



**MEETING AGENDA
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, JUNE 3, 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 Swearing In of New Firefighters

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

4.A Public Hearing - First Reading and Transmittal Hearing - Proposed Ordinance # 25-05 - Amendments to the Comprehensive Plan per the findings of the 2025 Evaluation and Appraisal Report

AN ORDINANCE AMENDING AND REINSTATING ORDINANCE NO. 3050 KNOWN AS THE ORDINANCE ADOPTING THE COMPREHENSIVE DEVELOPMENT PLAN FOR THE CITY OF KISSIMMEE, FLORIDA, UNDER THE AUTHORITY OF FLORIDA STATUTE 163.3184; AMENDING LANGUAGE THROUGHOUT THE COMPREHENSIVE PLAN TO BE CONSISTENT WITH STATUTORY CHANGES AND CURRENT CITY REGULATION FOR COMPLIANCE WITH FLORIDA STATUTES; DIRECTING THE CITY MANAGER TO REPLACE THE COMPREHENSIVE LAND USE PLAN AS HEREIN PROVIDED AFTER THE PASSAGE OF THIS ORDINANCE; PROVIDING FOR A PUBLIC HEARING AS REQUIRED BY LAW; REPEALING ALL ORDINANCES IN CONFLICT HERewith; AND PROVIDING AN EFFECTIVE DATE.

4.B Public Hearing - Second and Final Reading - Proposed Ordinance # 25-04 - Fire Service Assessment Ordinance

AN ORDINANCE RELATING TO THE PROVISION AND FUNDING OF FIRE PROTECTION SERVICES, FACILITIES, AND PROGRAMS IN THE CITY OF KISSIMMEE, FLORIDA; AUTHORIZING THE IMPOSITION AND COLLECTION OF FIRE SERVICE ASSESSMENTS AGAINST PROPERTY THROUGHOUT THE CITY; PROVIDING CERTAIN DEFINITIONS; ESTABLISHING THE PROCEDURES FOR IMPOSING AND COLLECTING FIRE SERVICE ASSESSMENTS; PROVIDING THAT FIRE SERVICE ASSESSMENTS CONSTITUTE A LIEN ON ASSESSED PROPERTY EQUAL IN RANK AND DIGNITY WITH THE LIENS OF ALL STATE, COUNTY, DISTRICT, OR MUNICIPAL TAXES AND ASSESSMENTS AND SUPERIOR IN DIGNITY TO ALL OTHER PRIOR LIENS, MORTGAGES, TITLES, AND CLAIMS; AUTHORIZING THE ISSUANCE OF OBLIGATIONS SECURED BY ASSESSMENTS; PROVIDING FOR VARIOUS RIGHTS AND REMEDIES OF THE HOLDERS OF SUCH OBLIGATIONS; PROVIDING THAT SUCH OBLIGATIONS WILL NOT CREATE A GENERAL DEBT OR OBLIGATION OF THE CITY; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

5. PUBLIC HEARINGS

- 5.A Public Hearing - Approval of initial Annual Fire Service Assessment Resolution providing direction and authority to implement the Fire Service Assessment for the upcoming Fiscal Year beginning October 1, 2025.

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 May 20, 2025, Workshop and Commission meeting
- 7.B Permanent Access Easement between the Osceola County School Board and the City of Kissimmee at Lancaster Ranch Park
- 7.C Transfer ownership of water and waste water infrastructure to Toho Water Authority for Lancaster Ranch Park Phase 1
- 7.D Selection of Proposal for RFP 2025-008 School Crossing Guards
- 7.E Interlocal agreement for School Resource Officers between Osceola County schools, Kissimmee Police Department, Osceola County Sheriff's Office and St. Cloud Police Department
- 7.F Approval of a Contract between UniFirst Corp and the City of Kissimmee for uniform rentals and purchase
- 7.G Disaster Response Services Contract with Crowder Gulf for Debris Removal
- 7.H Construction Manager at Risk Agreement with Balfour Beatty Construction, LLC for the Kissimmee City Hall Renovations
- 7.I Disaster Response Services Contract with Thompson Consulting Services for Debris Monitoring
- 7.J Sonoma Resort at Tapestry Phase 2C – Subdivision Final Acceptance
- 7.K Osceola Village Center Phase 4 – Subdivision Final Acceptance
- 7.L Woodside Drainage Improvement Project

8. DISCUSSION ITEMS

CITY COMMISSION RECESSES AND CONVENES AS THE COMMUNITY REDEVELOPMENT AGENCY BOARD

- 8.A Extension of Agreement between Vine Street Community Redevelopment Agency and GAI Consultants, Inc., for the Vine Street CRA Master Plan Update

COMMUNITY REDEVELOPMENT AGENCY BOARD ADJOURNS AND RECONVENES AS THE CITY COMMISSION

- 8.B Advisory Board Vacancy: Planning Advisory Board and Board of Adjustment
- 8.C Annual Advisory Board vacancies with terms ending May 31, 2025
- 8.D Kissimmee Utility Authority (KUA) 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

Swearing In of New Firefighters

Request

Staff requests that four new employees be sworn in as City of Kissimmee Fire Department Firefighters.

