



**MEETING AGENDA
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, JANUARY 6, 2026 AT 6:00 PM**

1. MEETING CALLED TO ORDER

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

3. PROCLAMATIONS AND SPECIAL PRESENTATIONS

3.A Proclamation - Community Risk Reduction Week

3.B Employee of the Month for January

3.C Presentation of Eric Gentry's Retirement Watch

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

4.A Public Hearing - Final Reading - Proposed Ordinance #25-17 — Amending the Zoning Map designation from Mixed-Use Center (T5-M) to Waterfront (T6): 201 E. Dakin St. Rezoning - ZMA-25-0007

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 and Final Reading - Proposed Ordinance # 25-21 - Land Development Code Text Amendment (Chapter 14-2: Terms Defined and Chapter 14-11: Signs)

AN ORDINANCE AMENDING THE CODE OF THE CITY OF KISSIMMEE, FLORIDA CODE OF ORDINANCES TITLES; REORGANIZING AND UPDATING CHAPTER 14-11 SIGNS; UPDATING SIGNAGE DEFINITIONS IN CHAPTER 14-2; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE

5. PUBLIC HEARINGS

5.A Public Hearing - Pain Management License for Pharm Aid Pharmacy

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 HOME Program Agreement Between the City of Kissimmee and Simpson Crossings, LTD.

7.B Adoption by Resolution of the Development Review fees

- 7.C Renewal of Contract between the City of Kissimmee, Downtown Kissimmee Community Redevelopment Agency, Vine Street Community Redevelopment Agency, and Freebee
- 7.D Land and Water Conservation Fund Program (LWCF) Grant for Lancaster Ranch Park
- 7.E First Extension of the Agreements for Water Quality Analysis & Testing Services
- 7.F Architectural Services for the Mill Run Park Fire Station
- 7.G Update Drawings for the Berlinsky Community House Project

8. DISCUSSION ITEMS

CITY COMMISSION RECESSES AND CONVENES AS THE COMMUNITY REDEVELOPMENT AGENCY BOARD

- 8.A (DKCRA) Downtown Kissimmee CRA Logo Design Public Survey Results
- 8.B (DKCRA) Renewal of Contract between the City of Kissimmee, Downtown Kissimmee Community Redevelopment Agency, Vine Street Community Redevelopment Agency, and Freebee
- 8.C (VSCRA) Renewal of Contract between the City of Kissimmee, Downtown Kissimmee Community Redevelopment Agency, Vine Street Community Redevelopment Agency, and Freebee

COMMUNITY REDEVELOPMENT AGENCY BOARD ADJOURNS AND RECONVENES AS THE CITY COMMISSION

- 8.D Advisory Board Vacancy: Affordable Housing Advisory Committee

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

Proclamation - Community Risk Reduction Week

Request

To present a proclamation recognizing Community Risk Reduction Week, highlighting the City's commitment to public safety, community preparedness, and risk reduction initiatives in partnership with our Fire Department.

Explanation

N/A

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. Community Risk Reduction Week Proclamation

ITEM 3.B

Employee of the Month for January

Request

Staff requests that the City Commission join the City Manager in recognizing Daniel Brady of the Airport Department as the Employee of the Month for January.

Explanation

The City is pleased to announce that Daniel Brady, a dedicated Operations Coordinator II with the Airport Department, has been named Employee of the Month for January. Daniel began his career with the City of Kissimmee two years ago and has consistently demonstrated exceptional dedication and commitment to his work in a remarkably short period of time.

Daniel is well known for his responsibilities on the airfield, where ensuring safety for the aviation community is always a top priority. He also maintains the surrounding airport grounds, ensuring that the airfield perimeter remains secure. Daniel has been observed stopping traffic to remove trash from roadways, sweeping broken glass, and reporting oversized illegal dumping of tires, furniture, trash, and other debris around airport property—often going above and beyond his assigned duties.

Daniel's customer service skills are exemplary, whether assisting with phone calls in the office or interacting face-to-face with airport visitors. He is friendly, consistently arrives with a smile, and offers a warm and positive greeting to his teammates.

