent to 15 Church St. - ABDN-25-0002

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 16, 2025 meeting and the September 22, 2025 workshop
- 7.B Adoption by Resolution of the Building Permit Fees
- 7.C Consent to Sub-Lease Between MaxFlight Helicopter Services Inc. and Enterprise Leasing Company of Orlando, LLC
- 7.D Second Amendment to Lease for Florida Coach Inc.
- 7.E Lease purchase agreement between the City of Kissimmee and Axon Enterprise, Inc. for FUSUS – Real Time Crime Center (RTCC) digital platform
- 7.F CentralSquare Technologies annual software maintenance fee for OneSolution Public Safety Software Suite
- 7.G Interlocal Agreement with Osceola County, City of St. Cloud, School Board of Osceola County, and Osceola Legislative Effort, Inc.
- 7.H Purchase of annual budgeted computer equipment
- 7.I Disposal of City Assets
- 7.J Request for Proposal 2025-012 and Neighborhood Stabilization Program New Construction Agreement - 2W Solutions Construction Corp/DBA 2W Solutions
- 7.K Installation of a cured-in-place stormwater pipe under Westlake Drive

- 7.L MBF Mobile Command Vehicle Purchase
- 7.M Local Government Contribution for Affordable Housing Projects (2025)
- 7.N Airport Disadvantage Business Enterprise (DBE) / Unified Certification Program (UCP)
- 7.O Space/Use Permit Renewal for Terry's Electric
- 7.P License Agreement Between Kissimmee Gateway Airport and Florida Department of Transportation
- 7.Q Tyler Software Service Agreement
- 7.R Temporary Space Use Agreement – Carroll Street/Thacker Avenue Parcel
- 7.S Design Services Agreement for the City of Kissimmee Emergency Operations/Communications Center & Parking Garage
- 7.T Kissimmee Mill Run Park Fire Station – Construction Manager At Risk, Guaranteed Maximum Price Addendum with CORE Construction

8. DISCUSSION ITEMS

CITY COMMISSION RECESSES AND CONVENES AS THE COMMUNITY REDEVELOPMENT AGENCY BOARD

- 8.A (VSCRA) RFQ #2025-005 - Request to Negotiate with Qualified Respondent to Acquire and Redevelop the Kmart Site, 2211 W. Vine Street.
- 8.B (VSCRA) Agreement with Cross Construction Services, Inc. for demolition of the former Big Lots and Kmart buildings at 2211 W. Vine Street.

COMMUNITY REDEVELOPMENT AGENCY BOARD ADJOURNS AND RECONVENES AS THE CITY COMMISSION

- 8.C Prospera Annual Presentation and Approval of the FY2025-2026 Funding Agreement
- 8.D Agreement between the University of Central Florida Research Foundation through the National Entrepreneur Center and the City of Kissimmee for FY 2026
- 8.E Amendment to the Economic Development Incentives
- 8.F Legislative Priorities 2025-2026
- 8.G Commission Travel Authorization

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.

City Commission – October 7, 2025

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 for Fire Engineers and Lieutenants

Request

Staff requests that newly promoted Fire Engineers and Lieutenants be sworn in to their newly appointed positions.

Explanation

The Fire Department placed its newest Engine, Engine 11, in service on Saturday, September 27th. Five engineers and three lieutenants have been promoted to staff new Engine 11.

The newly promoted employees to be sworn in are:

Engineer: David Losey
Engineer Taylor Bruno
Engineer Paul "Bo" Love
Engineer Ken Tighe
Engineer Isaiah Radford
Lieutenant Ian Wooten
Lieutenant Justin Greenhill
Lieutenant Fernando Almeida

Department: Fire

Presenter:

Attachment(s):

1. (S) Oaths of Office for Promotion Ceremony

ITEM 3.B

Service Awards for July, August, and September 2025

Request

Staff requests that the City Commission join the City Manager in recognizing employees who have reached milestones in years of service.

Explanation

Five-Years	James Hardy	Fire
	Leandro Angelo	Police
	James Lietz	City Manager
	Joshua Lugo Acevedo	Police
Ten-Years	Christopher Bright	Public Works
	Joseph Walk	Finance
	David Toro	Police
	Barbara Rivera	Police
Fifteen-Years	Corey Anthony	Police
	Charles Popp	Police
	Jean Paul Antepara	Police
Twenty-Years	Jose Chacon	Public Works
	Jeremy Donovan	Fire
Twenty-Five Years	Nydia Hernandez	Police

Department: Human Resources & Risk Management

Presenter: Mike Steigerwald

Attachment(s):

None

ITEM 3.C

Employee of the Month for October

Request

Staff requests that the City Commission join the City Manager in recognizing John Rooney of the Fire Department as the Employee of the Month for October.

Explanation

The City is pleased to announce that John Rooney, Accreditation Specialist with the Fire Department, has been named Employee of the Month for October 2025. John began his career with the City of Kissimmee in 2006 and over the course of his career has proven his outstanding commitment to community safety, education and prevention. His work exemplifies the values of service, integrity and compassion.

John has demonstrated exceptional attention to detail and care during car seat inspections. His thorough understanding of child passenger safety ensures that every seat is properly installed, every harness correctly adjusts, and every parent leaves the car seat installation check confident that their child is secure.

In classrooms across the community, John brings fire safety to life. His engaging presentations teach children how to respond in emergencies, practice safe habits and become safety ambassadors in their homes. From public workshops to neighborhood canvassing, John Rooney is a tireless advocate for fire prevention. His leadership in outreach programs has strengthened community resilience and built lasting trust.

The City thanks John for being a shining example of what it means to serve with heart and excellence.

Department: Human Resources & Risk Management

Presenter: Mike Steigerwald

Attachment(s):

None

ITEM 4.A

Public Hearing - Final Reading - Proposed Ordinance #25-03 - Amending the Zoning Map designation from Mixed Use Urban Corridor (T5-U) to Industrial Business (IB): Armstrong Rezoning - ZMA-25-0001

AN ORDINANCE AMENDING ORDINANCE NO. 3110 KNOWN AS THE CITY OF KISSIMMEE LAND DEVELOPMENT CODE, REZONING THE PROPERTY HEREINAFTER DESCRIBED, REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE.

Request

Approval of a Zoning Map Amendment to change the Zoning Map designation from Mixed Use Urban Corridor (T5-U) to Industrial Business (IB) on approximately 2.69 acres of land on Parcel ID: 19-25-29-00U0-0014-0000.

Explanation

This parcel is currently vacant. The current Mixed Use Urban Corridor (T5-U) Zoning designations on the parcels in this area were established with the adoption of the Form Based Code (Ord. 3034) at the August 4, 2020, City Commission meeting. Prior to 2020, the parcel had a Highway Commercial (HC) Zoning designation with the additional use, design and development standards of the Vine Street Overlay District. The Overlay permitted limited light industrial/flex office space within the highway commercial zoning.

