MEETING AGENDA
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, NOVEMBER 18, 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 Heart of Florida United Way Presentation

3.B Swearing in of 8 New Firefighters

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

4.A Public Hearing — Final Reading — Proposed Ordinance #25-18 — Amending the Future Land Use Map designation from Recreational (REC) to Institutional (INST): 2001 Yates Rd. Future Land Use Map Amendment - LUPA-25-0003

4.B Public Hearing — Final Reading - Proposed Ordinance #25-19 — Amending the Zoning Map designation from Open Space (OS) to Planned Unit Development (PUD): 2001 Yates Rd. Rezoning - PUD-25-0014

5. PUBLIC HEARINGS

5.A Public Hearing - Pain Management License for Avita Pharmacy at 1080 Kevstin Dr., Suite B

5.B Public Hearing - Pain Management License for Kissimmee Pharmacy at 905 W Oak St.

5.C Public Hearing - Adoption of Resolution to Amend the City's FY24-25 Operating Budget

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 November 4, 2025 meeting

7.B Sponsorship from Toho Water Authority for the City of Kissimmee 2026 Festival Series

7.C City Hall Elevators Modernization

7.D Resolution Approving an Affordable Housing Development Consistent with Florida Statutes 166.04151(6)

7.E Supplemental Agreement No. 3 for Connect Kissimmee Project

- 7.F Resolution Requesting Florida's Support for the Development and Enhancement of Customs and Border Protection (CBP) Services at Kissimmee Gateway Airport
- 7.G Piggyback Agreement for Rapid Response Infrastructure Services
- 7.H Approval to Adjust the Fiscal Year 2024-2025 Budget
- 7.I Accept Patrol K-9 from the Plantation Police Department for $1.00
- 7.J Approval to Adjust the Federal Law Enforcement Fund Reserves for Fiscal Year 2025-2026 Budget

8. DISCUSSION ITEMS

- 8.A Advisory Board Vacancies: Board of Adjustment, Planning Advisory Board and Affordable Housing Advisory Committee
- 8.B Toho Water Authority Board Appointment

9. HEAR CITY OFFICIALS

- 9.A CITY MANAGER
- 9.B CITY ATTORNEY
- 9.C CITY COMMISSION

10. ADJOURNMENT

In accordance with Florida Statutes 286.105: Any person wishing to appeal any decision made by the City Commission with respect to any matter considered at such meeting or hearing will need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is made.

In accordance with Florida State 286.26, persons needing assistance to participate in any of these proceedings should contact the Office of the City Clerk, 101 Church Street, Kissimmee, Florida, (407) 518-2309.

ITEM 3.A
Heart of Florida United Way Presentation

Request

Presentation by Heart of Florida United Way representatives Jeff Hayward, President and CEO, and Kelley Astro, Senior Vice President of Community Impact.

Explanation

Heart of Florida United Way (HFUW), in partnership with the School District of Osceola County, Orange Blossom Family Health, Rollins College, the University of Central Florida, and the Boys and Girls Clubs of Central Florida, leads the Flagship Community School Initiative.

This model transforms schools into central community hubs, providing wraparound services to students and families, including health care access, after-school enrichment, tutoring, family engagement workshops, and wellness programs. The initiative aims to improve student achievement, increase graduation rates, and enhance community well-being through long-term collaborative partnerships.

HFUW has provided a presentation outlining the program's impact, structure, and services offered through community school partnerships within Osceola County.

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):
1. HFUW CS-City of Kissimmee Board Meeting 2025

ITEM 3.B
Swearing in of 8 New Firefighters

Request

For a swearing in ceremony for eight new firefighters to be held before Commission.

Explanation

The Fire Department hired eight new employees to fill current openings. These employees have completed an extensive orientation and have now been assigned to a shift and station.

KFD requests that these employees be sworn in before the City Commission to reflect the professionalism and respect their jobs deserve. This will also allow the Commissioners an opportunity to meet the new firefighters who will be serving this City.

The firefighters to be sworn in are:

Firefighter Craig Bronson
Firefighter Sergio Sandoval
Firefighter Jackson Campbell
Firefighter Ryan Womble
Firefighter Nelson Alvarez
Firefighter Joshua Nelson
Firefighter Ryan Dennington
Firefighter Anthony Gonzalez

Department: Fire
Presenter: James Walls

Attachment(s):
1. (S) Oath of Office - Bronson
2. (S) Oath of Office - Sandoval
3. (S) Oath of Office - Campbell
4. (S) - Oath of Office - Womble
5. (S) - Oath of Office - Alvarez
6. (S) - Oath of Office - Nelson
7. (S) - Oath of Office - Dennington
8. (S) - Oath of Office - Gonzalez

ITEM 4.A
Public Hearing — Final Reading — Proposed Ordinance #25-18 — Amending the Future Land Use Map designation from Recreational (REC) to Institutional (INST): 2001 Yates Rd. Future Land Use Map Amendment - LUPA-25-0003

Request

Request approval of a Future Land Use Map Amendment to change the Future Land Use Map designation from Recreational (REC) to Institutional (INST) on approximately 13.12 acres of land on Parcel IDs: 18-25-29-0000-0180-0000 and 18-25-29-0000-0185-0000.