In addition, Daniel has assisted with administrative duties in the office and has taken on the responsibility of verifying aircraft issues within the FAA database to correct and resolve several questionable aircraft base conflicts. He has also made time in his busy schedule to help meet important deadlines outside his regular duties.

Daniel exemplifies the dedication and commitment of our outstanding employees who go above and beyond to serve our community. The City is proud to recognize Daniel for his exceptional service and dedication.

Department: Human Resources & Risk Management

Presenter: Mike Steigerwald

Attachment(s):

None

ITEM 3.C

Presentation of Eric Gentry's Retirement Watch

Request

Staff requests that Eric Gentry be presented with his retirement watch in recognition of his 24+ years of dedicated service to the City of Kissimmee.

Explanation

The City of Kissimmee is proud to present Eric Gentry with his retirement watch in recognition of more than 24 years of dedicated service to the Fire Department and our city. While we are always grateful for the opportunity to celebrate the retirement of long-serving employees, Eric is truly one of those rare individuals you wish would work forever. Words like dedicated, enthusiastic, devoted, and driven don't seem strong enough when describing Eric throughout his career.

Eric began his journey with the Fire Department as an EMT and steadily worked his way through every rank, ultimately serving as Battalion Chief of EMS and Safety. It is in this role that he made a lasting and meaningful difference—one that will continue to be felt across the city for years to come. Through his leadership, Eric implemented numerous programs that enhanced the quality of life for both our citizens and our firefighters.

As we wish Eric and his wife, Theresa, a long, happy, and well-deserved retirement, we want him to know how deeply grateful we are for all he has done. The City of Kissimmee truly is a better place because Eric Gentry worked here. Eric's contributions, his legacy, and, of course, that great laugh will not be forgotten.

Department: Fire
Presenter: Mike Steigerwald

Attachment(s):

None

ITEM 4.A

Public Hearing - Final Reading - Proposed Ordinance #25-17 — Amending the Zoning Map designation from Mixed-Use Center (T5-M) to Waterfront (T6): 201 E. Dakin St. Rezoning - ZMA-25-0007

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

Request approval of a Zoning Map Amendment to change the Zoning Map designation from Mixed-Use Center (T5-M) to Waterfront (T6) on approximately 13.62 acres of land on Parcel ID: 22-25-29-1591-0001-0030.

Explanation

In 2022, this parcel was rezoned from Open Space (OS) to Mixed-Use Center (T5-M) to bring it into the Form-based Code adopted in 2020 within the Downtown Community Redevelopment Area (CRA) District. This parcel is currently home to the County's Library, the Kissimmee Intermodal (Sunrail) Parking Garage and the City's Civic Center. The Library and Civic Center were built in 1991 and the Sunrail Parking Garage in 2015. Currently, this parcel is planned for redevelopment to build a hotel and new convention center.

This Zoning Map Amendment (ZMA) will provide consistency and compatibility with the parcel's Mixed-Use Downtown District (MU-D) Future Land Use designations. The intent of the Downtown Community Redevelopment Area is to restore the historic center of Kissimmee. The Downtown area is an activity hub anchored by government centers, retail and business districts, and quiet residential streets with restored structures. The Waterfront Zoning (T6) is intended to maximize vibrancy and walkability within and near the park. This zone permits the greatest intensity and mix of uses with buildings close to the sidewalk, plentiful shade for pedestrians, and parking lots screened from view. Building heights are permitted to be tallest here, to create landmark defining features and to create a sense of enclosure for the park. (Land Development Code Section 14-5-4(G)).