This Zoning Map Amendment (ZMA) will provide consistency and compatibility with the parcel's Mixed-Use Vine Street Overlay District (MU-V) Future Land Use designations. The vision of this land use is focused on several community design and economic development goals. The Industrial Business Zoning is intended for properties suitable for industrial development, but where proximity to residential or commercial zones makes it desirable to limit the manner and extent of industrial operations. It is intended to permit the normal operation of a variety of industrial and related uses under such conditions that will protect nearby development. Various commercial uses which are compatible with typical industrial uses shall also be allowed according to the provisions of this section (Land Development Code Section 14-4-4(N)).

FINDINGS AND REASONS

1. Compliance with Comprehensive Plan Future Land Use Policy 1.2.9.3, Vine Street Mixed-Use (MU-V), which is intended to transform existing strip-style, highway commercial development into a connected series of mixed-use, urban scale neighborhoods and other community focal points. This vision is focused on several community design and economic development goals. The maximum development density and intensity that may be applied at the project level shall be 40 du/ac and up to 6.0 FAR, and shall be implemented through the adopted Vine Street Community Redevelopment Agency Master Plan.
2. Compliance with Land Development Code Section 14-3-27, Zoning Map and Land Development Code Amendments, in regards to the submittal and review procedures and criteria to support an amendment.
3. Compliance with Land Development Code Section 14-4-4(N), the Industrial Business (IB) Zoning District which is intended for properties suitable for industrial development. Where industrial development is in proximity to residential or commercial zones, it is desirable to limit the manner and extent of industrial operations. This Zoning District is also intended to permit

various commercial uses which are compatible with typical industrial uses and in suitable areas which have been assigned an Industrial Business (IN) Future Land Use designation.

Recommendation

Approve

The Development Review Committee (DRC) recommended approval on March 18, 2025.

The Planning Advisory Board (PAB) recommended approval by a vote of 4 to 1 on May 7, 2025.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Ryan Altizer

Attachment(s):

1. ZMA-25-0001 Aerial Map
2. ZMA-25-0001 Vicinity Map
3. ZMA-25-0001 Site Data TableS
4. (S)ZMA-25-0001 Armstrong Proposed Ord 25-03
5. ZMA-25-0001 - News Paper Ad
6. ZMA-25-0001 - Business Impact Estimate
7. ZMA-25-0001 DRC Comments
8. ZMA-25-0001 DRC Supporting Documents

ITEM 4.B

Public Hearing - Second & Final Reading - Proposed Ordinance #25-08 - Deletion of the Building Fee Ordinance

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

Request

Requesting approval to delete the Building Permit Fee Ordinance.

Explanation

At the request of the City Attorney's Office, the current ordinance that outlines all building permit and related fees is being revised. Specifically, the ordinance will no longer contain these fees. Instead, the fee structure will be moved to a separate resolution.

To accomplish this, the proposed ordinance will formally remove all existing building permit and associated fees from the Code of Ordinances. A new resolution—containing the updated fee schedule—will be introduced to the City Commission at the same meeting as the Second and Final Reading of this proposed ordinance. This ensures a seamless transition, with the resolution ready to take effect immediately after the ordinance is amended.

Recommendation

City of Kissimmee

City Commission approve the Second & Final Reading

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Craig Holland

Attachment(s):

1. (S) Ord #25-08 Deleting Building Fees
2. Business Impact Estimate Statement
3. Text Amendment (Building Fees) - CC Second & Final Reading Ad 10.07.25
4. Advertisement Affidavit

ITEM 5.A

Public Hearing - Substantial Amendment to the Osceola County HOME Consortia HOME Allocation for FY2023 and its accompanying Amended Resolution

Request

Approve the Substantial Amendment to the Osceola County HOME Consortia HOME Allocation for FY2023 and its accompanying Amended Resolution.

Explanation

As part of the Osceola County HOME Consortia, the City of Kissimmee was awarded HOME funding in the amount of \$359,424.80. Osceola County has adopted the Annual Action Plan that describes how it plans to spend those funds. However, changes in the allocation are necessary. The City of Kissimmee is seeking comments from the public to make these changes. This Substantial Amendment proposes the following:

- Create a Rental Rehabilitation Project and re-allocate \$217,088.16 from New Construction to the new project. The new proposed amount is \$217,088.16.
- Create a Tenant Based Rental Assistance Project and re-allocate \$64,290.82 from New Construction to the new project. The new proposed amount is \$64,290.82.

The City accepted written comments regarding these changes from September 4, 2025, through October 6, 2025, and invited the public to provide oral comments at the public hearing on October 7, 2025. So far, no comments have been received.

Recommendation

Approve the Substantial Amendment to the Osceola County HOME Consortia HOME Allocation for FY2023 and its accompanying Amended Resolution.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter:

Attachment(s):

1. (S) RES adopting the First Amendment - 2023-2024 CDBG HOME Action Plan
2. Kissimmee Substantial Amendment for HOME 2023 Program- Description
3. Osc Gazette Ad - 9.4.2025

ITEM 5.B

Public Hearing - Adoption of a resolution to vacate right-of-way located adjacent to 15 Church St. - ABDN-25-0002

Request

Approval to adopt a resolution to vacate 0.1 acres, more or less, of right-of-way located adjacent to 15 Church St. that has a (T4-R), and (T4-0) Zoning designations.

Explanation

This right of way/alleyway was established with the O'Neal and Osborn Addition Plat (Book A, Page 42), which was approved in 1889. However, the First Presbyterian Church was built in 1886, prior to the plat approval. The right-of-way measures approximately 17ft. wide and nearly 300 linear ft. long. The building footprint of the church encroaches into this right of way. This vacation/abandonment will clean up and remove this underlying right-of-way from the property. Other underlying right-of-way on other parts of the church property have been previously vacated and approved by City Commission at the April 29, 1970 (Res. 8-70) and October 22, 1996 (Res. 42-96) meetings. No objections were received for this right-of-way vacation/abandonment by any utility providers.

FINDINGS AND REASONS:

1. Removal of the rights-of-way or easements does not have an impact or effect on the roadway network and will result in no net loss of connectivity within the City's Multimodal Transportation District (MMTD).
2. Consistent with applicant justification; future development; emergency responses; city services; and other Land Development Code documents.
3. Compliance with Land Development Code Sections 14-3-47 Vacation and Abandonment of Rights-of-Way and Easements, procedures, requirements, and criteria for right of way and easement vacation requests.

Recommendation

The Development Review Committee (DRC) recommended approval on June 17, 2025.

The Planning Advisory Board (PAB) recommended approval by a vote of 4-1 at the August 20, 2025 meeting.

CONDITION:

1. Blanket easement must remain over the vacated portion of right-of-way and must be provided with a final plat or by a separate legal instrument(s).

REQUESTED CITY COMMISSION ACTION:

Approve w/Conditions

Department: Development Services

Presenter: Brenda Ryan

Attachment(s):

City of Kissimmee

1. ABDN-25-0002 Aerial Map
2. ABDN-25-0002 Vicinity Map
3. ABDN-25-0002 Plat Exhibit
4. (S)ABDN-25-0002 Proposed Resolution
5. ABDN-25-0002 City Commission Ad
6. ABDN-25-0002 PAB Actions
7. ABDN-25-0002 DRC Supporting Documents
8. ABDN-25-0002 DRC Comments

ITEM 7.A

Approval of City Commission Minutes from the September 16, 2025 meeting and the September 22, 2025 workshop

Request

Approval of the September 16, 2025 commission meeting and September 22, 2025 Workshop minutes.