Explanation

Currently these parcels are owned by Osceola County and are vacant, except for a portion of the Shingle Creek Regional Park Trail on the eastern side which will not be impacted by the proposed development. This proposed Future Land Use Map Amendment is being applied for alongside a Zoning Map Amendment (PUD-25-0014). Osceola County wants to establish vital services for the community including an emergency resource center and senior housing. This community-oriented development will consist of approximately 2.5 acres of senior housing and a 10,000 square-foot center that will focus on a range of essential services such as medical and dental care, clothing distribution and hotel voucher assistance. The proposed PUD establishes development and design standards, as well as phasing for the project.

This Future Land Use Map Amendment to Institutional (INST) land use will provide consistency and compatibility with the parcel's proposed Planned Unit Development (PUD) Zoning designation. The intent of the Institutional Future Land Use is to accommodate existing public and semi-public services including: governmental administration buildings; educational institutions; hospital facilities and supportive health care units; arts and cultural or civic facilities; essential public services and facilities (excluding major utilities); and other similar activities. The purpose of the PUD Zoning is intended to serve the public interest and encourage land use and housing diversity, efficiency and open spaces. PUD's conserve the natural amenities of the land by encouraging the preservation of scenic and functional open space while providing maximum opportunity for innovative site planning concepts to create pleasing living environments. (Land Development Code Section 14-4-8(A)).

<u>FINDINGS AND REASONS</u>

1. Compliance with Comprehensive Plan Future Land Use Policy 1.2.6.1, Institutional (INST), which is intended to accommodate existing public and semi-public services including: governmental administration buildings; educational institutions; hospital facilities and supportive health care units; arts and cultural or civic facilities; essential public services and facilities (excluding major utilities); and other similar activities. Development and redevelopment projects within this future land use designation may be built with an intensity of up to 2.0 FAR. The Land Development Code shall implement specific development considerations for this future land use designation. Land uses such as places of worship, cultural or civic centers, and other similar public or private not-for-profit uses may be included within this land use designation.
2. Compliance with Land Development Code Section 14-3-26, Comprehensive Plan text and Map Amendments, in regards to the submittal and review procedures and criteria to support an amendment.
3. Compliance with Comprehensive Plan Policy 1.2.6 in maintaining land resources for institutional facilities and services. The sites shall also fulfill the unique site requirements

included in respective functional plans and shall be respective to the needs identified in related demographic and supportive needs analysis.
4. Compliance with Comprehensive Plan Policy 6.1.2.3 in maintaining the Shingle Creek Regional Multiuse trail.

Recommendation

Approve the Final Reading of Proposed Ordinance #25-18.

The Development Review Committee (DRC) recommended approval on September 26, 2025.

The Planning Advisory Board recommended denial by a vote of 4-0 on November 5, 2025.

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

Approve

Department: Development Services
Presenter: Ryan Altizer

Attachment(s):
1. LUPA-25-0003 Aerial Map
2. LUPA-25-0003 Vicinity Map
3. LUPA-25-0003 Site Data Table
4. (S) LUPA-25-0003 Yates Road Proposed Ord 25-18
5. LUPA-25-0003 CC Ad
6. LUPA-25-0003 DRC Comments
7. LUPA-25-0003 Supporting Documents

ITEM 4.B
Public Hearing — Final Reading - Proposed Ordinance #25-19 — Amending the Zoning Map designation from Open Space (OS) to Planned Unit Development (PUD): 2001 Yates Rd. Rezoning - PUD-25-0014

Request

Request approval of a Zoning Map Amendment to change the Zoning Map designation from Open Space (OS) to Planned Unit Development (PUD) on approximately 13.12 acres of land on Parcel IDs: 18-25-29-0000-0180-0000 and 18-25-29-0000-0185-0000.

Explanation

Currently, these parcels are owned by Osceola County and are vacant, except for a portion of the Shingle Creek Regional Park Trail on the eastern side which will not be impacted by the proposed development. This proposed Planned Unit Development (PUD) is being applied for alongside a Future Land Use Map Amendment (LUPA-25-0003). Osceola County wants to establish vital services for the community including an emergency resource center and senior housing. This community-oriented development will consist of approximately 2.5 acres of senior housing and a 10,000 square-foot center that will focus on a range of essential services such as medical and dental care, clothing distribution and hotel voucher assistance. The proposed PUD establishes development and design standards, as well as phasing for the project.

This Zoning Map Amendment will provide consistency and compatibility with the parcel's proposed Institutional (INST) Future Land Use designations. The intent of the Institutional Future Land Use is to accommodate existing public and semi-public services including: governmental administration buildings; educational institutions; hospital facilities and supportive health care units; arts and cultural or civic facilities; essential public services and facilities (excluding major utilities); and other similar activities. The purpose of the PUD Zoning is intended to serve the public interest and encourage land use and housing diversity, efficiency and open spaces. PUD's conserve the natural amenities of the land by encouraging the preservation of scenic and functional open space while providing maximum opportunity for innovative site planning concepts to create pleasing living environments. (Land Development Code Section 14-4-8(A)).