FINDINGS AND REASONS

1. Compliance with Comprehensive Plan Future Land Use Policy 1.2.9.2, Mixed-Use – Downtown (MU-D), which is intended to restore the historic center of Kissimmee. The Downtown Mixed-Use (MU-D) designation on the Future Land Use Map is intended to mirror the sub-areas outlined in the Strategic Investment Map in the Downtown Kissimmee Community Redevelopment Area Plan Update (September, 2012). The Downtown area is an activity hub anchored by government centers, retail and business districts, and quiet residential streets with restored structures. The City shall apply mixed-use future land use categories to the Downtown in sub-areas to achieve a greater specificity of redevelopment character commensurate with the adopted Downtown Kissimmee Community Redevelopment Area Plan Update (September, 2012).
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 14-5-4(G), the Waterfront (T6) Zoning District which is intended to maximize vibrancy and walkability within and near the park, this

City of Kissimmee

zone permits the greatest intensity and mix of uses with buildings close to the sidewalk, plentiful shade for pedestrians, and parking lots screened from view. Building heights are permitted to be tallest here, to create landmark defining features and to create a sense of enclosure for the park.

Recommendation

The Development Review Committee (DRC) recommended approval on August 19, 2025.

The Planning Advisory Board recommended approval by a vote of 3-1 on November 5, 2025.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Ryan Altizer

Attachment(s):

1. ZMA-25-0007 Aerial Map
2. ZMA-25-0007 Vicinity Map
3. ZMA-25-0007 Site Data Table
4. (S) ZMA-25-0007 201 E Dakin St Proposed Ord 25-17
5. ZMA-25-0007 CC Ad
6. ZMA-25-0007 DRC Comments
7. ZMA-25-0007 Supporting Documents

ITEM 4.B

Public Hearing - Second and Final Reading - Proposed Ordinance # 25-21 - Land Development Code Text Amendment (Chapter 14-2: Terms Defined and Chapter 14-11: Signs)

AN ORDINANCE AMENDING THE CODE OF THE CITY OF KISSIMMEE, FLORIDA CODE OF ORDINANCES TITLES; REORGANIZING AND UPDATING CHAPTER 14-11 SIGNS; UPDATING SIGNAGE DEFINITIONS IN CHAPTER 14-2; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE

Request

Request approval for amendments to Chapter 14-2 (Definitions) and Chapter 14-11 (Signs) of the Land Development Code.

Explanation

This is a request to amend Chapter 14-2 (Definitions) and Chapter 14-11 (Signs) of the Land Development Code. The need to amend these chapters was largely triggered by a Supreme Court determination (Reed v. Town of Gilbert) that signage cannot be treated differently based on content. It was also necessary to update the signage standards following the 2020 update to the Land Development Code, which established the Form-Based Code Area and replaced the development guidelines in the Vine Overlay and Downtown Community Redevelopment Area Overlay (DCRAO) Design Manual.

Throughout this project, staff worked with a consultant to develop an updated code that is clearer, simplified, and uses imagery and more accessible language. After meeting with the public, businesses, sign companies, City Commission, and the Planning Advisory Board, it was obvious that there was a need to create more transparency within the standards and establish a code that was both user-friendly and comprehensible. Considering this feedback, the proposed signage regulations have been streamlined to be clearer and more standardized. Photo examples were also incorporated throughout to provide back-up and assist with interpretation of the Code.

The last major update to the sign code was in 2012. At that time, sign standards were split into three locations: the Vine Overlay, the DCRAO Design Manual, and the general code. During the 2020 update to the Land Development Code, the Vine Overlay and DCRAO were replaced with the Form-Based Code area; the Vine Overlay sign standards were added as a section of the general sign code and the DCRAO manual remained in place. The proposed amendments would incorporate all standards for signage within the City into one cohesive document while remaining considerate of the needs of the two Community Redevelopment Areas.

As mentioned above, the Supreme Court made a determination in the case of Reed v. Town of Gilbert that signage cannot be treated differently based on content. For example, the current code has standards for "Garage Sale Signs," and "Political Signs" separately, which are not content neutral; therefore Garage Sale Signs, Political Signs, and others have been combined into a category labeled "Yard Signs." Language was updated throughout the code to provide standards for size, height, structure, placement, and other characteristics of a sign and eliminate the standards that refer to content.