Explanation

Minutes of the commission meeting held on September 16, 2025 and September 22, 2025 Workshop 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 16 2025
2. (S) CCM MIN SEP 22 2025 (Sign Code and PAB Workshop)

ITEM 7.B

Adoption by Resolution of the Building Permit Fees

Request

Requesting approval of the updated Building Permit Fee Resolution.

Explanation

In 2015, Matrix Consulting Group completed the first Cost of Services – Fee Study and subsequently the City Commission approved these fees.

With a continuing effort to enhance our customer service relations and to update our fee structure, Matrix Consulting Group was hired this past year to conduct a study of our fees. The goals of the study included the following four factors:

1. Services being provided at no cost be added to the fee ordinance based on actual cost to perform the activity;
2. The current level of service be maintained and increased where feasible;
3. The cost recovery for the Building Division should be 100 percent, charging the actual cost of performing any activity; and
4. Fees should be adjusted annually based on the Consumer Price Index (CPI); insuring revenues keep pace with costs.

The Building Division, which also includes Fire Prevention financially operates almost exclusively from the Building Fund. Approximately three percent of the funds for operations come from administrative fees paid to the Building Division for Business Tax Receipts and certain impact fee processing. The Building Fund receives no other funding from the City. Except for the annual CPI changes, the current fee structure has not been updated since 2015.

Based on the directive goals listed above, the following changes are proposed:

- The fees below represent new fees or fees that were either reduced or increased to match the actual cost incurred by the City to perform said duties;
- Switched from a standard flat fee to a valuation-based fee, which is the standard across the industry;
- Changed the way fees are applied and updated out-of-date language;
- Added a refund procedure;
- Pricing will be rounded to the nearest dollar; and
- In some instances, the fees have been updated to reflect the CPI increase that has occurred over the years. All other fees remain the same.

For a breakdown of these fees, identifying the proposed changes and those fees that will remain the same, please refer to the attached tables.

In 2019 due to their inherent job functions by conducting fire plan review and performing fire related inspections, Fire Prevention services were absorbed into the Building Division. Since then, Fire Prevention activities have been performing various functions without fees. In many instances, similar standards within the miscellaneous and Mechanical, Electrical, and Plumbing (MEP) trade permit fees were applied within the Fire Prevention fee structure. As a result, the following proposed fees represent the true cost of each activity performed by Fire Prevention services.

City of Kissimmee

A refund section was also added to assist with applicants who desire to withdraw their request. These refund standards would apply to permits, business tax receipt, and contractor registration fees issued by the Building Division.

When comparing building permit fees to St. Cloud and Osceola County government, many factors play into why they have different amounts. These factors include but are not limited to the following:

- differences in processes,
- large staffing levels,
- dissimilar economies of scale of scale,
- availability of land,
- greater development opportunities,
- perform greater number of permits,
- reserves are vastly greater, limiting the amount the municipality can retain, subsequently reducing their fees as to stay within the allowed state reserve limits.

For a list of the most common fees outlining a comparison between the City's proposed fees and Osceola County and St. Cloud's current fees, please refer to the attached tables. The proposed resolution identifying of the fees are attached to this agenda item.

Recommendation

City Commission approve the resolution adopting the updated Building Permit Fees.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter:

Attachment(s):

1. (S) Building Permit Fee Resolution
2. Building Fee Tables

ITEM 7.C

Consent to Sub-Lease Between MaxFlight Helicopter Services Inc. and Enterprise Leasing Company of Orlando, LLC

Request

Approval of Consent to Sub-Lease between MaxFlight Helicopter Services Inc. and Enterprise Leasing Company of Orlando, LLC (contract #20240441).

Explanation

MaxFlight Helicopter Services Inc. has a current ground rental lease at Kissimmee Gateway Airport (ISM) providing helicopter flight instruction for both domestic and international students, tours, photography and aerial surveying. MaxFlight desires to sublease space to enable Enterprise Leasing Company of Orlando, LLC to provide car rental services to the general public. Enterprise's current lease with Signature Aviation is expiring and will not be renewed. This arrangement allows Enterprise to continue as the second car rental agency at the airport providing 5% of gross sales towards airport revenue.

Recommendation

Approval of Consent to Sub-Lease between MaxFlight Helicopter Services Inc. and Enterprise Leasing Company of Orlando, LLC.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. (S) Consent to Sublease-Maxflight + Enterprise Leasing Company of Orlando, LLC

ITEM 7.D

Second Amendment to Lease for Florida Coach Inc.

Request

Approval of Second Amendment for Ground and Building Lease for Florida Coach, Inc. located at Kissimmee Gateway Airport (contract #20240318).

Explanation

Florida Coach Inc. manufactures and delivers high quality motor coaches at facilities located adjacent to the Airport (former golf course). Florida Coach employs over 100 skilled artisans, engineers, drivers, and mechanics and has plans to expand their operations. In 2020, Florida Coach signed an agreement to lease and redevelop the adjacent property on the Airport by removing the former golf clubhouse and constructing a 15,000 SF facility for manufacturing and storage of motor coaches. Since then, the proposed project has changed to include the renovation of the previous golf clubhouse for offices and construction of two facilities to support the motor coaches. The two facilities will be constructed with the ability to be repurposed as aircraft storage hangars.

This Second Amendment defines those facilities, property boundaries and rent. The City Staff values Florida Coach's operations and commitment to call Kissimmee "home" and recommends amending the lease to support Florida Coach.

Recommendation

Approval of Second Amendment for Ground and Building Lease for Florida Coach, Inc. located at Kissimmee Gateway Airport.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. (S) Second Amendment to 3103 Lease Florida Coach Dr.

ITEM 7.E

Lease purchase agreement between the City of Kissimmee and Axon Enterprise, Inc. for FUSUS – Real Time Crime Center (RTCC) digital platform

Request

Approve the lease purchase agreement between the City and Axon Enterprises, Inc. for access to the FUSUS Program (Contract # 20250337), authorize payments required to be made under the agreement, and execute the agreement with the Mayor's signature.

Explanation

Axon Enterprise, Inc. is the current provider of the FUSUS platform, which consolidates all incoming video streams into a single, user-friendly application. This platform will be utilized by our Real Time Crime Center (RTCC) detectives to monitor and respond to both active incidents and completed events for investigative purposes. The implementation of this program significantly enhances the Police Department's capability to respond to potential active shooter situations in our schools by enabling officers to be swiftly directed to the source through access to all school surveillance cameras. The FUSUS platform provides the city with the opportunity to integrate city-owned cameras into the system, enabling real-time monitoring and response to events occurring on city property and roadways.

