



**MEETING AGENDA  
SESSION OF THE CITY COMMISSION  
CITY OF KISSIMMEE  
CITY HALL, COMMISSION CHAMBERS  
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054  
TUESDAY, FEBRUARY 17, 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 - Back on Track Employment Services
  - 3.B Recognition of Community Partners and Resident of the Year – Haven on Vine
- 4. PUBLIC HEARINGS - FIRST AND SECOND READINGS**
  - 4.A Public Hearing - Second and Final Reading - Proposed Ordinance #26-03 - Amending Term of Office of Commissioners

AN ORDINANCE AMENDING THE CHARTER OF THE CITY OF KISSIMMEE; ARTICLE II ADMINISTRATION; CHAPTER 2 CITY COMMISSION; SECTION 2, TERM OF OFFICE OF COMMISSIONERS, PROVIDING TERM LIMITS OF THREE CONSECUTIVE TERMS. REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE

- 4.B Public Hearing - Second and Final Reading - Proposed Ordinance #26-04 - Prohibiting Smoking and Vaping in Public Parks

AN ORDINANCE OF THE CITY OF KISSIMMEE, FLORIDA, AMENDING CHAPTER 28, PARKS AND RECREATION, ARTICLE 1, IN GENERAL, PROHIBITING SMOKING AND VAPING USE IN PUBLIC PARKS WITHIN THE CITY; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE

- 4.C Public Hearing — Second and Final Reading — Proposed Ordinance #26-05 — Adding Criminal Background Checks to Verify Candidate's Qualification to Hold Office

AN ORDINANCE AMENDING THE CHARTER OF THE CITY OF KISSIMMEE; ARTICLE II ADMINISTRATION, CHAPTER 2 CITY COMMISSION; SECTION 7 CANDIDATES TO ANNOUNCE AND QUALIFY FOR PARTICULAR OFFICE; DEADLINE FOR QUALIFICATIONS; METHOD OF QUALIFYING; MAJORITY VOTE REQUIRED FOR ELECTION; CONDUCT OF ELECTION; WHEN CANDIDATE TO TAKE OFFICE; ADDING CRIMINAL BACKGROUND CHECKS TO VERIFY CANDIDATE'S QUALIFICATION TO HOLD OFFICE; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE

- 5. PUBLIC HEARINGS**
- 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 February 3, 2026, Meeting
- 7.B Purchase of SCBA Cascade and Fill Station from Compressed Air Supplies & Equipment, Inc.
- 7.C 2026 Urban and Community Forestry Hurricane Ian Recovery Grant Application
- 7.D Permanent Right-Of-Way Easement Agreement Between Chick-fil-A, Inc. and the City of Kissimmee
- 7.E Accept the 2025 Florida Communities Trust (FCT) Parks and Open Space Florida Forever Program Grant
- 7.F Network Security and Monitoring Software Service Renewal
- 7.G Architectural Design Services for the Oak Street Park Concession Stand Renovations
- 7.H Hilliard Ridge Subdivision Final Acceptance
- 7.I Award Construction Contract, Notice to Procure, and Notice to Proceed to Hubbard Construction for Parcel 8 Construction
- 7.J Agreement with Monument Warehouse, LLC for Rose Hill Cemetery Columbarium
- 7.K Grant Match for Passenger Rail Safety Improvements
- 7.L Construction Agreement for Woodside Drainage & Utilities Phase 2
- 7.M Approval of the City of Kissimmee Community Impact Unit and Authorization of Partner Service Agreements
- 7.N Resolution Approving an Affordable Housing Development Consistent with the Florida Live Local Act

**8. DISCUSSION ITEMS**

- 8.A City Commission Direction for Food Trucks and Carts
- 8.B Appointment of Interim City Attorney
- 8.C Discussion on Recruitment and Selection Process for City Attorney
- 8.D Resolution Establishing an Auditor Selection Committee and Appointment of a Commissioner Committee Member

**CITY COMMISSION RECESSES AND CONVENES AS THE COMMUNITY REDEVELOPMENT AGENCY BOARD**

- 8.E (DKCRA) 50 Lakeview Redevelopment Site

**COMMUNITY REDEVELOPMENT AGENCY BOARD ADJOURNS AND RECONVENES AS THE CITY COMMISSION**

**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 - Back on Track Employment Services**

#### **Request**

Proclamation honoring Back on Track Employment Services for its 25 years of service and significant contributions to workforce development within the City of Kissimmee.

#### **Explanation**

N/A

Department: City Manager  
Presenter: Mike Steigerwald

#### **Attachment(s):**

1. Proclamation - Back on Track Employment Services

## **ITEM 3.B**

### **Recognition of Community Partners and Resident of the Year – Haven on Vine**

#### **Request**

Recognition of Haven on Vine community partners and formally honor Ms. Beatrice Brown as Haven on Vine Resident of the Year.

#### **Explanation**

The City of Kissimmee is proud to recognize agencies, community partners, and individuals whose commitment and collaboration have helped advance the mission of Haven on Vine. These partnerships support special events critical to the stability, dignity, and supportive services that families working toward self-sufficiency need, as well as the sense of community necessary for long-term success. Through strong partnerships and a shared vision, Haven on Vine continues to serve as a model of how coordinated care and community investment can transform lives and create pathways to long-term success.

