



**MEETING AGENDA
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, JANUARY 20, 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 Oath of Office for Fire Department Promotions

3.B Presentation of the 2025 Festival of Lights Award Winners

3.C Proclamation - 2026 National CRNA Week

3.D Proclamation- "Kissimmee, City of Love Day"

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

5. PUBLIC HEARINGS

5.A Public Hearing - Resolution to Adopt and Submit the First Amendment of the 2025-2029 Consolidated Plan and the PY25 CDBG Action Plan

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 December 16, 2025 and January 6, 2026 meeting

7.B Investment Advisor Services Agreement with U.S. Bancorp Asset Management

7.C Resolution to Adopt the Fourth Amendment to the Local Housing Assistance Plan

7.D Authorization to Negotiate Construction Engineering Inspection Services

7.E ESRI Small Government Enterprise Agreement

7.F Acceptance of the FY2025 Justice Assistance Grant Countywide Award

7.G Task Order No. 7 for Professional Service Agreement with Avcon Inc.

7.H First Right of Refusal with Sabal Aviation to Lease Property at Kissimmee Gateway Airport for Business AirPark

8. DISCUSSION ITEMS

8.A Appeal of the Development Review Committee Decision to Renew a Conditional Use Special Event Permit Approval for Food Trucks at 1985 S. John Young Parkway

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

Oath of Office for Fire Department Promotions

Request

Request that the Fire Department personnel listed below be sworn in to their new positions. All promotions became effective on January 17, 2026.

Explanation

The four Fire Department personnel listed below are being sworn in to their new positions, which became effective January 17, 2026.

Geoff Miller has been promoted to Battalion Chief of EMS & Safety.
Jeff Booher has been promoted to the position of Battalion Chief.
Samson van Olffen has been promoted to the position of Lieutenant.
Bryan Benson has been promoted to EMS Lieutenant.

Department: Fire
Presenter: James Walls

Attachment(s):

1. (S) Fire Department Oaths of Office

ITEM 3.B

Presentation of the 2025 Festival of Lights Award Winners

Request

Presentation of the 2025 Festival of Lights Award Winners

Explanation

The City of Kissimmee proudly hosted its annual Kissimmee Festival of Lights Parade on Saturday, December 13, 2025. This beloved annual event, generates a positive economic impact for downtown businesses while offering a festive and affordable celebration for the community.

Over 10,000 residents and visitors gathered in the heart of beautiful Downtown Kissimmee to enjoy this cherished tradition. This year's 66-entry procession filled the historic streets with holiday magic, dazzling lights, and joyful performances.

Parade Award Winners:

- Best Lights and Effects — Kissimmee Utility Authority
- Best Walking Group — Victory Charter Schools
- Best Overall — Kissimmee Utility Authority

Department: Parks & Recreation

Presenter: Steve Lackey

Attachment(s):

None

ITEM 3.C

Proclamation - 2026 National CRNA Week

Request

Proclamation presentation to Laura Sanchez in recognition of Certified Registered Nurse Anesthetist Week (CRNA) January 18–24, 2026.

Explanation

N/A

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation - 2026 National CRNA Week

ITEM 3.D

Proclamation- "Kissimmee, City of Love Day"

Request

Presentation of "Kissimmee, City of Love Day" Proclamation to Yolanda Bernard, Vice President of the National Chamber of the Arts.

Explanation

N/A

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation - Kissimmee, City of Love Day

ITEM 5.A

Public Hearing - Resolution to Adopt and Submit the First Amendment of the 2025-2029 Consolidated Plan and the PY25 CDBG Action Plan

Request

Request approval of the Resolution and the Submittal of a Section 108 Loan Application and the Substantial Amendment to the 2025-2029 Consolidated Plan and 2025 Annual Action Plan.

Explanation

Authorized under Section 108 of the Housing and Community Development Act of 1974, the Section 108 program is the loan guarantee component of the CDBG program. The City of Kissimmee intends to submit a Section 108 Loan Application to the U.S. Department of Housing and Urban Development (HUD) in the amount of \$3 million. The funds will be used to complete the rehabilitation of Haven on Vine Apartments.