The total cost for this agreement is \$848,861.55, which is spread out over a five-year period (FY2026 – 2030). The first payment due is \$169,174.19. Funding for the project has been identified below. We believe this program will greatly enhance the capabilities of the Kissimmee Police Department.

If approved, the Police Department would be able to share our video streams with the Osceola County Sheriffs Office and the St. Cloud Police Department in an effort to create a joint intelligence sharing portal to enhance investigative and police response to active events.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00190707-507171		Increase	169,175.00	169,174.19
00130301-501212		Decrease	169,175.00	

Financial Summary:

In addition to this initial payment of \$169,174.19, future payments will be made over the next 4 years as follows:

FY 2027	\$169,365.46
FY 2028	\$169,740.10
FY 2029	\$170,290.90
FY 2030	\$170,290.90

While the first year's payment will be funded through vacancies in Patrol division's salaries the remaining years will be added to the budget.

Recommendation

Approve the agreement, authorize payments required to be made under the agreement, and execute the agreement with the Mayor's signature.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter:

Attachment(s):

1. (S) Axon Enterprise FUSUS Real Time Crime Center Digital Platform

ITEM 7.F**CentralSquare Technologies annual software maintenance fee for OneSolution Public Safety Software Suite****Request**

Approval of the annual maintenance fee for OneSolution Public Safety Software suite with CentralSquare Technologies in the amount of \$256,071

Explanation

The City currently uses CentralSquare Technologies' Public Sector OneSolution Software suite for its public safety software. Each year, the City pays an annual maintenance fee as part of the City's contract for programming and staff support. The contract price also includes upgrades and new version releases of the software. The current contract #20240380 is perpetual and will continue for as long as the City pays the annual fee. Since this service can only be provided by the software vendor, this is a sole source purchase.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
56060103 504647		Decrease	\$267,000	\$256,071

Financial Summary:

Adequate funds are available in the FY 2026 operating budget for the CentralSquare Technologies annual software maintenance contract.

Recommendation

Staff recommends approval to pay CentralSquare Technologies the annual maintenance fee of \$256,071 as outlined in the approved FY 2025-26 Information Technology operating budget.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Information Technology

Presenter:

Attachment(s):

None

ITEM 7.G

Interlocal Agreement with Osceola County, City of St. Cloud, School Board of Osceola County, and Osceola Legislative Effort, Inc.

Request

Approval of the Interlocal Agreement (contract #20250392) between Osceola County, the City of St. Cloud, the School Board of Osceola County, and Osceola Legislative Effort, Inc. (OLE) for the acquisition of joint lobbying services. The proposed agreement term is October 1, 2025 through September 30, 2027.

Explanation

The purpose of this Interlocal Agreement is to collectively retain professional lobbyist services through OLE to represent the shared legislative interests of Osceola County, the City of St. Cloud, the City of Kissimmee, and the School Board of Osceola County. By joining together, the entities will ensure a unified voice on legislative issues that impact the community, creating a stronger and more effective presence at both the state and federal levels.

The agreement provides that OLE will engage professional lobbyist services for:

- Monitor and advance legislation of interest to the participating entities.
- Develop strategies to address collective legislative concerns.
- Lobby State and Federal officials and agencies on behalf of the entities.
- Provide legislative updates, reports, and presentations.

The total cost of the agreement is \$210,000, with the following contributions:

- Osceola County: \$80,000
- School Board of Osceola County: \$60,000
- City of Kissimmee: \$40,000
- City of St. Cloud: \$30,000

Approval of this agreement will continue the City's participation in a coordinated legislative advocacy effort, ensuring that Kissimmee's interests are represented and protected in Tallahassee and Washington, D.C.

Recommendation

Approval of the Interlocal Agreement and authorize the City Manager to execute the agreement on behalf of the City of Kissimmee.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter:

Attachment(s):

1. (S) - Interlocal Agreement with OC, COK, St. Cloud and OLE
City of Kissimmee

ITEM 7.H

Purchase of annual budgeted computer equipment

Request

Approval to purchase Fiscal Year 2025-26 budgeted servers, personal computers, printers, and associated equipment from the State or National purchasing contracts with the option to purchase directly from a certified reseller or the manufacturer if the price is lower than what is available from applicable contracts.

Explanation

Staff requests approval to purchase budgeted computer equipment from either the state contract or other applicable contracts that meet the City's purchasing requirements with the option to purchase from a certified reseller or directly from the manufacturer if the price is lower than contract pricing. This approach has been standard practice for the City and includes the purchase of computer equipment such as servers, personal computers, printers, and associated equipment as identified in the approved Fiscal Year 2025-26 budget.

To ensure continued standardization of City equipment, the requested computer equipment manufacturer list is as follows: IBM, Dell, Panasonic, Hewlett Packard, Lenovo, Apple, Getac Technology Corporation, Cisco, and Microsoft. The list of manufacturers of printers and scanners is as follows: Hewlett Packard, Dell, Fujitsu, Brother, Zebra, and Contex. The list of manufacturers of the City's standardized equipment is the same as last year.

Recommendation

Staff recommends approval to purchase FY 2025-26 budgeted computer equipment from the approved manufacturer list from the State or other applicable contracts that meet the City's purchasing requirements with the option to purchase directly from a certified reseller or the manufacturer if the price is lower than what is available on applicable contracts.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Information Technology

Presenter:

Attachment(s):

None

ITEM 7.I

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 or junked 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.

All items from the City's Information Technology Department will go to auction via A-1 Assets.

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. October 2025 Asset Disposal

ITEM 7.J

Request for Proposal 2025-012 and Neighborhood Stabilization Program New Construction Agreement - 2W Solutions Construction Corp/DBA 2W Solutions

Request

Approval to accept the response to the Request for Proposal (RFP) 2025-012 and authorize the Mayor to execute the Neighborhood Stabilization Program (NSP) New Construction Agreement between the City of Kissimmee and 2W Solutions Construction Corp/DBA 2W Solutions, contract #20250403.

Explanation

On January 1, 2019, the City Commission approved the purchase of the property located at 219 N Randolph Avenue. The property was purchased with NSP funds and the home was demolished with the intent of constructing a new single family unit with NSP funds.

RFP 2025-012 for Neighborhood Stabilization Program Design-Build Contractor Services was advertised on July 27, 2025 and opened on August 28, 2025. Only one proposal was received — from 2W Solutions Construction Corp/CBA 2W Solutions. The proposal was determined responsive and was accepted. 2W Solutions proposes to build a one-story, four bedroom, housing unit consisting of a total area of approximately 2,376 square ft. The contractor will be responsible for utilizing conceptual and as-built design drawings for the building and site improvements. The amount of NSP funds allocated for the construction of the house is \$245,000. The project completion is estimated to be 180 days.

The completed home will be sold to an income-eligible household earning 80 percent or below of the area median income. When the home reaches at least 80% completion, the City will open an application period and conduct a lottery to determine the order of applicant review. More specifically, each eligible applicant will receive a lottery number. At least three numbers will be selected to ensure back-up options. The selected applicants will be given the opportunity to make an offer on the property in the order drawn. The City will announce the winning lottery numbers to ensure transparency in the process.