<u>FINDINGS AND REASONS</u>

1. Compliance with Comprehensive Plan Future Land Use Policy 1.2.6.1, Institutional (INST), which is intended to accommodate existing public and semi-public services including: governmental administration buildings; educational institutions; hospital facilities and supportive health care units; arts and cultural or civic facilities; essential public services and facilities (excluding major utilities); and other similar activities. Development and redevelopment projects within this future land use designation may be built with an intensity of up to 2.0 FAR. The Land Development Code shall implement specific development considerations for this future land use designation. Land uses such as places of worship, cultural or civic centers, and other similar public or private not-for-profit uses may be included within this land use designation.
2. Compliance with Land Development Code Section 14-3-28, Zoning Map Amendment to planned unit development, in regards to the submittal and review procedures and criteria to support an amendment.
3. Compliance with Land Development Code Section 14-4-8(A), Planned Unit Development (PUD) Zoning District which is intended to serve the public interest and encouraging land use and housing diversity, efficiency, open spaces and site planning. They allow for diversification

of uses (where mixed-use is allowed), housing types and open spaces when not in conflict with abutting properties. They reduce facility improvement and maintenance costs through a more efficient use of land and a smaller network of utilities and streets than is possible through application of conventional site design controls. Also, PUD’s conserve the natural amenities of the land by encouraging the preservation of scenic and functional open space while providing maximum opportunity for innovative site planning concepts to create pleasing living environments.

4. Compliance with Comprehensive Plan Policy 1.2.6 in maintaining land resources for institutional facilities and services. The sites shall also fulfill the unique site requirements included in respective functional plans and shall be respective to the needs identified in related demographic and supportive needs analysis.
5. Compliance with Comprehensive Plan Policy 6.1.2.3 in maintaining the Shingle Creek Regional Multiuse trail.

Recommendation

Approve the Final Reading of Proposed Ordinance #25-19 with Conditions.

The Development Review Committee (DRC) recommended approval on September 26, 2025 with conditions.

The Planning Advisory Board recommended denial by a vote of 4-0 on November 5, 2025

CONDITIONS:

1. Approval of the proposed PUD is dependent on the approval of the Future Land Use Map Amendment, LUPA-25-0003.
2. A separate Site Plan submittal will be required to be submitted for review consistent with the standards set forth in this Planned Unit Development (PUD).
3. A Final Plat to combine the parcels into one parcel is strongly advised so as to ensure that shared infrastructure in the future be under the same ownership.
4. Any change to the Conceptual Plan is subject to the amendment standards in LDC Section 14-3-28.G.

REQUESTED CITY COMMISSION ACTION:

Approve w/Conditions

Department: Development Services
Presenter: Ryan Altizer

Attachment(s):

1. PUD-25-0014 Aerial Map
2. PUD-25-0014 Vicinity Map
3. PUD-25-0014 Site Data Table
4. (S) PUD-25-0014 2001 Yates Rd Proposed Ord 25-19
5. PUD-25-0014 CC Ad
6. PUD-25-0014 DRC Comments
7. PUD-25-0014 Supporting Documents

ITEM 5.A
Public Hearing - Pain Management License for Avita Pharmacy at 1080 Kevstin Dr., Suite B

Request

Approval of a Pain Management License for Avita Pharmacy located at 1080 Kevstin Dr., Suite B.

Explanation

The City adopted the Pain Management License Ordinance at the June 26, 2012 City Commission meeting. The Ordinance included exemptions to the license requirement for pharmacies that meet any one of the exemption criteria. If a pharmacy does not meet any of the exemptions, a pain management license is required to prescribe or dispense any Schedule II controlled substances.

Avita Pharmacy requests approval of a pain management license (CU-25-0010) for its pharmacy business located at 1080 Kevstin Dr., Suite B. The Development Review Committee (DRC) review of the license confirmed that the pharmacy use is a permitted use under the property's Mixed Use Urban Corridor (T5-U) Zoning designation. The staff recommendation for approval include the general conditions established from the Ordinance.

<u>FINDINGS AND REASONS</u>:

1. Compliance with Chapter 10, Article VIII of the City's Code of Ordinances for Pain Management Establishments and Pharmacies.
2. Compliance with the review criteria for pain management licenses in Section 10-464 of the Pain Management Establishments and Pharmacies Ordinance.
3. Compliance with the allowable uses as outlined in Table 5-1, Section 14-5-6A of the Land Development Code as pharmacies are allowed within the T5-U Zoning District.
4. Compliance with Comprehensive Plan Future Land Use Element Policy 1.2.9.3, the Mixed Use Vine (MU-V) Future Land Use designation. The MU-V Future Land Use Land use designation facilitates diverse housing options, retail, and land professional offices.

Recommendation

Approval of a Pain Management License for Viva Pharmacy, subject to conditions.

The Development Review Committee (DRC) recommended approval on September 2, 2025, subject to conditions.

<u>CONDITIONS</u>:

1. A criminal background check of all owners, operators, or any other party with a proprietary interest in the establishment is required in order to provide assurances that such persons have no criminal convictions, including, but not limited to, convictions under F.S. Ch. 893, within the last 10 years.
2. The pharmacy shall only dispense any Schedule II substances, as defined in Section 10-408 of the Pain Management Ordinance, between the hours of 9:00 a.m. to 7:00 p.m.
3. Each pain management clinic or pharmacy shall be registered separately for each location within the City regardless of whether each clinic or pharmacy is operated under the same business name or management as another clinic or pharmacy.