Upon completion, Haven on Vine will provide studio and two-bedroom apartments and emergency beds, along with integrated supportive services to promote long-term housing stability. The Section 108 funds will support the conversion of 43 motel rooms into fully functional studio apartments, each with a kitchenette and renovated bathroom, as well as renovation of office and administrative space, pool conversion, and construction of a community garden and playground. Construction is expected to commence upon HUD approval of the application and the execution of loan documents. Future Community Development Block Grant (CDBG) funds and any program income generated by the property may be used to repay the loan.

A Substantial Amendment to the 2025–2029 Consolidated Plan and the 2025 Annual Action Plan is required to include this Section 108 Guaranteed Loan. After approval of this agenda item, staff will work with the Jacksonville HUD office to submit these amendments. As part of the substantial amendment process, a 30-comment period and Public Hearing are required. The 30-day comment period took place between Friday, December 19, 2025, and Saturday, January 17, 2026. No comments were received. The meeting on January 20, 2026 will serve as the required Public Hearing.

The review and approval process for the loan is expected to take up to 60 days. Once the funds have been approved, staff will bring this item to the Commission again for further updates and approval.

Recommendation

Approval of the Resolution and submittal of the Section 108 Loan Application and a Substantial Amendment to the 2025-2029 Consolidated Plan and 2025 Annual Action Plan.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Frances DeJesus

Attachment(s):

1. Kissimmee - Section 108 Loan Guarantee Application

City of Kissimmee

2. (S) AMENDED RES adopting the First Amendment of the 2025-2029 Consolidated Plan and the PY25 CDBG Action Plan
3. Proof of Publication 12.18.25

ITEM 7.A**Approval of City Commission Minutes from the December 16, 2025 and January 6, 2026 meeting****Request**

Approval of the December 16, 2025 and January 6, 2026 commission meeting minutes.

Explanation

Minutes of the commission meeting held on December 16, 2025, and January 6, 2026, are attached for approval.

Recommendation

Staff recommends Commission approval.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Commission

Presenter:

Attachment(s):

1. (S) CCM MIN DEC 16 2025
2. (S) CCM MIN JAN 06 2026

ITEM 7.B

Investment Advisor Services Agreement with U.S. Bancorp Asset Management

Request

Request approval of Investment Advisory Services (Contract #20240336) with U.S. Bancorp Asset Management, LLC.

Explanation

On May 21, 2024 the City of Kissimmee entered into a cooperative purchase agreement utilizing Brevard County's solicitation for investment management services awarded to U.S. Bancorp Asset Management LLC formerly known as PFM Asset Management. The extended term of the agreement expired on December 14, 2025. In June 2025, Brevard County issued a new solicitation and U.S. Bancorp Asset Management LLC was awarded the investment advisor contract in October 2025. For continuity, the City of Kissimmee seeks to utilize Brevard's County's solicitation for investment management services awarded to PFM Asset Management LLC to maximize earnings on the City's investment portfolio of surplus funds again.

Professional management for a portfolio of this size is both cost-effective and in the best interest of the City's cash management function to maximize earnings on the City's investment portfolio of surplus funds. As the investment advisor, U.S. Bancorp will present management, investment selection, and procedural change recommendations for the portfolio in accordance with the laws of the State of Florida and the investment policies and procedures established by the City. While under contract, U.S. Bancorp must maintain active status with the Securities and Exchange Commission under the Investment Advisor's Act of 1940 to provide financial advice in a non-discretionary capacity.

The additional investment earnings realized through professional management is projected to exceed the additional cost of this service.

Recommendation

Approval of the Agreement for Investment Advisory Services with U.S. Bancorp Asset Management, LLC.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Finance

Presenter:

Attachment(s):

1. (S) City of Kissimmee Bancorp

ITEM 7.C

Resolution to Adopt the Fourth Amendment to the Local Housing Assistance Plan

Request

Request approval for the Fourth Amendment to the Local Housing Assistance Plan covering SHIP Fiscal Years 2022-2024 and adopt the accompanying Resolution.

Explanation

The Local Housing Assistance Plan (LHAP) outlines the housing programs adopted by the City of Kissimmee that are funded through the State Housing Initiatives Partnership (SHIP) program. The LHAP also identifies the strategies to be used in the event of a disaster should the City receive a special allocation of Hurricane Housing Recovery Program (HHRP) funds from the Florida Housing Finance Corporation (FHFC). Any revisions to the LHAP must be completed through the formal amendment process.