Explanation

The City of Kissimmee Fire Department has hired four new employees. These employees have completed an extensive orientation and have been assigned to a shift and station.

Staff requests that these employees be sworn-in in front of the City Commission to reflect the professionalism and respect their jobs warrant. This will also allow the Commissioners to meet the new firefighters who will be serving this city.

The firefighters to be sworn in are:

Firefighter Brandon Olson
Firefighter Robert Creager
Firefighter William Kaylor
Firefighter Griffin Woodall

Department: Fire
Presenter: James Walls

Attachment(s):

1. (s) Swearing in Ceremony for Brandon Olson
2. (s) Swearing in Ceremony for Robert Creager
3. (s) Swearing in Ceremony for William Kaylor
4. (s) Swearing in Ceremony for Griffin Woodall

ITEM 4.A

Public Hearing - First Reading and Transmittal Hearing - Proposed Ordinance # 25-05 - Amendments to the Comprehensive Plan per the findings of the 2025 Evaluation and Appraisal Report

AN ORDINANCE AMENDING AND REINSTATING ORDINANCE NO. 3050 KNOWN AS THE ORDINANCE ADOPTING THE COMPREHENSIVE DEVELOPMENT PLAN FOR THE CITY OF KISSIMMEE, FLORIDA, UNDER THE AUTHORITY OF FLORIDA STATUTE 163.3184; AMENDING LANGUAGE THROUGHOUT THE COMPREHENSIVE PLAN TO BE CONSISTENT WITH STATUTORY CHANGES AND CURRENT CITY REGULATION FOR COMPLIANCE WITH FLORIDA STATUTES; DIRECTING THE CITY MANAGER TO REPLACE THE COMPREHENSIVE LAND USE PLAN AS HEREIN PROVIDED AFTER THE PASSAGE OF THIS ORDINANCE; PROVIDING FOR A PUBLIC HEARING AS REQUIRED BY LAW; REPEALING ALL ORDINANCES IN CONFLICT HERewith; AND PROVIDING AN EFFECTIVE DATE.

Request

Request approval to transmit the 2025 Evaluation and Appraisal Report (EAR) Amendments to the Florida Department of Commerce.

Explanation

Every seven years, the City is required to conduct an evaluation of its Comprehensive Plan via an Evaluation and Appraisal Report (EAR). Based on the findings of the EAR, the City must make any necessary changes to its Comprehensive Plan within a year. All necessary amendments have been incorporated into the Comprehensive Plan elements, attached for review. The amendments are included within the backup of this agenda item and are represented through an underline/strike-through.

Below is a summary of the changes per element:

Future Land Use

- Policy 1.1.10.1: Remove this Policy. This has been something the City has attempted to pursue in the past but has been unsuccessful.
- Objective 1.1.11: Added to support the Form-Based Code area.
- Minor language updated.

Transportation

- Policy 2.1.1.4: Modified this policy to encourage a safe multi-modal transportation network and engage with regional and local Vision Zero Action Plans.
- Minor language updated.

Housing

- Policy 3.1.1.10: Requires that the City maintain expectations for administrative approval for proposed projects submitted under the Live Local Act land use tool. In addition, it requires that the City's website also contain a list of City-owned surplus lands that may be used to develop affordable residential units and a list of incentives the City may apply to development projects.

- Policy 3.1.2.6: Adding a statement at the end of this policy that the City shall support local non-profits when striving to provide housing assistance.

Public Facilities

- Minor language updated.

Conservation

- Minor language updated.

Recreation and Open Space

- Adding Policy 6.1.1.8: The Parks and Recreation Advisory Board shall be engaged to make decisions on the acquisition of park land and development of recreation facilities/trails.
- Adding Policy 6.1.1.9: The City shall identify all park land that can be used for future recreational use and maintain a list of those areas.
- Adding Policy 6.1.2.5: Parks shall be designed to encourage safety, social equity, and shall be low impact or support the environment.
- Adding Policy 6.1.3.5: Encourages trails and pedestrian pathways.
- Adding Policy 6.1.3.6: Requires that the City adopt a Parks and Recreation Master Plan.