The Planning Advisory Board reviewed this item on December 3, 2025, and determined that a requirement restricting the timeframe of yard signs, specifically for properties for lease or sale, to 12 months or until the property is leased or sold, whichever is less, would place an undue burden on landowners, real estate agents, and Code Enforcement. Thus, the Board recommended approval of City of Kissimmee

this ordinance subject to removal of that timeframe. These changes have been incorporated into the proposed ordinance included in this agenda packet. The City Commission approved the first reading on December 16, 2025.

Recommendation

City Commission approved the first reading by a vote of 5-0 on December 16, 2025.

The Planning Advisory Board recommended approval by a vote of 6-0, subject to the condition that the statement in Table 11-5, Temporary Signs (Yard Signs), remove the 12-month time restriction for properties offered for rent or sale.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Ashley Cornelison

Attachment(s):

1. (S) Proposed Ordinance 25-21
2. Signs Memo
3. Advertisement

ITEM 5.A

Public Hearing - Pain Management License for Pharm Aid Pharmacy

Request

Approval of a Pain Management License for Pharm Aid Pharmacy located at 1341 E Vine 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 or pain management clinics that meet any one of the exemption criteria. If a pharmacy or clinic does not meet any of the exemptions, a pain management license approved by City Commission is required to prescribe or dispense any Schedule II controlled substances.

Pharm Aid is a pharmacy requesting approval of a pain management license (CU-25-0023) for its business located at 1341 E. Vine St. The Development Review Committee (DRC) review of the license confirmed that the pharmacy is a permitted use under the property's Mixed Use Urban Corridor (T5-U) Zoning designation. The staff recommendation for approval includes the general conditions established from the Pain Management Ordinance.

Recommendation

Approval of a Pain Management License for Pharm Aid pharmacy, subject to conditions.

The Development Review Committee (DRC) recommended approval on December 2, 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.

REQUESTED CITY COMMISSION ACTION:

Approve w/Conditions

Department: Development Services

Presenter: Brenda Ryan

Attachment(s):

1. CU-25-0023 Aerial Map
2. CU-25-0023 Vicinity Map
3. CU-25-0023 City Commission Ad
4. CU-25-0023 Planning Conditions & Pain Management Ordinance
5. CU-25-0023 Supporting Documents

ITEM 7.A

HOME Program Agreement Between the City of Kissimmee and Simpson Crossings, LTD.

Request

Approve and execute the HOME Program Agreement (Contract #20260073) between the City of Kissimmee and Simpson Crossings, LTD., and the accompanying subordination agreements.

Explanation

On June 12, 2024, Landmark Developers Inc. submitted an application in response to the Local Government Contribution Application issued under the Florida Housing Finance Corporation (FHFC) Request for Applications (RFA) 2024-201. The application was selected to receive \$460,000 in funding. Following completion of the Environmental Assessment (EA), it was determined that the awarded funds would be drawn from HOME program funding.

The funds will be used for the new construction of a 118-unit development for households with an income not to exceed 70% of the area median income, of which five (5) HOME units are to be set aside as HOME assisted units, known as Simpson Crossings, to be located at 2680-2689 Magnolia Creek Circle, Kissimmee, FL 34744.

The project will consist of five (5) HOME-assisted units, according to the income limits published annually by HUD based on the household's Annual Income. All units will be constructed with HOME funds and rented for the duration of the twenty (20) year Affordability Period as follows: One (1) 2 BR/2 BA @ 50% AMI; One (1) 1 BD/1 BA @60% AMI; two (2) 2 BD/2BA @ 60% AMI; and one (1) 3 BD/2BA @ 60% AMI.

The project completion deadline is March 31, 2029.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
11325108 508282	HOME 2024	Decrease	\$293,779.00	\$242,911.84
11325108 508282	HOME 2025	Decrease	\$414,594.00	\$217,088.16

Financial Summary:

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

Recommendation

Approve and execute the HOME Program Agreement between the City of Kissimmee and Simpson Crossings, LTD., and the accompanying subordination agreements.