4. Each application for a pain management clinic or pharmacy shall disclose each owner and operator of such clinic or pharmacy, and individual principals of any entity that owns such clinic or pharmacy.
5. The pain management clinic or pharmacy shall not limit the form of payment for goods or service to cash only.
6. The pain management clinic or pharmacy shall not accept cash for payment of goods and services associated with the prescribing or dispensing of Schedule II substances except for insurance co-pays, coinsurance, or deductibles.
7. The pharmacy shall have a state licensed pharmacist physically on-premises at all times during all hours of operation.
8. The pharmacy shall post a copy of all licensed pharmacists' licenses.
9. The pharmacy shall require a valid state/federal photo identification or passport to identify the patient or, in the case of a minor, parent or legal guardian's similar identification, prior to the dispensing of any Schedule II substances.
10. The pharmacy shall not dispense more than a 30-day supply of any Schedule II substance provided the patient's valid identification is from the state of Florida. For any patient whose valid identification is outside the state, the pharmacy shall not dispense more than a 72-hour supply of any Schedule II substances.
11. A pharmacy may also dispense up to a 30-day supply of any Schedule II substances provided the patient presents a valid photo identification and a utility bill that is not older than 3 months, that is in the name of the patient or patient's spouse and that shows a city address.
12. The pharmacy shall maintain a legible copy of the prescriptions for Schedule II substances as defined by Section 10-408 of the Pain Management Ordinance, the patient's photo identification for each prescription dispensed or delivered, and the utility bill, if applicable. The records must be maintained for a minimum of 2 years. Such records shall be available for inspection and copying by the law enforcement agencies, as permitted by F.S. § 893.07, for a minimum of 2 years.
13. The delivery, including mail order delivery, of all Schedule II substances shall be prohibited except to any facility licensed under F.S. Ch. 400 or 429; any address located within the City boundaries and listed on the patient's valid photo identification; or an address listed within the City boundaries on the utility bill for the patient or the patient's spouse, if applicable.
14. Provide a monthly summary report to the Kissimmee Police Department for all Schedule II substances, as defined in Section 10-408 of the Pain Management Ordinance, that have been dispensed by this facility. The monthly report shall be provided by the 7th day of each month for the previous month.
15. The pain medication license shall be issued for a period of 1 year. This license must be renewed annually, subject to a $200 fee, and approved by the City Manager or designee. The amount of the renewal fee may be modified by resolution of the City Commission after a public hearing.
16. A pain management license shall not be transferable. Any change in ownership shall require the new owner to reapply for a new license prior to prescribing, storing or dispensing Schedule II substances.
17. If, at any time, the City Manager or designee determines that any pain medication license holder has failed to comply with any applicable conditions of its license, or is operating in a manner harmful to the public health, safety or welfare and not in compliance with the terms of this chapter, the City Manager may place on the City Commission public hearing agenda an item to determine whether the pain medication license should be revoked. The City Manager or designee shall prepare a report with analysis showing the noncompliance.

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

Approve w/Conditions

Department: Development Services
Presenter: Brenda Ryan

Attachment(s):
1. CU-25-0010 Aerial Map
2. CU-25-0010 Vicinity Map
3. CU-25-0010 Planning Conditions & Pain Mgt. Ordinance
4. CU-25-0010 Supporting Documents
5. City Commission Ad - Avita Pharmacy

ITEM 5.B
Public Hearing - Pain Management License for Kissimmee Pharmacy at 905 W Oak St.

Request

Approval of a Pain Management License for Kissimmee Pharmacy at 905 W Oak St.

Explanation

The City adopted the Pain Management License Ordinance at the June 26, 2012 City Commission meeting. The Ordinance included exemptions to the license requirement for pharmacies that meet any one of the exemption criteria. If a pharmacy does not meet any of the exemptions, a pain management license is required to prescribe or dispense any Schedule II controlled substances.

Kissimmee Pharmacy requests approval of a pain management license (CU-24-0021) for its business located at 905 W Oak St. The Development Review Committee (DRC) review of the license confirmed that the pharmacy use is a permitted use under the property's Mixed Use Center (T5-M) Zoning designation. The staff recommendation for approval include the general conditions established from the Ordinance.

FINDINGS AND REASONS:

1. Compliance with Chapter 10, Article VIII of the City's Code of Ordinances for Pain Management Establishments and Pharmacies.
2. Compliance with the review criteria for pain management licenses in Section 10-464 of the Pain Management Establishments and Pharmacies Ordinance.
3. Compliance with the allowable uses as outlined in Table 5-1, Section 14-5-6A of the Land Development Code as pharmacies are allowed within the T5-M Zoning District.
4. Compliance with Comprehensive Plan Future Land Use Element Policy 1.2.9.3, the Mixed Use Vine (MU-V) Future Land Use designation. The MU-V Future Land Use Land use designation facilitates diverse housing options, retail, and land professional offices.

Recommendation

Approval of a Pain Management License for Kissimmee Pharmacy, subject to conditions.

The Development Review Committee (DRC) recommended approval on November, 4, 2025, subject to conditions.

CONDITIONS:

1. A criminal background check of all owners, operators, or any other party with a proprietary interest in the establishment is required in order to provide assurances that such persons have no criminal convictions, including, but not limited to, convictions under F.S. Ch. 893, within the last 10 years.
2. The pharmacy shall only dispense any Schedule II substances, as defined in Section 10-408 of the Pain Management Ordinance, between the hours of 9:00 a.m. to 7:00 p.m.
3. Each pain management clinic or pharmacy shall be registered separately for each location within the City regardless of whether each clinic or pharmacy is operated under the same business name or management as another clinic or pharmacy.