Intergovernmental Coordination

- Removed Objective 7.1.6 which recommends establishing Joint Planning Areas (JPA) with Osceola County. This has been something the City has attempted to pursue in the past but has been unsuccessful. Both the County and City have seats on the respective Development Review Committees and have the opportunity to comment on proposed projects. County land use, continuity, and the maintenance of the Level of Service within the City is always a consideration when reviewing development applications within the City. Further, if there is a wish for another large-scale annexation into the City, a separate agreement would be made with the County.

Capital Improvements

- Capital Improvements Plan (CIP) update
- Minor language updated.

Economic Development

- No changes are proposed to this element.

Property Rights

- No changes are proposed to this element.

If approved, staff will transmit all applicable documentation to the Florida Department of Commerce and various other agencies for review and approval. Once their approval is finalized, staff will return to City Commission for the second and final hearing, anticipated in August 2025.

Recommendation

Recommending City Commission approval to transmit the 2025 Evaluation and Appraisal Report (EAR) Amendments to the Florida Department of Commerce.

The Planning Advisory Board (PAB) recommended approval on May 21, 2025. This recommendation included a modification to Policy 2.1.1.4 of the Transportation Element, which is reflected in the attached backup.

The Development Review Committee (DRC) recommended approval on May 6, 2025.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Ashley Cornelison

Attachment(s):

1. 25-05 Draft Ordinance
2. Kissimmee EAR Memo
3. Future Land Use Element
4. Transportation Element
5. Housing Element
6. Public Facilities Element
7. Conservation Element
8. Recreation and Open Space
9. Intergovernmental Coordination
10. Capital Improvements Element
11. Economic Development
12. Property Rights Element
13. Proof of Publication

ITEM 4.B

Public Hearing - Second and Final Reading - Proposed Ordinance # 25-04 - Fire Service Assessment Ordinance

AN ORDINANCE RELATING TO THE PROVISION AND FUNDING OF FIRE PROTECTION SERVICES, FACILITIES, AND PROGRAMS IN THE CITY OF KISSIMMEE, FLORIDA; AUTHORIZING THE IMPOSITION AND COLLECTION OF FIRE SERVICE ASSESSMENTS AGAINST PROPERTY THROUGHOUT THE CITY; PROVIDING CERTAIN DEFINITIONS; ESTABLISHING THE PROCEDURES FOR IMPOSING AND COLLECTING FIRE SERVICE ASSESSMENTS; PROVIDING THAT FIRE SERVICE ASSESSMENTS CONSTITUTE A LIEN ON ASSESSED PROPERTY EQUAL IN RANK AND DIGNITY WITH THE LIENS OF ALL STATE, COUNTY, DISTRICT, OR MUNICIPAL TAXES AND ASSESSMENTS AND SUPERIOR IN DIGNITY TO ALL OTHER PRIOR LIENS, MORTGAGES, TITLES, AND CLAIMS; AUTHORIZING THE ISSUANCE OF OBLIGATIONS SECURED BY ASSESSMENTS; PROVIDING FOR VARIOUS RIGHTS AND REMEDIES OF THE HOLDERS OF SUCH OBLIGATIONS; PROVIDING THAT SUCH OBLIGATIONS WILL NOT CREATE A GENERAL DEBT OR OBLIGATION OF THE CITY; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Request

Approval of the Second and Final Reading of the Proposed Ordinance # 25-04 Fire Service Assessment Ordinance.

Explanation

This results from consideration and adoption of Resolution No. 34-2024 in December 2024, a subsequent successful request for proposals to seek learned and experienced multi-disciplined advice on stand-up and implementation of a Fire Service Assessment, the fire staffing study workshop on April 1, 2025, direction accordingly from the City Commission on April 15, and the extraordinary notice of public hearing associated with the establishment and use of revenue from an annual Fire Service Assessment. Such notice has been submitted for publication, and contracted to be mailed to all affected property owners on or around May 13, all as required by statute.

This item complies with statute in terms of process of adoption of an ordinance, including timely publication. After first reading and a subsequent public hearing, the Ordinance may be considered for adoption by the City Commission. Upon adoption after subsequent public hearing, the Ordinance will then serve to lay out the process, procedure, and detail for use and implementation of a non-ad valorem assessment to annually fund only a portion of the annual cost to provide constant readiness and availability of the City's fire department.

Recommendation

Approval of Proposed Ordinance # 25-04, Fire Service Assessment Ordinance.