Staff has identified the need for two technical amendments to the FY 2022–2024 LHAP:

First Technical Amendment – HHRP Funds Clarification

In 2022, the City received \$237,026 in HHRP funds to assist households affected by Hurricane Ian. These funds were provided to the Osceola Council on Aging to address storm-related damage at the Oak Leaf Landings Apartments. A recent FHFC audit of the City's use of 2022–2023 HHRP funds identified an inconsistency in the LHAP. While the intent of the Rental Housing Disaster Assistance strategy was to assist owners of affordable multifamily developments, the LHAP narrative referenced assistance to renters and did not explicitly identify multifamily property owners as eligible beneficiaries. FHFC has requested that the FY 2022–2024 LHAP be amended to clarify the intended beneficiaries of this strategy. This amendment does not result in any programmatic changes and is strictly a clarification.

Second Technical Amendment – Owner-Occupied Rehabilitation Program Implementation

The Second Amendment modifies the implementation of the Owner-Occupied (OO) Rehabilitation Program. Currently, the City delivers this program exclusively through nonprofit partners that manage construction activities. This amendment allows the City to engage private contractors when collaboration with nonprofit agencies is not feasible, providing greater flexibility in program delivery.

Because both amendments are procedural and do not alter program intent or funding priorities, it has been determined that they are technical in nature and do not require formal review by the FHFC SHIP Review Committee.

Recommendation

Approve the Fourth Amendment to the Local Housing Assistance Plan covering SHIP Fiscal Years 2022-2024 and adopt the accompanying Resolution.

REQUESTED CITY COMMISSION ACTION:

Approve
Adopt

Department: Development Services
Presenter:

City of Kissimmee

Attachment(s):

1. LHAP for 22-24 (fifth)
2. (S) Amended Resolution - 4th amendment

ITEM 7.D

Authorization to Negotiate Construction Engineering Inspection Services

Request

Approval to begin contract negotiations with the top-ranked firms for Construction Engineering Inspection (CEI) Services, following completion of the Request for Qualifications (RFQ) selection process (RFQ2024-002).

Explanation

In accordance with the City's qualifications-based selection procedures and the Consultant's Competitive Negotiation Act (CCNA), the Procurement Division issued RFQ2024-002 to solicit qualified firms to provide professional CEI services for the upcoming Connect Kissimmee Complete Streets Phase 1 Project.

After evaluation of the submitted qualifications and completion of the selection committee interviews, DRMP was ranked as the most qualified firm to perform these services, followed by Metric Engineering, Michael Baker International, and RK&K, respectively.

The next step in the procurement process, as required by City purchasing policy, is to enter negotiations with the highest-ranked firm to establish a detailed scope of services, fee schedule, and contract terms. Upon successful negotiation, staff will return to the City Commission for approval of the final contract. In the event negotiations are unsuccessful, the City will proceed to negotiate with the next highest-ranked firm.

The CEI services contract will provide professional oversight and inspection for the Connect Kissimmee Complete Streets Phase 1 Project, ensuring compliance with approved plans, specifications, schedules, and quality standards.

Recommendation

Approve authorization to begin contract negotiations with the top-ranked firms for CEI Services.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. RFQ2024-002 – Connect Kissimmee Complete Streets Phase 1 CEI Post Committee Score Sheet

ITEM 7.E

ESRI Small Government Enterprise Agreement

Request

Request approval to renew the three-year Small Government Enterprise Agreement (SGEA) with Environmental Systems Research Institute (ESRI) for \$180,900 (Contract #20260137).

Explanation

For the past eighteen years, the City of Kissimmee and Kissimmee Utility Authority (KUA) have jointly participated in an agreement with Environmental Systems Research Institute (ESRI) specifically designed to assist small governments with the software and maintenance costs associated with providing Geographical Information Systems (GIS). The Small Government Enterprise Agreement (SGEA) allows both the City and KUA coverage under one agreement. The combined license count and existing annual maintenance fees make it cost-effective to utilize the SGEA to provide for unlimited installations of ESRI client - server GIS software as well as their cloud offerings.