4. Each application for a pain management clinic or pharmacy shall disclose each owner and operator of such clinic or pharmacy, and individual principals of any entity that owns such clinic or pharmacy.
5. The pain management clinic or pharmacy shall not limit the form of payment for goods or service to cash only.
6. The pain management clinic or pharmacy shall not accept cash for payment of goods and services associated with the prescribing or dispensing of Schedule II substances except for insurance co-pays, coinsurance, or deductibles.
7. The pharmacy shall have a state licensed pharmacist physically on-premises at all times during all hours of operation.
8. The pharmacy shall post a copy of all licensed pharmacists' licenses.
9. The pharmacy shall require a valid state/federal photo identification or passport to identify the patient or, in the case of a minor, parent or legal guardian's similar identification, prior to the dispensing of any Schedule II substances.
10. The pharmacy shall not dispense more than a 30-day supply of any Schedule II substance provided the patient's valid identification is from the state of Florida. For any patient whose valid identification is outside the state, the pharmacy shall not dispense more than a 72-hour supply of any Schedule II substances.
11. A pharmacy may also dispense up to a 30-day supply of any Schedule II substances provided the patient presents a valid photo identification and a utility bill that is not older than 3 months, that is in the name of the patient or patient's spouse and that shows a city address.
12. The pharmacy shall maintain a legible copy of the prescriptions for Schedule II substances as defined by Section 10-408 of the Pain Management Ordinance, the patient's photo identification for each prescription dispensed or delivered, and the utility bill, if applicable. The records must be maintained for a minimum of 2 years. Such records shall be available for inspection and copying by the law enforcement agencies, as permitted by F.S. § 893.07, for a minimum of 2 years.
13. The delivery, including mail order delivery, of all Schedule II substances shall be prohibited except to any facility licensed under F.S. Ch. 400 or 429; any address located within the City boundaries and listed on the patient's valid photo identification; or an address listed within the City boundaries on the utility bill for the patient or the patient's spouse, if applicable.
14. Provide a monthly summary report to the Kissimmee Police Department for all Schedule II substances, as defined in Section 10-408 of the Pain Management Ordinance, that have been dispensed by this facility. The monthly report shall be provided by the 7th day of each month for the previous month.
15. The pain medication license shall be issued for a period of 1 year. This license must be renewed annually, subject to a $200 fee, and approved by the City Manager or designee. The amount of the renewal fee may be modified by resolution of the City Commission after a public hearing.
16. A pain management license shall not be transferable. Any change in ownership shall require the new owner to reapply for a new license prior to prescribing, storing or dispensing Schedule II substances.
17. If, at any time, the City Manager or designee determines that any pain medication license holder has failed to comply with any applicable conditions of its license, or is operating in a manner harmful to the public health, safety or welfare and not in compliance with the terms of this chapter, the City Manager may place on the City Commission public hearing agenda an item to determine whether the pain medication license should be revoked. The City Manager or designee shall prepare a report with analysis showing the noncompliance.

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

Approve w/Conditions

Department: Development Services
Presenter: Brenda Ryan

Attachment(s):

1. CU-25-0021 Aerial Map
2. CU-25-0021 Vicinity Map
3. CU-25-0021 Planning Conditions & Pain Mgt. Ordinance
4. CU-25-0021 Supporting Documents
5. City Commission Ad - Kissimmee Pharmacy

ITEM 5.C
Public Hearing - Adoption of Resolution to Amend the City's FY24-25 Operating Budget

Request

This request is for Commission approval to adopt a resolution amending the City's operating budget for 2024-2025.

Explanation

As detailed in the attached spreadsheet, the City received additional revenues from grants, donations, line of credit, etc. that resulted in an overall increase of $24,415,591 in the City's operating budget for FY 2024-2025. According to Florida Statute Section 166.214(4)(c), all budget adjustments that result in a change in total budget appropriations must be approved in the same manner as the original, adopted budget. Therefore, staff has compiled a schedule of all adjustments that have resulted in a change in the overall total budget. Public notice of this hearing was given via an advertisement placed in the newspaper on November 16, 2025. Once approved, staff will adjust the final budget for FY 2024-2025 to reflect the changes included in Exhibit 1.

Recommendation

Staff recommend the Public Hearing be held and that the Commission adopt the Resolution to amend the City's overall budget.

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

Adopt

Department: Finance
Presenter: Mike Steigerwald

Attachment(s):
1. Budget Adjustment Recap Year End FY25
2. (S) Resolution for Final Budget Amendment FY 2025
3. Proof of Advertisement (Orlando Sentinel)

ITEM 7.A
Approval of City Commission Minutes from the November 4, 2025 meeting

Request

Approval of the November 4, 2025 commission meeting minutes.

Explanation

Minutes of the commission meeting held on November 4, 2025 are attached for approval.

Recommendation

Staff recommends Commission approval.

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

Approve

Department: City Commission
Presenter:

Attachment(s):
1. (S) CCM MIN NOV 04 2025

ITEM 7.B
Sponsorship from Toho Water Authority for the City of Kissimmee 2026 Festival Series

Request

Approval to accept sponsorship from Toho Water Authority for Parks and Recreation produced festivals in the amount of $6,500 in order to provide funding for special events at Kissimmee Lakefront Park.

Explanation

On October 6, 2025, the TOHO Water Authority approved a Key Brand & Marketing Partner Agreement for $6,500 to support the City of Kissimmee Parks and Recreation 2026 Festival Series, which includes: MLK Unity Festival, PrideFest Kissimmee, Kowtown, Juneteenth and 4th of July.