REQUESTED CITY COMMISSION ACTION:

Adopt

Department: Finance

Presenter: Mike Steigerwald

Attachment(s):

1. (S) Kissimmee Assessment Ordinance 7
City of Kissimmee

2. Non Ad Valorem Assessment Impact Statement
3. Certified True and Correct (Affidavit of Publication for Proposed Ord 25-04) (05-16-2025)

ITEM 5.A

Public Hearing - Approval of initial Annual Fire Service Assessment Resolution providing direction and authority to implement the Fire Service Assessment for the upcoming Fiscal Year beginning October 1, 2025.

Request

Request adoption of this Annual Assessment Resolution, which sets the rates, fees and changes recently published and which were the subject of an individually mailed notice to all affected property owners in the City.

Explanation

This is the result of consideration and adoption of Resolution No. 34-2024 in December 2024, a subsequent successful request for proposals to seek learned and experienced multi-disciplined advice concerning stand-up and annual implementation of a Fire Service Assessment, the recent fire staffing study workshop on April 1, 2025, and direction accordingly from the City Commission on April 15. Such direction has resulted in extraordinary notice and a public hearing associated with the establishment and use of revenue from a Fire Service Assessment for the upcoming Fiscal Year 2025-26.

City Staff and management ask for consideration and acceptance of the evidentiary executive summary in the form of the Letter Report prepared by Dr. Owen Beitsch of GAI, using City budgetary information, and data obtained from the County Property Appraiser and the Florida Department of Revenue.

The Annual Assessment Resolution sets properly noticed rates to be charged to each property on a proportional basis (1) based upon the amount of improvements to each Tax Parcel (not land), and (2) an equal or flat charge per Tax Parcel, which together will fund approximately \$6.1 million dollars of the upcoming annual Fire Department budget.

Recommendation

Adopt the initial Annual Assessment Resolution, and accept the Letter Report as competent, substantial evidence in all respects.

REQUESTED CITY COMMISSION ACTION:

Adopt

Department: Finance

Presenter:

Attachment(s):

1. (S) Fire Annual Assessment Resolution FY 2025-26
2. Affidavit Notice of Hearing
3. Proof of mailing

ITEM 7.A**Approval of City Commission Minutes from the May 20, 2025, Workshop and Commission meeting****Request**

Request approval of the May 20, 2025 workshop and commission meeting minutes.

Explanation

Minutes of the workshop and commission meeting held on May 20, 2025, are attached for approval.

Recommendation

Staff recommends Commission approval.

REQUESTED CITY COMMISSION ACTION:

Department: City Commission

Presenter:

Attachment(s):

1. (S) CCM MIN MAY 20, 2025 (DT Rebranding and Code Enforcement Workshop)
2. (S) CCM MIN MAY 20, 2025

ITEM 7.B

Permanent Access Easement between the Osceola County School Board and the City of Kissimmee at Lancaster Ranch Park

Request

Approval of the Permanent Access Easement between the Osceola County School Board and the City of Kissimmee for ingress and egress to Lancaster Ranch Park.

Explanation

The Osceola County School Board and the City of Kissimmee have agreed to have a shared permanent entrance at Pleasant Hill Elementary School off of Jack Calhoun Drive for ingress and egress into the elementary school and Lancaster Ranch Park.

A Temporary Construction Easement was in place to allow for the temporary ingress and egress to the site for the purpose of continuing the west entrance into Lancaster Ranch Park during construction. Both parties now wish to enter into a Permanent Access Easement for this entrance road. The City and School Board legal departments have reviewed and approved this permanent easement.

Recommendation

Approval of the Permanent Access Easement between the Osceola County School Board and the City of Kissimmee for ingress and egress to Lancaster Ranch Park.

REQUESTED CITY COMMISSION ACTION:

Approve

Execute

Department: Parks & Recreation

Presenter:

Attachment(s):

1. (S) Lancaster Ranch Permanent Access Easement

ITEM 7.C

Transfer ownership of water and waste water infrastructure to Toho Water Authority for Lancaster Ranch Park Phase 1

Request

Approval to transfer ownership of water and waste water infrastructure to Toho Water Authority for Lancaster Ranch Park Phase 1 by executing a Bill of Sale.

Explanation

As part of Phase 1 of Lancaster Ranch Park, the City constructed water and waste water infrastructure to supply the utilities to the park. The Tohopekaliga Water Authority (TWA) has agreed to provide such water and waste water utilities to the park. However, the City must transfer ownership of the water and waste water infrastructure within the Park to TWA by executing a Bill of Sale.

This will allow any future repairs from the main connection to be performed by TWA.

Recommendation

Approval to transfer ownership of water and waste water infrastructure to Toho Water Authority for Lancaster Ranch Park Phase 1 by executing a Bill of Sale.