The current agreement is due to expire in February 2026. The renewal agreement provides for a three-year commitment of \$60,300 annually, totaling \$180,900. The fee will be divided between both entities. The City's portion will be \$30,150 per year and KUA will pay \$30,150 annually. The Enterprise agreement will be in the City's name and the City will pay the fee directly to ESRI and then bill KUA for its portion. This payment arrangement is governed by a memorandum of understanding (MOU) between the City and KUA.

By utilizing the SGEA, the City will continue to realize extensive cost savings. Throughout the last eighteen years, the City and KUA have both benefited from adding user and server software at no additional cost; therefore, leveraging each entity's respective investments in GIS. These savings are compounded within the operational budget, as the ESRI annual maintenance fee will not increase as the number of licenses being used increases. Having access to unlimited licensing greatly increases the opportunity to expand GIS throughout other departments without having to expend additional capital dollars on software licenses and without increasing the operational budget for annual maintenance.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
56060103-504647		Decrease	30,250	30,150

Financial Summary:

The City's portion for year one is included in the approved FY 2026 Information Technology operating budget and the two subsequent years will be budgeted in the FY 2027 and FY 2028 operating budgets.

Recommendation

City of Kissimmee

Approval to renew the three-year Small Government Enterprise Agreement (SGEA) with Environmental Systems Research Institute (ESRI) for \$180,900.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Information Technology
Presenter:

Attachment(s):

1. (S) SGEA & Addendum - ESRI Signed

ITEM 7.F

Acceptance of the FY2025 Justice Assistance Grant Countywide Award

Request

Request approval to accept the Justice Assistance Grant – Countywide (JAG-C) Program for \$34,000 (Grant #JAG26) and authorization to amend the budget accordingly.

Explanation

The Kissimmee Police Department began the application process for the JAG-C grant in July 2025 to purchase an Alternative Light Source machine (ALS) for the department's Forensic unit. In December 2025, the Kissimmee Police Department was awarded \$34,000, which will be used to partially fund the purchase of an ALS. The \$11,400 balance of the purchase will be from the current fiscal year budget.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
11500331 331200	JAGC26	INCREASE	\$34,000	
11530406 506494	JAGC26	INCREASE	\$34,000	
00130403 505455		DECREASE	\$10,000	
00130403 505556		DECREASE	\$1,400	
00130406 506494	JAG26	INCREASE	\$11,400	

Financial Summary:

This is a reimbursement grant. Upon completion, an invoice will be sent for reimbursement.

Recommendation

Approval for the Kissimmee Police Department to accept the \$34,000 Justice Assistance Grant Countywide (JAG-C) and update the budget accordingly.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter:

Attachment(s):

1. (S) JG179 – Federal Award - Agreement

City of Kissimmee

ITEM 7.G

Task Order No. 7 for Professional Service Agreement with Avcon Inc.

Request

Request approval of Task Order No. 7 of the professional service agreement, Contract #20230139, between the City of Kissimmee and AVCON, Inc., for construction administration and engineering services for site development of Kissimmee Gateway Airport's Parcel 8.

Explanation

The Kissimmee Gateway Airport's Parcel 8 is on the airfield near the intersection of Dyer Boulevard and MLK Jr. Boulevard. The site has been identified for the preparation and expansion of aviation businesses. To prepare the site for facility construction, removal of unsuitable soils and replacement of proper materials is required. In addition, grading will occur to meet the storm water runoff requirements per the South Florida Water Management District Permit. The Florida Department of Transportation (FDOT) has provided grant funding for this project, and competitive bids have been received for the work. AVCON will oversee the work and provide record drawings upon completion.