These funds will assist the Parks and Recreation Department in hosting and promoting high-quality community events that create leisure experiences designed to enhance the quality of life for the City's residents and visitors. As a condition of this award of sponsorship, TOHO Water will be listed as a sponsor on promotional materials and event advertisements and have participation at the agreed-upon events to provide water education and conservation.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00150663-504901 00100366-366001		Increase Increase		6,500.00 6,500.00

Financial Summary:

The Events and Venues Division will use this sponsorship for upcoming special events at the Lakefront Park through their advertising account.

Recommendation

Approval to accept sponsorship from Toho Water Authority for Parks and Recreation 2026 Festivals in the amount of $6,500 to provide funding for special events at the Kissimmee Lakefront Park.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Parks & Recreation
Presenter:

Attachment(s):
City of Kissimmee

1. COK Brand Partner Proposal

ITEM 7.C
City Hall Elevators Modernization

Request

Approval to utilize the US Communities/OMNIA #EV2516 Contract with KONE, Inc. (Contract #20260065) for the modernization of two passenger elevators at City Hall, in the amount of $797,370.00.

Explanation

The City of Kissimmee intends to renovate and modernize the two existing passenger elevators at City Hall, located at 101 Church Street, Kissimmee, FL. Both units will be replaced with KONE MonoSpace 500 DX traction elevators, each with 2,500 lb. capacity.

Multiple options were evaluated by City personnel and third-party engineers, who recommended a full replacement of the existing system. Upgrading the obsolete hydraulic system would pose ongoing maintenance and reliability risks. Therefore, KONE was identified as the only vendor capable of providing a traction system that meets the building's existing constraints and ensures long-term operational efficiency.

The scope of work includes full removal and replacement of elevator machinery and controls, with machine-room-less traction equipment, new elevator car finishes, lighting, and stainless-steel components, installation of an emergency communication system, and related trade work, including HVAC, electrical, and fire alarm upgrades as outlined in the project scope.

The modernization will improve energy efficiency, ride comfort, code compliance, and long-term reliability of the City Hall elevators. KONE's pricing is based on OMNIA Contract #EV2516 and includes a $24,000 tariff allowance. The proposed work will be coordinated by the City's engineering and capital projects team.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
36045606 - 506292 56045606 – 506292	CS2517 CS2401		$ 700,000.00 $382,216.00	$ 700,000.00 $137,240.00

<u>Financial Summary:</u>

Adequate funding for the City Hall Elevators Replacement Project is readily available in the accounts listed above.

Recommendation

Approval of an Agreement with KONE, Inc. for the modernization of the two passenger elevators at City Hall in the not-to-exceed amount of $797,370.00, plus a 5% contingency of $39,868.50, for a total project authorization of $837,238.50, and authorization for the City Manager or its designee, to execute any related change orders necessary to complete the work.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):

1. (S) Agreement Between the City of Kissimmee and KONE, INC.

ITEM 7.D
Resolution Approving an Affordable Housing Development Consistent with Florida Statutes 166.04151(6)

Request

Approval of a Resolution approving an affordable housing development consistent with Florida Statutes 166.04151(6).

Explanation

The Florida Live Local Act, Section 166.04151(6), Florida Statutes (2025), authorizes local governments to approve the development of housing that is affordable on any parcel zoned commercial and on any parcel, including any contiguous parcel, that is owned by a religious institution as defined in s. 170.201(2) which contains a house of public worship, regardless of underlying zoning, so long as at least 10 percent of the units included are for housing that is affordable.

BG Kissimmee Owner 1 LP ("BG") is seeking City approval to develop the site based on the provisions of Section 166.04151(6) Florida Statutes (2025) which allows for the development of affordable housing on parcels of land that are zoned for commercial or are owned by a religious institution, subject to the requirements in Section 420.0004, Florida Statutes (2025). BG proposes to develop a multifamily rental community with 300 affordable residential units on a 9.05-acre parcel generally located at the intersection of Fortune Road and Simpson Road. BG has committed 15 units at 35% area median income (AMI) and 285 units at 60% AMI for a period of 15 years. BG submitted a pre-application (PRE-25- 0032) to the City which included a site plan of the Project.

The affected property is currently zoned General Commercial (B-3) with an underlying future land use of Commercial. This Resolution authorizes BG to develop the Project consistent with the requirements of Sections 166.04151(6) and 420.0004, Florida Statutes (2025).

Recommendation

Approval of a Resolution approving an affordable housing development consistent with Florida Statutes 166.04151(6) and 420.0004, Florida Statutes (2025).

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

Approve

Department: Development Services
Presenter:

Attachment(s):
1. (S)Proposed Resolution - BG Kissimmee Owner 1 LP - Live Local Act

ITEM 7.E
Supplemental Agreement No. 3 for Connect Kissimmee Project

Request

Request approval for Supplemental Agreement No. 3 with AECOM (Contract #20260071), related to the 'Connect Kissimmee Complete Streets Project', in the amount of $854,849, and authorization for the City Manager or designee to execute all necessary documents and change orders associated with the consultant agreement.

Explanation

This Supplemental Agreement provides for additional consultant services necessary to modify the design of the Connect Kissimmee Complete Streets Project. The additional scope includes implementing a ‘road diet’ along Broadway to reduce the roadway to one lane in each direction, and revising the proposed improvements on Dakin Avenue and Sproule Avenue (between the alleyway and Church Street). The improvements on Dakin Avenue and Sproule Avenue will be advanced from Phase 2 to Phase 1 and incorporated as existing conditions in Phase 2.