REQUESTED CITY COMMISSION ACTION:

Execute

Department: Parks & Recreation

Presenter:

Attachment(s):

1. (S) 220020 Bill of Sale

ITEM 7.D

Selection of Proposal for RFP 2025-008 School Crossing Guards

Request

Approval of All City Management Services (ACMS) as the selected bidder for RFP 2025-008 and execution of the attached contract with ACMS for crossing guard services. (Contract #20230132)

Explanation

KPD, with the assistance of the Procurement Division, completed a Request for Proposals (RFP) process to select a company to manage the Crossing Guard Program in the City of Kissimmee. Three companies submitted proposals and were asked to provide additional information regarding their experience in the field, including references. The first company, Nation Security, had no previous experience with providing crossing guard services. The second company, Lone Star Logistics, had some experience with providing crossing guard services in the State of Florida, but their experience level was far below ACMS. ACMS has multiple contracts nationwide, and has managed our program in previous years. Based on ACMS's level of experience and their positive performance for our city in previous years, we recommend contracting with ACMS.

Recommendation

Approval of All City Management Services (ACMS) as the selected bidder for RFP 2025-008 and execution of the attached contract with ACMS for crossing guard services.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter:

Attachment(s):

1. (S) Agreement for Crossing Guard Services with ACMS RFP 25-08
2. RFP 2025-008 Bid Selection Purchasing Form

ITEM 7.E

Interlocal agreement for School Resource Officers between Osceola County schools, Kissimmee Police Department, Osceola County Sheriff's Office and St. Cloud Police Department

Request

Approval of a three-year contract relating to School Resource Officer (SRO) services between the Osceola County School Board, the Kissimmee Police Department, St. Cloud Police Department and the Osceola Sheriff's Department and for the Mayor to sign the attached contract on page 15. (Contract # 20240087)

Explanation

KPD, along with representatives from the other Osceola County law enforcement agencies, have negotiated the attached contract with members of the Osceola County Schools. The contract covers the roles and responsibilities of the SROs, their respective agencies, and the school board. The roles and responsibilities are generally unchanged from previous contract years. The contract also covers salary compensation from the school board, representing a 7% increase this year and a 7% increase in each subsequent year in the three-year contract. The contract has been reviewed and approved by KPD staff and the Police Legal Advisor. Once signatures are obtained from the three law enforcement entities, the contract will be presented to the school board.

Recommendation

Approval of the three-year School Resource Officer Contract.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter:

Attachment(s):

1. (S) Interlocal Agreement for Osceola School Resource Officer Services

ITEM 7.F

Approval of a Contract between UniFirst Corp and the City of Kissimmee for uniform rentals and purchase

Request

Request approval of Contract #20250270 with UniFirst Corporations for the rental and purchase of uniforms and related supplies. This contract utilizes a piggyback agreement based on the Sourcewell Contract #011124.

Explanation

The City of Kissimmee is seeking approval to enter into a contract with UniFirst Corporation through a piggyback agreement leveraging the existing Sourcewell Master Agreement #011124-UFC. UniFirst Corporation, a Massachusetts-based company authorized to operate in the State of Florida, was awarded this Sourcewell contract (formerly NJPA) through Solicitation No. RFP #011124, dated January 11, 2024.

The proposed contract expands the City's current services with UniFirst to include both the rental and purchase of uniforms and related products. This expansion supports the City's goal of improving safety, comfort, and uniform consistency across departments.

Currently, the City's contract with UniFirst only covers uniform rentals, serving 2 departments and 12 divisions with an annual expenditure of approximately \$16,700 (up from an initial \$12,000), still within approved budget limits. However, the existing contract does not address uniform purchases, such as custom high-visibility polos or protective hoodies, which are essential for certain job functions.

Departments including Public Works and Parks & Recreation require ANSI-certified high-visibility apparel to comply with MUTCD and ANSI/ISEA 107 standards for employees working on or near roadways. The updated agreement ensures the City can procure these items as needed, helping maintain compliance and enhance employee safety.

Recommendation

Approval to use the contract agreement between the City of Kissimmee and UniFirst Corp for the purchase and rental of uniforms and related supplies, authorizing the City Manager to approve change orders, amendments and extensions to this agreement.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Human Resources & Risk Management

Presenter:

Attachment(s):

1. (S) - Agreement Between COK and UniFirst Corp

ITEM 7.G

Disaster Response Services Contract with Crowder Gulf for Debris Removal

Request

Approval to award the Disaster Response Services Contract for Debris Removal (Contract #20250278) to Crowder Gulf.

Explanation

The City recently advertised Request for Proposal RFP2025-006 to procure on-call services for post-disaster debris removal. A total of four proposals were received and reviewed through the City's formal selection process. Staff independently evaluated each proposal based on specific evaluation criteria.