REQUESTED CITY COMMISSION ACTION:

City of Kissimmee

Approve

Department: Development Services

Presenter:

Attachment(s):

1. (S) HOME Funding Agreement - Simpson Crossings 12-22-2025
2. (S) Subordination Agreement #1 - Truist (Simpson Crossings)
3. (S) Subordination Agreement #2 - Neighborhood Lending Partners (Simpson Crossings)

ITEM 7.B

Adoption by Resolution of the Development Review fees

Request

Requesting approval of the updated Development Review 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 Development Review process 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 Development Review process financially operates almost exclusively from the General Fund. This fund receives no other funding from the City and any development review fee that is not charged 100% cost recovery is passed on as a negative. 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;
- 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.

A refund section was also added to assist applicants who desire to withdraw their request. These refund standards would apply to any development review application fees issued by the Planning Division.

When comparing development review fees to St. Cloud and Osceola County governments, 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 along with a current versus proposed difference, please refer to the attached tables. The proposed resolution identifying of the fees are attached to this agenda item. As a reminder, a City Commission workshop was held on October 27, 2025 to go over these proposed fees.

Recommendation

Approval of the resolution adopting the updated Development Review Fees.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Doug Etheredge

Attachment(s):

1. (S) Resolution & Exhibit A - Dev Review Fee
2. Current vs Proposed Development Review Fee Table
3. Government Comparison Development Review Fee Table

ITEM 7.C

Renewal of Contract between the City of Kissimmee, Downtown Kissimmee Community Redevelopment Agency, Vine Street Community Redevelopment Agency, and Freebee

Request

Request approval to renew the contract with Freebee for a microtransit service from March 2026 to March 2027 under Contract #20260100 at a cost of \$421,768.

Explanation

In September 2022, the City Commission voted to replace the fixed-route Kissimmee Circulator bus service with Freebee, a point-by-point microtransit service. This was triggered by the lack of success of the Kissimmee Circulator, whose ridership was far below anticipated at only 10,500 passengers in its final year, and the desire for a "last mile" service from the Kissimmee Intermodal Station to major employers and hot spots within a mile of the station. Following this approval, Freebee began service in Kissimmee on March 13, 2023.

The first year of the program saw massive growth in passenger numbers, with ridership increasing by almost 190% between 2023 and 2024. Table 1 below shows that growth between 2024 and 2025 wasn't as strong, but ridership remained consistent throughout the year. It is important to note that this report was finalized on December 17, 2025, and, based on daily trends, ridership in 2025 is likely to surpass 2024. Due to Freebee's continued success, staff is requesting that the Commission approve the contract renewal from March 2026 through March 2027.

It should also be highlighted that the Downtown Kissimmee Community Redevelopment Agency and the Vine Street Community Redevelopment Agency have been providing funding for the Freebee service, but were not included in previous contracts. However, since a bulk of the funding is coming from those agencies, they have been added as parties to the agreement.

Table 1. Freebee Passenger Data

Years of Service	2023	2024	2025*
Passengers	8,733	25,249	24,919

*Passengers from January 1, 2025, through December 17, 2025, the date this report was completed.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00125103 503434		Decrease	\$41,755.00	\$41,755.00
10622203 503434		Decrease	\$257,799.00	\$257,799.00
10722203 503434		Decrease	\$128,900.00	\$128,900.00

Financial Summary:

City of Kissimmee

There is adequate funding budgeted for the Freebee contract. There is was a 2% cost increase from the previous year.

Recommendation

Approval to renew the Freebee service contract from March 2026 to March 2027.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter:

Attachment(s):

1. Freebee Contract (S)

ITEM 7.D

Land and Water Conservation Fund Program (LWCF) Grant for Lancaster Ranch Park

Request

Approval to amend the budget to include the 2021 Land and Water Conservation Fund Program (LWCF) grant in the amount of \$1,000,000 to support the construction of Lancaster Ranch Park Phase 1B. (Grant LWCF735)

Explanation

In February of 2021 the Parks and Recreation Department asked the Commission's approval to submit and accept a Land and Water Conservation Fund Program (LWCF) grant in the amount of \$1,000,000 for the construction of several park amenities at Lancaster Ranch Park. At the time, the match wasn't available as the construction was on an extended hold due to DEP permitting for phase 1A and the need to phase fund construction of the park. Additionally, the grant scope needed to be amended to properly include the park amenities that could be constructed based on phased funding parameters. The current scope of work has been amended and will now be a part of the Phase 1B construction of Lancaster Ranch to include the construction of pavilions, playground and restroom. This will allow the City to meet the grant requirements and not extend it further.