Additional purchase assistance may be available from the City and/or other agencies depending on the need to cover financing gaps for qualified buyers.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
15025103-504914	DS2500	Decrease	173,104	
15025106-506191		Decrease	15,118.05	
15025103-503131		Decrease	56,777.95	
15025106-506292		Increase	245,000	

Financial Summary:

City of Kissimmee

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

Recommendation

Accept the Response to the Request for Proposal 2025-012 and authorize the Mayor to execute the Neighborhood Stabilization Program (NSP) New Construction Agreement between the City of Kissimmee and 2W Solutions Construction Corp/DBA 2W Solutions.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter:

Attachment(s):

1. RFP Response - 2WSolutions
2. (S) NSP Agreement for RFP 2025-012 - 219 N Randolph Street

ITEM 7.K

Installation of a cured-in-place stormwater pipe under Westlake Drive

Request

Approval to contract for a cured-in-place pipe lining with SAK Construction, LLC (contract # 20250408) in the amount of \$113,800.

Explanation

The 48" storm pipe located under Westlake Drive has experienced multiple failures at the segment joints causing the ground above to erode and subside in the right-of-way. Because of its depth, location and conveyance requirements, replacing the pipe would be impractical and costly since access to Emerald Pointe must remain open to traffic. This drainage system serves as a major stormwater connection between Buena Ventura Lakes and Bass Slough.

A cured-in-place pipe provides a trenchless rehabilitation method where a resin-impregnated liner is inserted into the existing pipe and then cured in place, creating a new, structurally sound pipe within the old one. This method creates a new, structurally independent pipe within the old pipe, providing strength and integrity. Trenchless pipe lining is a non-invasive process, that avoids the needs for extensive digging and excavation. Purchase is through a piggyback contract with Clay County, Florida. This request has been reviewed and approved by Purchasing along with review and approval by legal.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
40945506-506393	SW2506	Decrease	\$798,759.00	\$113,800.00

Financial Summary:

Sufficient funds are available in the Stormwater Utility Fund in project SW2506.

Recommendation

Approval to contract pipe lining with SAK Construction, LLC in the amount of \$113,800.00.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):

City of Kissimmee

1. (S)Slip-Line Agreement

ITEM 7.L
MBF Mobile Command Vehicle Purchase

Request

Approval to purchase a budgeted new mobile command vehicle scheduled for replacement in FY25/26 and for the Mayor to execute contract #20250416 related to the Mobile Command Vehicle Purchase.

Explanation

The City of Kissimmee Police Department requests Commission authorization to purchase an MBF Industries, Inc. mobile command vehicle for a total cost of \$816,186.00 as a scheduled addition to our fleet. Extensive research was done on mobile command vehicle options and then presented to executive staff within the Department. The MBF Industries, Inc. command vehicle was selected and approved as it best suits our needs and operational requirements, all while staying close to our budgeted cost. Although this will be paid for in this fiscal year, it takes approximately 18–22 months to be manufactured and received by the Department.

The funding for this purchase will come from the fiscal budget and will be assigned a Project Number by the Finance Department. Purchasing this vehicle outright provides cost savings to the City as opposed to leasing options and the service life is expected to exceed 10 years.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00130206 506495	PD26XX		\$816,200	\$816,186
00130203 505259		Decrease	\$66,200	
00130206 506495	PD26XX	Increase		\$66,200

Financial Summary:

The project budget was established at \$750,000. We are proposing to use the fuel expense account to fund the project shortfall.

Recommendation

Approval to purchase a Mobile Command Vehicle using funds from fiscal year 2025/2026 and for the Mayor to execute a contract related to the Mobile Command Vehicle Purchase.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Police

Presenter:

Attachment(s):

1. (S) Mobile Command Center Agreement

ITEM 7.M

Local Government Contribution for Affordable Housing Projects (2025)

Request

Approval to provide local government contribution of \$20,000 for the construction of one or more affordable housing projects and to execute the necessary Local Government Verification of Contribution Forms, if applicable.

Explanation

The Florida Housing Finance Corporation (FHFC) issued a Request for Applications (RFA) 2025-205 under the State Apartment Incentive Loan program (SAIL) Financing of Affordable Multifamily Housing Developments. SAIL provides low-interest loans on a competitive basis to support the development of affordable housing throughout Florida. These funds are intended to bridge the gap between the development's primary financing and the total cost of the development. The application due date is October 27, 2025. FHFC requires these projects to receive a minimum local government contribution of \$20,000 per project in order to be eligible to apply for the SAIL funding.

The City received two (2) funding applications from affordable housing developers, all of which meet the eligibility requirements for affordable housing certification and funding. Below is a summary of the applications:

Project Name	Location	Developer	Number of Units	Unit Breakdown
Dominium Kissimmee Family	2100 Yates Road	Kissimmee Leased Housing Associates V, LLP	192 units	192 @ 60% of AMI
Palmera	2231 Fortune Road	BG Kissimmee Developer 1 LLC	300 units	30 @ 40% and 270 @ 60%

In addition, another developer has approached the City to request a \$75,000 local government contribution. The developer plans to submit an application under RFA 2025-201 under the Housing Credit Financing for Affordable Housing Developments Located in Small and Medium Counties. The RFA due date is November 18, 2025. The minimum required local government contribution is \$460,000; however, the developer is seeking the remaining \$385,000 from Osceola County. Below is a summary of the application:

Project Name	Location	Developer	Number of Units	Unit Breakdown
Enchanted Cove	4153 Enchanted Oaks Cir	HTG Enchanted Cove, LLC	100 units	10 @ 40% and 90 @ 60%

A fourth application in the amount of \$20,000 was received for a project that has already received funding from FHFC, and therefore does not require a signed Local Government Contribution Form. The requested funds are intended to partially assist with building permit fees associated with the project. Below is a summary of the application:

Project Name	Location	Developer	Number of Units	Unit Breakdown
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City of Kissimmee

Kissimmee Cove	0 N Hoagland Blvd	HTG Kissimmee Cove, LLC	73 units	11 @ 30% of AMI, 29 @ 60% of AMI, and 33 @ 70% of AMI
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If all of these projects were to be approved, the City's potential commitment is up to \$135,000. The requested financial contribution will only be granted if the project is successful in securing SAIL/HC funding. In order to increase the likelihood of state approval for each project applying to FHFC, staff recommends moving forward with all three projects. As mentioned before, the fourth project is already being funded by FHFC. The funding to pay for the local government contribution will come from either future SHIP or HOME funding allocations depending on funding availability.