The two highest scoring firms were Crowder Gulf and Ceres Environmental Services, Inc. Crowder Gulf is being recommended as the City's primary debris removal contractor. Staff intends to return at a later date for Commission approval of a secondary contract with Ceres Environmental Services, Inc.

The term of this contract is one (1) year, with the option to renew for up to four (4) additional one-year terms.

Recommendation

Approval to award the Disaster Response Service Contract for Debris Removal (RFP2025-006) to CrowderGulf.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) CrowderGulf Emergency Response Debris Removal Contract

ITEM 7.H

Construction Manager at Risk Agreement with Balfour Beatty Construction, LLC for the Kissimmee City Hall Renovations

Request

Approve addendum No. 2, to the Construction Manager at Risk (CMAR) services contract (#20240512) with Balfour Beatty Construction, LLC for the Kissimmee City Hall Renovations for the first, third and fifth floors.

Explanation

On March 4, 2025, the City Commission approved the CMAR contract with Balfour Beatty Construction, LLC. This contract provided pre-construction services for Kissimmee City Hall Renovations in the amount of \$10,000.00.

Balfour Beatty Construction LLC has provided a Guaranteed Maximum Price (GMP), in the amount of \$1,046,846 for the Kissimmee City Hall Renovations project for the first, third and fifth floor. The scope of work includes all labor, equipment, materials and supervision to complete the project via the associated GMP documents attached herewith. The Department recommends an additional 5% of the total GMP to cover owner allowances and contingencies, bringing the total requested to \$1,099,189.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10140106-506292	BD2501		500,000.00	172,364.00
56045606-506292	CS2500	Increase	454,468.00	
56045606-506393	CS2255	Decrease	37,500.00	
56045606-506494	CS2257	Decrease	24,600.00	
56045606-506393	CS2259	Decrease	140,000.00	
56045606-506494	CS2313	Decrease	62,500.00	
56045606-506494	CS2410	Decrease	38,724.00	
56045606-506495	CS2256	Decrease	3,268.00	
56045606-506393	CS2409	Decrease	100,000.00	
56045606-506494	CS2410	Decrease	47,876.00	

Financial Summary:

Construction services for the Kissimmee City Hall Renovations for the first, third and fifth floors will be funded through the accounts listed above.

Recommendation

Approval of addendum No. 2 for the Construction Manager at Risk with Balfour Beatty Construction LLC for the Kissimmee City Hall Renovations project and to authorize the City Manager or his City of Kissimmee

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) Exhibit "C" - GMP Addendum

ITEM 7.I

Disaster Response Services Contract with Thompson Consulting Services for Debris Monitoring

Request

Approval to award the Disaster Response Services Contract (Contract #20250279) for debris monitoring to Thompson Consulting Services.

Explanation

The City recently advertised Request for Proposal RFP2025-007 to procure on-call services for post-disaster debris monitoring. A total of two proposals were received. As part of the City's formal selection process, staff independently evaluated and scored each proposal based on predefined criteria.

Thompson Consulting Services received the highest overall score and is being recommended for award. Under this contract, Thompson will work closely with the City's debris removal contractor(s) to ensure all debris is properly accounted for and processed in compliance with federal and state guidelines, which is essential for reimbursement eligibility.

The contract term is for one (1) year, with the option to renew for up to four (4) additional one-year terms.

Recommendation

Approval to award the Disaster Response Services Contract (RFP2025-007) for debris monitoring to Thompson Consulting Services.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) Thompson Disaster Debris Monitoring Contract

ITEM 7.J

Sonoma Resort at Tapestry Phase 2C – Subdivision Final Acceptance

Request

Acceptance of the subdivision improvements for Sonoma Resort at Tapestry Phase 2C.

Explanation

The developer, Park Square Enterprises, LLC, is requesting acceptance of the subdivision improvements for Sonoma Resort at Tapestry Phase 2C (DRC# 19-00023). Construction has been deemed substantially complete, with all inspections conducted and finalized in accordance with the City's subdivision site improvement, inspection, and certification procedures (LDC §14-3-43).

The fee-simple subdivision is located west of Carroll Street and north of Donegan Avenue. Required improvements with this development include paving, grading, drainage, water, sewer, landscaping, amenities, and street lighting.

The subdivision roads, ponds, and open-space tracts have been dedicated to and will be maintained by the Homeowners Association (HOA).

The owner has posted a maintenance bond in the amount of \$54,123.22 to ensure the satisfactory condition of the required subdivision improvements for a period of one year from formal acceptance by the City Commission.