Therefore, we are asking to amend the budget to include the \$1,000,000 grant in project LWCF235 and the City match is allocated in project ST2516 through the contract with Arnco Construction to complete Phase 1B.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10450106-506393	ST2516	Increase		\$1,000,000
15050106-506292	LWCF735	Increase		\$1,000,000

Financial Summary:

Amend the budget to include the \$1,000,000 grant in project LWCF235 and the City match is allocated in project ST2516 within Arnco Construction's Purchase Order.

Recommendation

Amend the budget to include the 2021 Land and Water Conservation Fund Program (LWCF) grant in the amount of \$1,000,000 to support the construction of Lancaster Ranch Park Phase 1B.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Parks & Recreation

Presenter:

Attachment(s):

None

ITEM 7.E

First Extension of the Agreements for Water Quality Analysis & Testing Services

Request

Request approval of the first one-year extension of the agreements for Water Quality Analysis & Testing Services with the following firms: Advanced Environmental Laboratories, Inc. (Contract #20230312), and Eurofins Environment Testing Southeast, LLC. (Contract #20230220), and to authorize the City Manager or his designee to sign any additional extension.

Explanation

On December 6, 2022, the City Commission awarded contracts for Water Quality Analysis & Testing Services with the following firms: Advanced Environmental Laboratories, Inc., and Eurofins Environment Testing Southeast, LLC. These contracts consist of monthly water analysis samples needed to comply with the Nutrient Reduction Plan (NRP) and the Basin Management Action Plan (BMAP) requirements. The original contract ended on December 6, 2025.

This request is to renew the agreements through December 6, 2026, by amendment of the original contracts. Any updates fee schedules are detailed in the individual extension agreements.

Recommendation

Approval of the first one-year extension of the agreements for Water Quality Analysis & Testing Services with the following firms: Advanced Environmental Laboratories, Inc., and Eurofins Environment Testing Southeast, LLC., and to authorize the City Manager or his designee to sign any additional extension.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) First Extension to the Agreement Between the City of Kissimmee and Eurofins Environmental Testing Southeast, LLC
2. (S) First Extension to the Agreement Between the City of Kissimmee and Advance Environmental Laboratories, Inc

ITEM 7.F

Architectural Services for the Mill Run Park Fire Station

Request

Approval of the Consultant Services Authorization (CSA) (Contract# 20260102) with The Lunz Group for additional services to support the Mill Run Park Fire Station Project as it enters the construction phase, totaling \$93,535, and authorize the City Manager or its designee to sign any additional documents or change orders needed to carry out the terms of this contract.

Explanation

The Mill Run Park Fire Station Project is entering construction and requires architectural administration by The Lunz Group, the Architect of Record. These services are for architectural, mechanical, and electrical engineering efforts associated with the construction administration. The additional services were not included in the design phase and are necessary to support the project during this stage.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
36035106 - 506292	FD2528	Decrease	\$12,361,882.00	\$93,535.00

Financial Summary:

Adequate funding for the Mill Run Park Fire Station Project is readily available in the accounts listed above.