The current total design cost for the Connect Kissimmee Complete Streets Project is $2,227,381. Under this agreement, the City will provide an additional $854,849 in local funds. There is no change to the FDOT grant amount with this agreement. The revised total project design cost will be $3,082,230.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10622206 506393	CR2401	Decrease	$223,698.00	$223,698.00
10345656 506393	GT2410	Decrease	$485,571.00	$485,571.00
10345656 506393	GT2508	Decrease	$500,000.00	$145,580.00
15145656-506393	PW2216	Increase		$854,849.00

<u>Financial Summary:</u>

The additional consultant services cost will be covered by the City of Kissimmee CRA and Gas Tax funds. This agreement does not affect the current grant funding amount.

Recommendation

Approval of Supplemental Agreement No. 3 with AECOM for design services for the 'Connect Kissimmee Complete Streets Project', in the amount of $854,849, and authorization for the City Manager or designee to execute all necessary documents and change orders associated with the consultant agreement.

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

City of Kissimmee

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):
1. (S) SA No. 3 Consultants Contract Amendment

ITEM 7.F

Resolution Requesting Florida's Support for the Development and Enhancement of Customs and Border Protection (CBP) Services at Kissimmee Gateway Airport

Request

Resolution Requesting the State of Florida's Support for the Development of Landing Rights at Kissimmee Gateway Airport (ISM) and the Enhancement of Customs and Border Protection (CBP) Services.

Explanation

Kissimmee Gateway Airport (ISM) is strategically poised to become a key player in regional and international connectivity. Establishing Customs and Border Patrol (CBP) services at ISM will enhance economic growth and, serving as a general aviation reliever airport, provide additional international traffic management for Central Florida. This resolution will complete the formal application request to obtain CBP approval, allowing ISM to move forward with planning and facility development.

The establishment of CBP's presence at the airport is one of the City Commission's top priorities for the current fiscal year.

Recommendation

Approval of a Resolution Requesting the State of Florida's Support for the Development of Landing Rights at Kissimmee Gateway Airport (ISM) and the Enhancement of Customs and Border Protection (CBP) Services.

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

Approve

Department: Airport
Presenter:

Attachment(s):
1. (S) Resolution_ Support of CBP Operations

ITEM 7.G
Piggyback Agreement for Rapid Response Infrastructure Services

Request

Request approval to piggyback an existing contract between the City of Orlando and Cathcart Construction Company, Florida, LLC (Contract # 20260067) for Rapid Response Infrastructure Construction Services, under the same terms and conditions, for use on City of Kissimmee infrastructure projects.

Explanation

To efficiently procure construction services for projects requiring rapid response or emergency repair, the City of Kissimmee proposes to utilize a piggyback procurement method by adopting a competitively solicited agreement between the City of Orlando and Cathcart Construction Company, Florida, LLC. This method is authorized under Chapter 287, Florida Statutes, and Section 4.3.1.1 of the City's Purchasing Code, which permits intergovernmental cooperative purchasing when deemed in the City's best interest.

The City of Orlando's contract (RFQu24-0024), executed on February 10, 2024, remains in effect through February 10, 2027, and may be extended if renewed by the City of Orlando. This piggyback approach will save significant time by eliminating the need for a separate solicitation process, improve administrative efficiency by allowing faster deployment of services, and provide reliability by contracting with a vendor that has already been vetted and is actively performing similar work for another municipality.

The scope of work and contract terms are consistent with the City of Kissimmee's infrastructure needs for emergency and small-scale rapid-response construction services. Staff has reviewed the contract and confirmed that piggybacking this agreement is advantageous and aligns with City policy.

Recommendation

Approval to piggyback the existing agreement between the City of Orlando and Cathcart Construction Company, Florida, LLC for Rapid Response Infrastructure Construction Services.

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

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):
1. (S) Agreement between City of Kissimmee and Cathcart Construction Company, Florida, LLC.

ITEM 7.H
Approval to Adjust the Fiscal Year 2024-2025 Budget

Request

This request is for Commission approval to adjust the budget for fiscal year 2024-2025 due to line-item variances in certain department budgets.

Explanation

As detailed in the attached spreadsheet, several budget adjustments must be made to properly report expenditure budgets for the fiscal year ended September 30, 2025.

In the ARPA fund, expenditures in excess of $271,535 were made for transfers of interest revenue related to the General Fund. Revenues will also be adjusted.

Local Option Sales Tax fund will be adjusted to cover payment of $2,961,093 to debt service; This amount will be adjusted from fund reserves.

In the Utility Tax fund, a budget adjustment of $112,785 is necessary to account for additional transfers of revenues to the General Fund. Budget revenues will also be adjusted.

Downtown CRA fund will be adjusted to cover payment of $848,408 to debt service; this amount will be adjusted from reserves.

Debt Service fund will be adjusted to cover $19,246,412 debt service entry. Revenues will also be adjusted.

Stormwater fund will be adjusted to cover a shortfall of $28,514 in transfers to the General fund based on revenues received. Revenues will also be adjusted.

Airport Fund will be adjusted to cover additional expenditures in excess of $68,878. The adjustment will be from additional revenues received.

Central Service Fund will be adjusted $225,582 for additional expenditures in the Fleet Maintenance division; the adjustment will be from reserves.