The City Commission previously approved the final plat with performance guarantee for this subdivision (DRC# SR-23-0003) on July 18, 2023.

Recommendation

Approval to accept the subdivision improvements for Sonoma Resort at Tapestry Phase 2C.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. DRC-19-00023 Sonoma Resort Phase 2C_Maint. Bond
2. DRC-19-00023 Sonoma Resort Phase 2C - Final Acceptance_VM

ITEM 7.K

Osceola Village Center Phase 4 – Subdivision Final Acceptance

Request

Acceptance of the subdivision improvements for Osceola Village Center Phase 4.

Explanation

The developer, Osceola-Kissimmee Development IV, LLC, is requesting acceptance of the subdivision improvements for Osceola Village Center Phase 4 (DRC# 19-00100). Construction has been deemed substantially complete, with all inspections conducted and finalized in accordance with the City's subdivision site improvement, inspection, and certification procedures (LDC §14-3-43).

The fee-simple commercial subdivision is located east of S. John Young Parkway and north of Shingle Creek. Required improvements with this development include paving, grading, drainage, water, sewer, landscaping, and street lighting.

The public rights-of-way, including Osceola Village Drive and Amber Oaks Drive, have been dedicated to and will be maintained by the City of Kissimmee. All lots and tracts within the subdivision will remain privately owned and maintained.

The owner has posted a maintenance bond in the amount of \$3,224,022.13 to ensure the satisfactory condition of the required subdivision improvements for a period of one year from formal acceptance by the City Commission.

The City Commission previously approved the final plat with performance guarantee for this subdivision (DRC# SR-23-0003) on July 18, 2023.

Recommendation

Approval to accept the subdivision improvements for Osceola Village Center Phase 4.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. DRC-19-00100 Osceola Village Center (Phase 4) - Final Acceptance_VM
2. DRC-19-00100 Osceola Village Center Phase 4_Main. Bond

ITEM 7.L

Woodside Drainage Improvement Project

Request

Approval of Change Order No. 8 to amend the current contract price for RS&H (Contract #20250277) by \$105,355.60 to include post-design services.

Explanation

The proposed project addresses recurring residential flooding in the Woodside development (also known as The Park at Sorrento). Construction improvements will include repairing and replacing stormwater infrastructure, reshaping and armoring open ditch banks, retrofitting an existing open channel and closed-pipe stormwater conveyance system, and installing new stormwater pipes.

Key improvements include the installation of a 72-inch reinforced concrete pipe (RCP) under Dyer Boulevard, widening of the existing Ped Canal, installation of riprap along the canal banks, and the installation of a 72-inch RCP or dual 60-inch RCP from the Ped Canal to an existing canal with eventual discharge to Shingle Creek.

Project limits extend from Heron Ditch to Shingle Creek and include the public rights-of-way along Oak Street, Dyer Boulevard, and Hoagland Boulevard; City-owned property at Kissimmee Gateway Airport; existing easements within Mirador at Woodside Apartments and Lake Heron Apartments; and private easements along the north side of the Kissimmee Trail between Shingle Creek and Hoagland Boulevard.

Due to the complexity of the improvements, the project was divided into two phases. With the design of both phases now complete, the City is preparing to proceed with the construction of Phase II.

This change order adds post-design services to the contract scope. These services will support the bidding process and help ensure construction begins in 2025. The additional cost for this work is \$105,355.60.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
40945206 506393	SW1827	Decrease	\$193,101	\$105,355.60

Financial Summary:

Adequate funds are available in the Woodside Drainage Improvement Project.

Recommendation

Approval of Change Order No. 8 to amend the contract price for RS&H by \$105,355.60 to include post-design services for the Woodside Drainage Improvement Project.

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REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. Task Work Order - SA #8 Scope
2. Amendment - RS&H Agreement For Woodside Improv Project (Feb-08-2023)

ITEM 8.A

Extension of Agreement between Vine Street Community Redevelopment Agency and GAI Consultants, Inc., for the Vine Street CRA Master Plan Update

Request

Approve the Vine Street Community Redevelopment Agency (VSCRA) and GAI Consultants, Inc. agreement extension, Contract #20240342, for update of the Vine Street CRA Master Plan.

Explanation

In 2024, the VSCRA Board approved an agreement between the VSCRA and GAI Consultants, Inc. to update the Vine Street CRA Master Plan. The current agreement is set to expire in June 2025. However, unforeseen circumstances have caused delays, and the project is now estimated to be completed by September 2025.

To accommodate any additional unforeseen delays and ensure adequate time for completion, staff recommends extending the agreement by one year, through June 2026.