Recommendation

Approval to provide local government contribution of \$20,000 for the construction of one or more affordable housing projects and to execute the necessary Local Government Verification of Contribution Forms, if applicable.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter:

Attachment(s):

1. Affordable Housing Certification Application_Dominium Kissimmee Family
2. (S) Local Government Contribution Form_2025 Dominium - 20K
3. Affordable Housing Application_Palmera
4. (S) Local Government Contribution Form_Palmera - 20K
5. Affordable Housing Certification Application_Enchanted Cove
6. (S) Local Government Contribution Form - 2025 Enchanted Cove -75K
7. Affordable Housing Certification Application_Kissimmee Cove - 20K

ITEM 7.N

Airport Disadvantage Business Enterprise (DBE) / Unified Certification Program (UCP)

Request

Approval of the airport's participation in the Florida Unified Certification Program (UCP) (contract #20250418).

Explanation

The City of Kissimmee / Kissimmee Gateway Airport is required to have a DBE Program to receive Federal Aviation Administration (FAA) funding with the intent of awarding prime contracts which exceed \$250,000 per fiscal year for airport planning or development. The FAA is now requiring that the City be a member of and participate in the Florida Unified Certification Program (UCP) to comply with the USDOT DBE Program. The program ensures DBE companies (certified by the Florida Department of Transportation) are made aware of and have the opportunity to participate in the project bidding process. The Florida UCP maintains an electronic DBE Directory of all firms certified in Florida.

Recommendation

Approval of the airport's participation in the Florida Unified Certification Program (UCP).

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. (S) UCP Unified Certification Program Agreement
2. (S) DBE ISM Small Business Element Program and Form

ITEM 7.O

Space/Use Permit Renewal for Terry's Electric

Request

Renew a Space/Use Permit (SUP) for Terry's Electric, Inc. (contract #20240319).

Explanation

The current Space/Use Permit (SUP) with Terry's Electric for storage on airport property expires on September 30, 2025. They have requested to renew their Space/Use Permit for a period of two years at the current fair market rate.

The new Space/Use Permit will be effective October 1, 2025, through September 30th, 2027. The monthly rent explanation for the SUP is $87,120 \text{ SF} \times \$0.21 = \$18,295.26 + \$1,372.14$ (7.5% sales tax) = \$19,667.40, monthly = \$1,638.95.

Recommendation

Renew a Space/Use Permit (SUP) for Terry's Electric, Inc.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. (S) Terry's Electric Space Use Permit 2027

ITEM 7.P

License Agreement Between Kissimmee Gateway Airport and Florida Department of Transportation

Request

Approval of License Agreement (contract #20250384) between Kissimmee Gateway Airport and the Florida Department of Transportation to support emergency response team activities.

Explanation

The Florida Department of Transportation desires to establish an agreement to use a 10-acre parcel of the Kissimmee Gateway Airport on a temporary basis in the event of an emergency. The site would provide space to use as a “basecamp” to support personnel, equipment, materials, etc., during a declared state of emergency issued by the Governor or President. The Agreement does not hold the City/Airport liable during the use and the site will be restored when the use is completed.

Recommendation

Approval of License Agreement between Kissimmee Gateway Airport and the Florida Department of Transportation to support emergency response team activities.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport

Presenter:

Attachment(s):

1. (S) License Agreement by and Between City of Kissimmee and Florida Department of TransportationV2

ITEM 7.Q

Tyler Software Service Agreement

Request

Approval of the annual Software as a Service (SaaS) payment to Tyler Technologies for the amount of \$599,742.50

Explanation

In 2018, the City acquired Tyler Technologies' Enterprise Resource Planning (ERP) and Enterprise Permitting and Licensing (EP&L) software suites. In October 2024, the Commission authorized the transition from the original on-premise deployment to a cloud-based Software as a Service (SaaS) model.

This item seeks approval for the second annual payment under the SaaS agreement for fiscal year 2025-26 in the amount of \$599,742.50. The annual fee includes comprehensive coverage for software access, server infrastructure, cybersecurity measures, and data backup and recovery services.

The City retains full ownership of its data and the perpetual software license originally purchased. Per the terms of the agreement, years two and three will automatically renew.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10460103 505456	N/A	Decrease	\$ 588,000	\$ 599,742.50

Financial Summary:

The City is exercising the option in this agreement to renew automatically for two additional years with an annual increase not to exceed 5% per year. There is currently \$97,000 remaining in this FY25 budget line item which will be carried forward to make up the difference in the FY26 budget and to allow additional licenses for the future.

Recommendation

Approval of Year Two SaaS Payment for Tyler Technologies ERP and EP&L Suites in the amount of \$599,742.50

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Information Technology

Presenter:

Attachment(s):

None

ITEM 7.R

Temporary Space Use Agreement – Carroll Street/Thacker Avenue Parcel

Request

Approval of a Space Use Permit agreement between the City of Kissimmee and Harris-McBurney Company (Contract #20250417) for the temporary use of a City-owned property located off Carroll Street and Thacker Avenue (0 N Thacker Avenue) for material and equipment storage related to a Toho Water Authority project.

Explanation

Harris-McBurney Company, a contractor performing work for Toho Water Authority, has requested to lease a portion of the City's vacant property located at 0 N Thacker Avenue, Kissimmee, FL 34741 (Parcel ID: 08-25-29-0000-0010-0000) for temporary use as a laydown and storage yard to support active infrastructure work in the area.

The permitted area is approximately 200 feet by 200 feet (equivalent to 40,000 square feet). The term of the agreement is 120 days, from October 8, 2025, through February 8, 2026. Monthly rent is calculated at a rate of \$0.18 per square foot per year, totaling \$600 per month. Should the contractor need additional time, an extension clause is included, with approval at the City Manager's discretion, provided it does not interfere with City operations.

The use is limited to open storage of materials and equipment directly associated with a Toho Water Authority project. The agreement also includes requirements for insurance coverage, site maintenance, and compliance with City provisions.

Recommendation

Approval of the Space Use Permit agreement between the City of Kissimmee and Harris-McBurney Company for temporary use of City property located at 0 N Thacker Avenue.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) Space Use Agreement _ 0 N Thacker Ave

ITEM 7.S

Design Services Agreement for the City of Kissimmee Emergency Operations/Communications Center & Parking Garage

Request

Approval of a Professional Services Agreement with JL2 Architecture, Inc. Contract #20250365 for full architectural and engineering design services related to the new Emergency Operations Center (EOC), Communications Center and Parking Garage (RFQ2025-001), in the amount of \$1,992,000.00.

Explanation

The City of Kissimmee intends to construct a new EOC, Communications Center, Parking Garage, and Evidence Forensics Facility adjacent to the existing City of Kissimmee Police Department at 8 North Stewart Avenue, Kissimmee, FL. The program includes an approximately 15,000-square-foot EOC/Communications facility, a parking garage with capacity for about 250 vehicles, and a new Evidence Forensics facility. All facilities will be designed as Risk Category IV hardened structures in compliance with the Florida Building Code.

Following the selection process under RFQ2025-001 and subsequent scoping meetings, JL2 Architecture submitted a proposal dated August 3rd, 2025, for a fixed fee of \$1,992,000.00. The proposal includes architectural, interior design, civil, geotechnical, landscape, irrigation, surveying, environmental, structural, mechanical, electrical, plumbing, fire protection, security, and communication engineering services.