Recommendation

Approval of the Consultant Services Authorization for architectural services with The Lunz Group in the amount of \$93,535.00 for the Mill Run Park Fire Station Project to support the construction phase and authorize the City Manager or its designee to sign any additional documents or change orders needed to carry out the terms of this contract.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):

1. (S) CSA Lunz Group for Mill Run Fire Station Project
 2. The Lunz Group Feb-20-2024 Executed Contract
- City of Kissimmee

ITEM 7.G

Update Drawings for the Berlinsky Community House Project

Request

Request approval to amend contract with Baker Barrios Architects, Inc. (BBA) (Contract #20240133, CPO #23000434), for additional design services to update the design documents for the Berlinsky Community House Project, totaling \$72,850, and authorize the City Manager or its designee to sign any additional documents or change orders needed to carry out the terms of this contract.

Explanation

Public Works and Engineering is overseeing the redesign of the Berlinsky Community House Project. This project consists of a new single-story recreation facility featuring an assembly area, stage, catering services, and storage spaces, along with the demolition of the deteriorated existing building, which is no longer in use due to safety concerns with its failing roof truss system.

BBA is the original Architect of Record for the project and prepared the initial design documents under the City's Architectural/Engineering Services Master Agreement. Updates to the existing documents are now required to reflect current building codes, utility requirements, and the 2023 Toho Water Authority standards.

These updates build directly upon the original design work, and contracting with BBA ensures continuity, preserves design intent, and supports efficient coordination and implementation.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10445606 - 506292	ST2117	Decrease	\$2,695,727.61	\$72,850.00

Financial Summary:

Adequate funding for the Berlinsky Community House Project is readily available in the accounts listed above.

Recommendation

Approval for additional services with Baker Barrios Architects, Inc. for \$72,850 for the design updates to the Berlinsky Community House Project, and authorize the City Manager or their designee to sign any additional documents or change orders needed to carry out the terms of this contract.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) CSA Change Order Baker Barrios for Belinsky
2. Baker Barrios Architects Executed Contracts Feb-20-2024

ITEM 8.A

(DKCRA) Downtown Kissimmee CRA Logo Design Public Survey Results

Request

Request that the Downtown Kissimmee CRA (DKCRA) Board adopt the Downtown Kissimmee CRA logo design developed by the City's Creative Design Team, following the public survey.

Explanation

At a previous presentation, the DKCRA Board requested that the City of Kissimmee's Creative Design Team collect public input to help determine which DKCRA logo concept should be selected as the official Downtown Kissimmee CRA logo.

In response, the City's Creative Design Team incorporated the final adjustments requested by the Board, developed and launched an online public survey, and implemented a targeted outreach effort to encourage participation. The survey was promoted through City communication channels, including social media, paid advertising, and local media outreach, to increase awareness and maximize response volume.

Staff will provide an overview of the survey results and will be available to answer any questions the Board may have.

Recommendation

Approval of one of the proposed logo concepts for use by the Economic Development Department as part of the Downtown Kissimmee Brand Strategy and the Brand Implementation and Evaluation Plan.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter: Josh Daniel

Attachment(s):

1. DKCRA Logo Re-design StratCommCreative Survey Results

ITEM 8.B

(DKCRA) Renewal of Contract between the City of Kissimmee, Downtown Kissimmee Community Redevelopment Agency, Vine Street Community Redevelopment Agency, and Freebee

Request

Approval of an Agreement between the City of Kissimmee, the Downtown Kissimmee Community Redevelopment Agency (DKCRA), the Vine Street Community Redevelopment Agency (VSCRA), and Beefree, LLC d/b/a Freebee, to provide micro-transit transportation services within designated service areas (Contract #20260100).

Explanation

The City of Kissimmee, in coordination with the DKCRA and the VSCRA, has identified the continued need for reliable, accessible, and environmentally sustainable local transportation options to support residents, visitors, and businesses. Micro-transit services provide first- and last-mile connectivity, reduce parking demand, support local commerce, and enhance overall mobility within redevelopment areas.

Pursuant to Chapter 287, Florida Statutes, and Section 4.3.1.1 of the City's Purchasing Code, the City may procure goods and services through cooperative purchasing when it is in the City's best interest. Beefree, LLC d/b/a Freebee was competitively selected through a procurement process conducted by the City of Plantation, Florida, which serves as the lead public agency under Master Agreement No. 102-24.