The professional service agreement between the City of Kissimmee and AVCON, Inc. was executed on February 7, 2023, for engineering services. All hours and expenses are included in Lump Sum Costs as shown in Attachment C of the document provided.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
46170106-506393	Par8 Const	Decrease	150,000	150,000
47000331-334410	Par8 Const	Increase	120,000	150,000
47070106-526393	Par8 Const	Increase	30,000	30,000

Financial Summary:

The project cost is \$150,000
80% FDOT (\$120,000)
20% Local match (Airport) (\$30,000)

Recommendation

Approval of Task Order No. 7 of the professional service agreement between the City of Kissimmee and AVCON, Inc., for construction administration and engineering services for the site development of Kissimmee Gateway Airport's Parcel 8.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Airport

Presenter:

Attachment(s):

1. (S) AVCON Task Order No. 7

ITEM 7.H

First Right of Refusal with Sabal Aviation to Lease Property at Kissimmee Gateway Airport for Business AirPark

Request

Approval of First Right of Refusal to Lease Airport Property with Sabal Aviation Kissimmee, LLC.
(Contract #20260134)

Explanation

The City has established City Policy 1501, "First Right of Refusal to Lease Property at the Kissimmee Airport." The policy allows a business to lease property for up to two (2) years to enable facility design and permitting for construction. This agreement may be converted to a ground lease at any time during the two years. The First Right of Refusal (FRR) fee shall be \$2,500.00 per acre per year. Sabal Aviation Kissimmee Place, LLC, has requested a First Right of Refusal for approximately two and a half (2.5) acres to develop the Business Airpark. The proposed intent is to construct approximately 12 – 50' x 50' aircraft storage "box hangars." The expected lease will be long-term, at fair market value, and enable the design, construction, management, maintenance of the grounds and facilities for the duration of the lease agreement.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
46100344 344100	N/A	Increase	6,250	6,250

Financial Summary:

The First Right of Refusal (FRR) fee shall be \$2,500.00 per acre per year totaling \$6,250.00 per year until the facilities are constructed at which time approximately \$38,000 per year is expected.

Recommendation

Approval of First Right of Refusal to Lease Airport Property with Sabal Aviation Kissimmee, LLC.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Airport
Presenter:

Attachment(s):

1. (S) SABAL First Right of Refusal 2026

City of Kissimmee

ITEM 8.A

Appeal of the Development Review Committee Decision to Renew a Conditional Use Special Event Permit Approval for Food Trucks at 1985 S. John Young Parkway

Request

Request appeal of the Development Review Committee (DRC) decision to renew a Conditional Use Special Event Permit approval for food trucks at 1985 S. John Young Parkway.

Explanation

This permit was originally approved by the Planning Advisory Board (PAB) on August 20, 2025 as part of a Conditional Use application. The PAB approval included a condition (#2) that the approval was valid only for a period of 90 days (Nov. 20, 2025). After the 90-day period, the permit must come back to the DRC to consider a renewal. On December 16, 2025, the City's Development Review Committee (DRC) reviewed the renewal of the Conditional Use Special Event permit (CU-25-0004) for up to 6 food trucks at 1985 S. John Young Pkwy. DRC approval was withheld until a revised site plan was submitted to the City and approved.

With the re-submittal and review of a revised site plan to address DRC comments, the permit was approved on Jan. 9, 2026. A written appeal of the decision to approve the permit was received on Jan. 12, 2026.

On September 3, 2025, the City Commission voted to implement an immediate moratorium on new applications for special event permits for food trucks until such time a new ordinance is adopted. The new ordinance would require City Commission approval of Conditional Uses and revise section(s) of the Land Development Code (LDC) pertaining to outdoor vendors and special event permit for food trucks.

The DRC renewal of the Conditional Use Special Event permit occurred while the September 3, 2025 moratorium is still in effect because a new ordinance has not been presented or adopted by City Commission. Staff is seeking City Commission direction on whether the Jan. 9, 2026 renewal should be upheld or overturned.

FINDINGS AND REASONS:

Consistent with Section 14-3-21B of the Land Development Code, Development Review Committee (DRC) decisions may be appealed to the City Commission.

Recommendation

Requesting appeal of the Development Review Committee (DRC) decision to renew a Conditional Use Special Event Permit approval for food trucks at 1985 S. John Young Parkway.

REQUESTED CITY COMMISSION ACTION:

Commission Direction

Department: Development Services

Presenter: Mike Steigerwald

Attachment(s):

1. Conditional Use Special Event Permit Renewal 01.09.26
2. DRC Appeal Notice 01.12.2026

City of Kissimmee

3. Sept. 3, 2025 City Commission Minutes - Moratorium
4. Aug. 20, 2025 Planning Advisory Board Minutes