The design scope covers all project phases: planning, schematic design, design development, construction documents, bidding, and construction administration. JL2 Architecture will lead the garage and EOC design and complete construction documentation for the Forensics Facility in coordination with Harvard Jolly | PBK Architects.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
36030406-506292	PD2512	Decrease	\$1,992,000.00	\$1,992,000.00

Financial Summary:

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

Recommendation

Approval of a Professional Services Agreement with JL2 Architecture, Inc. for architectural and engineering design services related to the EOC and parking garage, in the amount of \$1,992,000.00, and authorization for the City Manager or delegate to execute any related documents and change orders as necessary to complete the project.

City of Kissimmee

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) jL2 Building and Prefab Parking Garage Agreement
2. RFQ2025-001 Kissimmee EOC jL2 PROPOSAL

ITEM 7.T

Kissimmee Mill Run Park Fire Station – Construction Manager At Risk, Guaranteed Maximum Price Addendum with CORE Construction

Request

Request approval of the Guaranteed Maximum Price Addendum with CORE Construction, and authorization to replace Exhibit “C,” which was originally included as a placeholder in the Construction Manager at Risk contract (#20250225), with the finalized Exhibit “C” establishing the GMP for the new Kissimmee Fire Department Mill Run Park Fire Station.

Explanation

On March 4, 2025, the City Commission approved an Agreement with CORE Construction to provide Construction Manager at Risk (CMAR) services for the new KFD Mill Run Park Fire Station, along with a Pre-Construction Services Addendum in the amount of \$38,118. That Agreement included Exhibit “C” as a placeholder to be replaced once the Guaranteed Maximum Price (GMP) was finalized.

CORE Construction, in collaboration with The Lunz Group and City staff, has completed pre-construction services and submitted a final GMP proposal, dated August 7, 2025, for the construction of the Mill Run Park Fire Station. The value of the GMP is \$10,611,211, which covers all labor, equipment, materials, and supervision required to complete the project. Approval of this item will formally replace the placeholder Exhibit “C” of the CMAR contract with the finalized Exhibit “C,” establishing the GMP and authorizing CORE Construction to proceed with construction.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
36035106-506292	FD2528	Decrease	\$12,361,882	\$10,611,211

Financial Summary:

Adequate funding is readily available in the account listed above.

Recommendation

Approval of the Guaranteed Maximum Price Addendum with CORE Construction for the Mill Run Park Fire Station project. Authorization for the City Manager or designee to execute any related documents and change orders necessary to carry out the terms of this agreement.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) Kissimmee Mill Run Fire - Exhibit C - GMP (CORE signed)
2. KFD Mill Run Fire Station CMAR Contract
3. Kissimmee Mill Run Fire Station GMP

ITEM 8.A

(VSCRA) RFQ #2025-005 - Request to Negotiate with Qualified Respondent to Acquire and Redevelop the Kmart Site, 2211 W. Vine Street.

Request

Approval of the recommended selection of CapStrata and Hedrick Brothers Development (Vine Street Redevelopment, LLC) as the Master Developer for RFQ #2025-005, Kmart Site Redevelopment, and authorize staff to proceed with negotiations pursuant to a Master Development Agreement.

Explanation

On May 5, 2025, the Purchasing Division advertised RFQ #2025-005, Kmart Site Redevelopment, through the Orlando Sentinel, DemandStar, and VendorLink. DemandStar notified 436 vendors, with 61 downloading the solicitation package. VendorLink notified 587 vendors, with 58 downloading the package.

The solicitation closed on July 22, 2025. Responses were opened publicly, and copies were made available at the opening as well as electronically to all vendors. The RFQ sought a qualified Master Developer to transform the former Kmart property and surrounding Vine Street corridor into a catalytic mixed-use redevelopment. Objectives outlined in the RFQ included:

- Advancing the City's vision for a vibrant, walkable corridor.
- Incorporating residential, retail, and community-oriented uses.
- Integrating recreational amenities to strengthen the corridor as a destination.
- Supporting economic vitality and long-term redevelopment goals

Following evaluation of qualifications and developer presentations, a committee consisting of representatives from the City Manager's Office, Economic Development, Development Services, Finance, Vine Street CRA, Orlando Economic Partnership, and East Central Florida Regional Planning Council, selected CapStrata and Hedrick Brothers Development as the recommended team. Their proposal, through Vine Street Redevelopment, LLC, envisions a comprehensive transformation of the site including:

- Approximately 630 new residential units.
- Over 51,000 square feet of retail and commercial space.
- A 73,400 square foot indoor sports facility to serve as an anchor destination.

The proposed plan aligns with the City's redevelopment goals for the Vine Street corridor by introducing a mix of housing, commerce, and recreation that activates the site, supports future investment, and enhances the overall community.

Upon Commission approval, Purchasing will issue the award, notify the respondents, and post results on DemandStar and VendorLink.

Recommendation

Approve the selection of CapStrata and Hedrick Brothers Development (Vine Street Redevelopment, LLC) as the Master Developer for RFQ #2025-005, Kmart Site Redevelopment, and authorize staff to proceed with negotiations pursuant to a Master Development Agreement.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development

Presenter: David Rodriguez

Attachment(s):

1. RFQ2025-005 Kmart Site Redevelopment Project
2. RFQ2025-005 Scoresheets
3. CapStrata
4. SkyView
5. Wendover Housing Partners
6. FINAL RFQ2025-005 - Kmart Site Redevelopment - Presentation

ITEM 8.B

(VSCRA) Agreement with Cross Construction Services, Inc. for demolition of the former Big Lots and Kmart buildings at 2211 W. Vine Street.

Request

Approve the agreement with Cross Construction Services, Inc. (contract #20250410) for demolition services at 2211 W. Vine Street for an amount not to exceed \$561,173.60, with authorization for the City Manager to add any alternates if required.

Explanation

The Vine Street Community Redevelopment Agency (VSCRA) requires demolition services, including debris disposal and site preparation, for the former Big Lots and Kmart property located at 2211 W. Vine Street. In 2020, the City of Orlando competitively bid and awarded Contract #IFB20-0448 to Cross Construction Services, Inc. On August 26, 2024, the City of Orlando exercised an option to extend this Master Contract for an additional twelve months under the same terms, conditions, and pricing.

Pursuant to Chapter 287, Florida Statutes, and Section 4.3.1.1 of the City's Purchasing Code, the VSCRA may procure goods and services through intergovernmental cooperative purchasing when it is in the VSCRA's best interest. Staff determined that leveraging the existing Orlando contract is both economically advantageous and efficient. Cross Construction Services has submitted a proposal (dated July 14, 2025) outlining the demolition scope of work, which includes:

- Demolition of masonry structures (slabs and footers to remain)
- Temporary fencing installation and rental

Add alternates:

- Concrete slab & foundation removal
- Imported fill dirt
- Seeding/overseeding
- Pre-demolition asbestos survey

The combined base scope and alternates total \$561,173.60. Services will be performed in accordance with the agreement between the VSCRA and Cross Construction Services, Inc.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10722206-506393	CR2505	Decrease	300,000	300,000
10722206 506393		Decrease	450,000	261,173.60

Financial Summary:

The VSCRA has programmed funds for this request in the Capital Improvement Plan in the Improvements Other Than Buildings account.