Staff has reviewed the Master Agreement and determined that the scope of services and pricing are appropriate and economically advantageous for the City of Kissimmee. This Agreement allows the City and its CRAs to participate in the cooperative contract while incorporating City-specific terms, insurance requirements, and a locally tailored scope of services.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10622203 503434		Decrease	257,799.00	257,799.00

Financial Summary:

The contract total is \$429,665.00. The amount of \$257,799.00 represents the DKCRA cost share amount.

Recommendation

DKCRA Board approval of the Agreement between the City of Kissimmee, the Downtown Kissimmee Community Redevelopment Agency (DKCRA), the Vine Street Community Redevelopment Agency

City of Kissimmee

(VSCRA), and Beefree, LLC d/b/a Freebee, to provide micro-transit transportation services within designated service areas.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development
Presenter: David Rodriguez

Attachment(s):

1. (S) Freebee Contract

ITEM 8.C

(VSCRA) Renewal of Contract between the City of Kissimmee, Downtown Kissimmee Community Redevelopment Agency, Vine Street Community Redevelopment Agency, and Freebee

Request

Approval of an Agreement between the City of Kissimmee, the Downtown Kissimmee Community Redevelopment Agency (DKCRA), the Vine Street Community Redevelopment Agency (VSCRA), and Beefree, LLC d/b/a Freebee, to provide micro-transit transportation services within designated service areas (Contract #20260100).

Explanation

The City of Kissimmee, in coordination with the DKCRA and the VSCRA, has identified the continued need for reliable, accessible, and environmentally sustainable local transportation options to support residents, visitors, and businesses. Micro-transit services provide first- and last-mile connectivity, reduce parking demand, support local commerce, and enhance overall mobility within redevelopment areas.

Pursuant to Chapter 287, Florida Statutes, and Section 4.3.1.1 of the City's Purchasing Code, the City may procure goods and services through cooperative purchasing when it is in the City's best interest. Beefree, LLC d/b/a Freebee was competitively selected through a procurement process conducted by the City of Plantation, Florida, which serves as the lead public agency under Master Agreement No. 102-24.

Staff has reviewed the Master Agreement and determined that the scope of services and pricing are appropriate and economically advantageous for the City of Kissimmee. This Agreement allows the City and its CRAs to participate in the cooperative contract while incorporating City-specific terms, insurance requirements, and a locally tailored scope of services.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10722203 503434		Decrease	128,900.00	128,900.00

Financial Summary:

The contract total is \$429,665.00. The amount of \$128,900.00 represents the VSCRA cost share amount.

Recommendation

VSCRA Board approval of the Agreement between the City of Kissimmee, the Downtown Kissimmee Community Redevelopment Agency (DKCRA), the Vine Street Community Redevelopment Agency

City of Kissimmee

(VSCRA), and Beefree, LLC d/b/a Freebee, to provide micro-transit transportation services within designated service areas.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development
Presenter: David Rodriguez

Attachment(s):

1. (S) Freebee Contract

ITEM 8.D

Advisory Board Vacancy: Affordable Housing Advisory Committee

Request

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

Explanation

Affordable Housing Advisory Committee member Wendy Ford has missed three consecutive meetings in a row. Pursuant to City Code Section 2-146, "any board member who misses three (3) consecutive meetings or at least one half of the meetings of the calendar year shall be considered to have resigned, and a new replacement may be appointed." The new appointee will be appointed for a new three-year term.

Attached are the pre-approved applications for commission consideration which meet the eligibility requirements for the committee under several open categories outlined in the Local Housing Assistance Plan (LHAP).

Recommendation

Appoint a new member to fill an open vacancy on the Affordable Housing Advisory Committee.

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. (AHAC) Applicant - John Rivera (Banking or Mortgage Industry)
2. (AHAC) Applicant - Shawn Tan (Banking or Mortgage Industry)
3. (AHAC) Applicant - John Byrd (Essential Services Personnel)
4. (AHAC) Applicant - Traci Blue (Non-Profit Affordable Housing Provider)