Self-Insurance fund will be adjusted to cover the shortfall of $539,720 in additional operating expenditures during the fiscal year. This amount will be adjusted with additional revenues received.

Health-Insurance fund will be adjusted to cover the shortfall of $1,167,591 in health claims due to larger than normal claims during the fiscal year. This amount will be adjusted with additional revenues received.

Recommendation

Staff recommends the Commission approve the necessary adjustments to the budget for 2024-2025 as detailed in the attached document.

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

Approve

Department: Finance
Presenter:

Attachment(s):

1. 2024-2025 Budget Adjustments

ITEM 7.I
Accept Patrol K-9 from the Plantation Police Department for $1.00

Request

Approval for Chief of Police to execute an agreement (contract #20260077) to accept Canine Ali, who is a Patrol dog from Plantation Police Department.

Explanation

The City of Plantation Police Department is interested in selling ($1.00) a police K-9 to an agency in need of one. K-9 Ali is a nearly two (2) year old Belgian Malinois mix who is trained in criminal apprehension. K-9 Ali nearly completed his FDLE certification course. However, the Plantation Police Department no longer has a handler for Ali.

Officer Bradley Wheeler and K-9 Trainer Izzy Yma traveled to Plantation, Florida and assessed K-9 Ali. Both agreed that K-9 Ali would be a great addition to the Kissimmee Police Department K-9 Team.

Recommendation

Approval for Chief of Police to execute an agreement to accept Canine Ali, who is a Patrol dog from Plantation Police Department.

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

Approve

Department: Police
Presenter: Charles Broadway

Attachment(s):
1. (S) K9 Ali Transfer Agreement, Plantation Police Department Florida

ITEM 7.J
Approval to Adjust the Federal Law Enforcement Fund Reserves for Fiscal Year 2025-2026 Budget

Request

This request is for Commission approval to adjust the Federal Law Enforcement Funds Reserves for the Fiscal Year 2025-2026 Budget.

Explanation

During fiscal year-end cleanup, staff noticed an adjustment needed to be made to more accurately reflect available reserves. After research of all related accounts, it was determined that the Federal Law Enforcement Fund needs a budget adjustment to reflect reserves of approximately $237,825.

Recommendation

Staff recommends the Commission approve the necessary adjustment of FLET Reserves to the budget for 2025-2026.

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

Approve

Department: Finance
Presenter:

Attachment(s):
None

ITEM 8.A
Advisory Board Vacancies: Board of Adjustment, Planning Advisory Board and Affordable Housing Advisory Committee

Request

The Commission is requested to make an appointments to fill a vacancies on the Board of Adjustment, Planning Advisory Board and Affordable Housing Advisory Committee.

Explanation

Board of Adjustment Member Raymond Sanchez has resigned from the board due to a recent appointment to the Planning Advisory Board and to prevent a dual office holding. The new appointee will serve a three-year term. The vacancy requires the candidate to be a City resident or, may be a non-resident who either owns real property or maintains a business office within the City.

Planning Advisory Board Member, Diana Marrero-Pinto has notified the City that she no longer wishes to serve and has resigned from the board. The new appointee will serve a three-year term. The vacancy requires the candidate to be a City resident or, may be a non-resident who either owns real property or maintains a business office within the City.

Affordable Housing Advisory Committee member Jesse Boyd has notified the City that he is no longer able to serve and has resigned from the committee. The new appointee will serve a three-year term. The applications received qualify for the committee through multiple open categories as defined by the Local Housing Assistance Plan (LHAP).

Attached are the pre-approved applications for commission consideration.

Recommendation

Appoint new members to fill open vacancies on the Board of Adjustment, Planning Advisory Board and the Affordable Housing Advisory Committee.

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

Appoint/Reappoint

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):
1. (AHAC) Applicant - Bryant Coleman (City Resident)
2. (AHAC) Applicant -John Rivera (Banking or Motgage Industry)
3. (AHAC) Applicant - Shawn Tan (Banking or Mortgage Industry)
4. (AHAC and PAB) Applicant - Javin Lopez (City Resident)
5. (AHAC, BOA and PAB) Applicant - Glennisha Bras (City Resident)
6. (BOA and PAB) Applicant - Kimberly Lawrence (City Resident)
7. (BOA and PAB) Applicant - Vera Wilkerson (City Resident)
8. (BOA and PAB) Applicant - Brandon Mangual (City Resident)
9. (BOA and PAB) Applicant - Minette Elias (Maintains Business In The City)

ITEM 8.B
Toho Water Authority Board Appointment

Request

To make an appointment to fill a vacancy on the Toho Water Authority Board of Directors due to the resignation of John McAleenan.

Explanation

John McAleenan, one of the City's two appointees to the Toho Water Authority Board of Directors, has submitted his notice of resignation. He has agreed to continue supporting the Board until a replacement is appointed. The new appointee would serve the remainder of the current term, which expires on September 30, 2027, and would be eligible to serve this partial term plus two additional three-year terms thereafter.

Staff requests Commission direction on whether the board would like to appoint a candidate or advertise the position to seek applicants for consideration. If advertising is desired, staff also would like direction on whether the board wishes to interview candidates. Because this is not a city board, there are no applications currently on file for this position.

Recommendation

Commission Direction

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

Appoint/Reappoint
Commission Direction

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):
1. John McAleenan Resignation - COK City Manager