Recommendation

Approve the agreement with Cross Construction Services, Inc. for demolition services at 2211 W. Vine Street in an amount not to exceed \$561,173.60, with authorization for the City Manager to approve add alternates if required, Contract # 20250410.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development

Presenter: David Rodriguez

Attachment(s):

1. (S) Agreement between VSCRA and CCS (Piggyback w. Orlando) signed by CCS

ITEM 8.C

Prospera Annual Presentation and Approval of the FY2025-2026 Funding Agreement

Request

Approval of contract # 20250373 with Prospera for FY 2025-2026 to fund business assistance services.

Explanation

The City of Kissimmee has a partnership with Prospera to advance small businesses in the community through bilingual services. Prospera offers bilingual training, support, and resources to help small businesses thrive and contribute to community prosperity. They provide seminars and learning sessions in Spanish at no cost to participating businesses. With a physical location in Kissimmee, local small businesses and entrepreneurs can access free consulting and technical assistance. Last month, Prospera concluded the sixth edition of the Osceola County Providers Academy, where 24 local business owners successfully completed the program and are now better positioned to secure government contracts.

A Prospera representative will present information about the program and be available for any questions.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00122103-503434		Decrease	20,000	20,000

Financial Summary:

The cost of this agreement is \$20,000 and is allocated to the Other Contract Services account.

Recommendation

Approval of the Prospera FY 2025-2026 Agreement.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development
Presenter: David Rodriguez

Attachment(s):

1. 2025 Prospera_Updated_ City of Kissimmee Presentation
2. (S) Prospera COK Agrmt FY25 26 signed by Pros
City of Kissimmee

ITEM 8.D

Agreement between the University of Central Florida Research Foundation through the National Entrepreneur Center and the City of Kissimmee for FY 2026

Request

Approve agreement # 20250382 for the University of Central Florida Research Foundation, the National Entrepreneur Center and the City of Kissimmee.

Explanation

This Agreement is a partnership with the University of Central Florida Research Foundation, on behalf of the National Entrepreneur Center (NEC), and the City of Kissimmee. The NEC will provide advanced business educational workshops and guide small businesses to the myriad of regional resources available via the Central Florida (CFL) Bizlink platform — including the development of customized personal action plans, along with mentoring/coaching companies on all importing or exporting topics via the CFL International Trade Office (CFITO). Through this agreement, CFITO is also committed to assisting the Kissimmee Gateway Airport in efforts to expand international trade opportunities.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00122103 - 503434		Decrease		10,000

Financial Summary:

Funds are allocated in the Economic Development 2026 Budget.

Recommendation

Approve the agreement between the City of Kissimmee and the University of Central Florida, and the National Research Foundation.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development
Presenter: David Rodriguez

Attachment(s):

1. 2025 NEC Presentation
2. (S) NEC signed agreement 2025-2026

City of Kissimmee

ITEM 8.E

Amendment to the Economic Development Incentives

Request

Request to approve an amendment to the Economic Development incentives offered by the City of Kissimmee to target industry enterprises seeking to expand or relocate in the city, including the Medical Arts District (MAD) incentives, and the Aerospace Advancement Initiative incentives.

Explanation

The City of Kissimmee is committed to strengthening its position as a premier business destination in Central Florida. While our community already offers a strategic location, a skilled workforce, and a high quality of life, it is essential that we continually evaluate and adjust our business incentives to remain competitive in an evolving regional marketplace. Target industry enterprises exploring relocation or expansion opportunities often compare multiple jurisdictions, and incentives play a critical role in their decision-making process. By amending our incentive programs to better align with industry standards and regional benchmarks, Kissimmee can more effectively compete for high-value projects that bring quality jobs, capital investment, and long-term economic growth.

Enhancing our incentive offerings will not only improve Kissimmee's ability to attract businesses within our targeted industries—such as aviation/aerospace, advanced manufacturing, healthcare, and technology—but also reinforce our reputation as a city that is open for business.

The City seeks to accomplish the following objectives:

1. Regional Competitiveness – Align Kissimmee's incentive offerings with those provided by neighboring jurisdictions to ensure that the City can effectively compete for targeted industry projects considering relocation or expansion within Central Florida.
2. Performance-Based Structure – Transition incentives toward a performance-based framework, whereby benefits are disbursed only after companies have met established benchmarks, such as completing their capital investments and creating new jobs. This approach ensures accountability and maximizes the return on public investment.
3. Budget Certainty – Structure incentives in a way that provides greater predictability regarding the City's financial commitments. By tying incentives to measurable outcomes and defined thresholds, the City can more accurately forecast its obligations and safeguard fiscal stability. These adjustments will position the City of Kissimmee to attract high-quality investment, support job creation, and responsibly manage public resources while enhancing its long-term competitiveness as a business destination.

Recommendation

Approval of amendments to the Economic Development incentives offered by the City of Kissimmee to target industry enterprises seeking to expand or relocate in the city.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development

Presenter: David Rodriguez

City of Kissimmee

Attachment(s):

1. Summary of incentives_Actual vs Proposed 10.1

ITEM 8.F

Legislative Priorities 2025-2026

Request

Discussion and approval of the proposed Legislative Priorities 2025-2026

Explanation

Each year, the City Commission approves the Legislative Agenda for the upcoming session. This agenda will outline the priorities for the City's lobbying team at the state and federal level. While the proposed priorities are attached, the list may be amended based on the activities and/or actions potentially impacting Kissimmee.

The attached priorities have been identified as projects in need of funding or legislative support.

Recommendation

Staff recommends approval of the proposed legislative priorities.

REQUESTED CITY COMMISSION ACTION:

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. Legislative_Priorities_2026 Summary

ITEM 8.G

Commission Travel Authorization

Request

Approval of Commission travel request and any associated costs, such as hotel accommodations, travel expenses, meals and mileage, in accordance with the City Commission policy.

Explanation

The Federation of Mayors of Puerto Rico has extended an official invitation to the City of Kissimmee, specifically Mayor Jackie Espinosa, Commissioner Noel Ortiz, and the City Manager, to participate in the Puerto Rico Mayors Summit 2025. This three-day forum will convene mayors, municipal officials, legislators, and private sector partners to share best practices, strengthen municipal management, and explore collaborative opportunities.

The Summit offers a series of workshops, conferences, and panel discussions addressing key issues in municipal administration, including recovery from disasters, municipal finance, ethics and transparency, crisis communications, and federal funding opportunities. The event will take place October 31 - November 2, 2025.

Recommendation

Approval of travel requests and any associated costs, such as hotel accommodations, travel expenses, meals and mileage.

REQUESTED CITY COMMISSION ACTION:

Commission Direction

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. Puerto Rico Mayors Summit 2025 10.31.25_11.02.2025
2. Letter of Invitation to Mike Steigerwald_Puerto Rico Mayors Summit 2025
3. Letter of Invitation to Noel Ortiz