Recommendation

Approve the VSCRA and GAI Consultants, Inc. agreement extension for the update of the Vine Street CRA Master Plan.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development

Presenter: David Rodriguez

Attachment(s):

1. (S) Vine Street CRA Master Plan Update_Agreement Extension_June 2025
2. Vine Street CRA Master Plan Update Agreement June 2024

ITEM 8.B

Advisory Board Vacancy: Planning Advisory Board and Board of Adjustment

Request

The Commission is requested to make an appointment to fill a vacancy on the Planning Advisory Board and Board of Adjustment.

Explanation

Planning Advisory Board Member, Robert Spalding, has notified the City that he no longer wishes to serve on the board and must resign. Mr. Spalding's term is set to expire May 31, 2025. City staff requests that the appointment be made for the remainder of the term, plus an additional three (3) full-year term, expiring on May 31, 2028. Seat # 1 has been assigned to this vacancy.

Board of Adjustment Members Mary Carr and Wilfredo ("Will") Fonseca have notified the City that they no longer wish to serve on the board and must resign. Ms. Carr and Mr. Fonseca's terms are set to expire May 31, 2025. City staff requests that the new appointments be made for the remainder of the term, plus an additional three (3) full-year term, expiring on May 31, 2028. Seat #3 and Seat #4 have been assigned these vacancies.

The assigned Commissioner will have 30 days to make an appointment. If no extension is requested, the appointment will automatically roll over to the next Commissioner in the rotation.

Commissioner Rotation:	Appointment Expires:	Advisory Board:	Board Term Expires:	Requirements:
Seat # 1 - Ortiz <i>*3 applications on file</i>	06/17/2025	Planning Advisory Board	05/31/2028	Member must be a city resident.
Seat # 3 - Alvarez <i>*2 applications on file</i>	06/17/2025	Board of Adjustment	05/31/2028	Member must be a city resident.
Seat # 4 - Martinez <i>*2 applications on file</i>	06/17/2025	Board of Adjustment	05/31/2028	Member must be a city resident.

Recommendation

The Commission is requested to make an appointment to fill a vacancy on the Planning Advisory Board and Board of Adjustment.

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. PAB Applicant - Kristen Camero (City Resident)

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2. PAB Applicant - Jon Arguello (City Resident)
3. PAB and BOA Applicant - Tiffany Jeffers (City Resident)
4. BOA Applicant - Golam Sadat (City Resident)

ITEM 8.C

Annual Advisory Board vacancies with terms ending May 31, 2025

Request

The Commission is requested to appoint or reappoint members to fill vacancies for boards with terms ending May 31, 2025.

Explanation

The following board member terms are expiring May 31, 2025, and are seeking reappointment. All members will be reappointed to serve a new three (3) year term.

Commissioner Rotation:	Appointment Expires	Board Member:	Board Member Position:	Advisory Board:	New Board Term Expires:
Seat #2 - Eady	06/03/2025	Jose Barreto	City Resident	Board of Adjustment	05/31/2028
Seat #4 - Martinez	06/03/2025	Scott Grenald	City Resident	Historic Preservation Board	05/31/2028
Seat #5 - Mayor Espinosa	06/03/2025	Edward Kilroy	County Resident	Parks and Recreation Board	05/31/2028
Seat #2 - Eady	06/03/2025	Rebeca Marin	City Resident	Planning Advisory Board	05/31/2028

Attached are the applications on file for the above positions for consideration should the Commission not wish to reappoint any of the above individuals.

Recommendation

The Commission appoint candidates or reappoint members who wish to continue serving for terms expiring on May 31, 2025.

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

1. BOA , HPB, PAB Applicant - Tiffany Jeffers (City Resident)
2. BOA Applicant - Golam Sadat (City Resident)
3. HPB and PAB Applicant - Jon Arguello (City Resident)
4. PARAB and PAB Applicant - Kristen Camero (City Resident)
5. PARAB Applicant - Sharon Llewellyn (County Resident)
6. PARAB Applicant - Jacqueline Centeno (County Resident)

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ITEM 8.D**Kissimmee Utility Authority (KUA) Board Appointment****Request**

To select and appoint one of the previously interviewed candidates recommended by the Kissimmee Utility Authority to fill the current vacancy on the KUA Board.

Explanation

The KUA Board recommended three candidates (Mary Rose Cox, Michele Lebron, or Olga Gonzalez) for consideration to fill the five-year term beginning October 1, 2025. Candidate interviews were conducted prior to the commission meeting.

Recommendation

To appoint one of the candidates that was previously interviewed to fill the vacancy for the KUA Board.

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: City Manager

Presenter: Mike Steigerwald

Attachment(s):

None