- City of Kissimmee GEO - All Toys for the 2024 Christmas Celebration and volunteers
- C.R.E.W. (Construction and Real Estate Women) - Pop Up Professional Closet Event 2025 and Toy Donations for every child 2025 Christmas Celebration
- El Faro Church – Kissimmee - Back to school uniforms, school supplies, and bicycles
- Pan American Behavioral Health - Toys for Three Kings Day Celebration 2026
- Sam's Club Kissimmee – for special event Food/ Drinks 2025
- Mr. Warren Hougland
- Ms. Natalie Casey

This evening, the City Commission will also recognize Ms. Beatrice Brown as the Haven on Vine Resident of the Year. Ms. Brown exemplifies perseverance, resilience, and personal accountability. She has worked tirelessly to achieve her goals and has remained steadfast in her commitment to progress, even during life's most challenging moments. Her determination to stay focused and move forward serves as an inspiration to both residents and staff. Beyond her personal achievements, Ms. Brown consistently demonstrates a spirit of service. She is always willing to lend a helping hand and contributes positively to the Haven on Vine community whenever needed. Her strength of character, reliability, and unwavering resolve embody the program's very purpose.

For these reasons, and for the many qualities that distinguish her as a leader among her peers, the City proudly recognizes Ms. Beatrice Brown as Resident of the Year.

Department: City Manager

Presenter: Desiree Matthews

#### **Attachment(s):**

None

**ITEM 4.A**

**Public Hearing - Second and Final Reading - Proposed Ordinance #26-03 - Amending Term of Office of Commissioners**

**AN ORDINANCE AMENDING THE CHARTER OF THE CITY OF KISSIMMEE; ARTICLE II ADMINISTRATION; CHAPTER 2 CITY COMMISSION; SECTION 2, TERM OF OFFICE OF COMMISSIONERS, PROVIDING TERM LIMITS OF THREE CONSECUTIVE TERMS. REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE**

**Request**

Request approval of the Second and Final Reading of the Proposed Ordinance #26-03, amending the charter to increase term limits to three consecutive terms.

**Explanation**

This is a request to approve a proposed Charter amendment increasing term limits. Currently, Commissioners are limited to two consecutive four-year terms. If the City Commission approves the first and second readings of this ordinance, this change, if approved by voters, would set term limits at three consecutive four-year terms.

**Recommendation**

Approval of the Second and Final Reading of the Proposed Ordinance #26-03, amending the charter to increase term limits to three consecutive terms.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Attorney

Presenter: Mike Steigerwald

**Attachment(s):**

1. Affidavit for Prop Ord. 26-03 Amending Term of Office of Commissioners
2. (S) Proposed ORD #26-03 - Amending Terms of Office for Commissioners

## **ITEM 4.B**

### **Public Hearing - Second and Final Reading - Proposed Ordinance #26-04 - Prohibiting Smoking and Vaping in Public Parks**

**AN ORDINANCE OF THE CITY OF KISSIMMEE, FLORIDA, AMENDING CHAPTER 28, PARKS AND RECREATION, ARTICLE 1, IN GENERAL, PROHIBITING SMOKING AND VAPING USE IN PUBLIC PARKS WITHIN THE CITY; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE**

#### **Request**

Request approval of the Second and Final Reading of the Proposed Ordinance #26-04 prohibiting smoking and vaping in public parks.

#### **Explanation**

The World Health Organization estimates that tobacco use causes more than eight million deaths worldwide each year, including nearly 500,000 premature deaths annually in the United States. In Florida, 59 percent of children ages 11 to 17 report exposure to secondhand smoke from cigarettes or electronic vapor products. Exposure to secondhand smoke poses significant health risks, particularly to children, including increased risks of sudden infant death syndrome, asthma, developmental abnormalities, and cancer.

E-cigarettes emit an aerosol containing at least ten chemicals known to cause cancer, birth defects, or other reproductive harm, and bystanders may absorb nicotine through exposure. Tobacco use also results in substantial environmental harm, generating almost two million tons of waste annually and contributing to widespread litter in public spaces, including trillions of cigarette butts littered across roadways, sidewalks, parks, and other green spaces.

In 2022, the Florida Legislature amended the Florida Clean Indoor Air Act through House Bill 105, authorizing local governments to restrict smoking on public beaches and in public parks. The City Commission finds that passing this ordinance serves the best interests of public health and environmental protection for the City and its residents.

#### **Recommendation**

Approval of the Second and Final Reading of the Proposed Ordinance #26-04 prohibiting smoking and vaping in public parks.

#### **REQUESTED CITY COMMISSION ACTION:**

Approve

Department: City Attorney

Presenter: Mike Steigerwald

#### **Attachment(s):**

1. (S) Prop Ord. 26-04 Prohibiting Smoking and Vaping in Public Parks
2. Affidavit for Prop Ord. 26-04 Prohibiting Smoking and Vaping in Public Parks

## ITEM 4.C

### Public Hearing — Second and Final Reading — Proposed Ordinance #26-05 — Adding Criminal Background Checks to Verify Candidate's Qualification to Hold Office

**AN ORDINANCE AMENDING THE CHARTER OF THE CITY OF KISSIMMEE; ARTICLE II ADMINISTRATION, CHAPTER 2 CITY COMMISSION; SECTION 7 CANDIDATES TO ANNOUNCE AND QUALIFY FOR PARTICULAR OFFICE; DEADLINE FOR QUALIFICATIONS; METHOD OF QUALIFYING; MAJORITY VOTE REQUIRED FOR ELECTION; CONDUCT OF ELECTION; WHEN CANDIDATE TO TAKE OFFICE; ADDING CRIMINAL BACKGROUND CHECKS TO VERIFY CANDIDATE'S QUALIFICATION TO HOLD OFFICE; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE**

#### **Request**

Request approval of Second and Final Reading of Proposed Ordinance #26-05, adding criminal background checks to verify candidates' qualifications to hold office.

#### **Explanation**

The City Commission has expressed a commitment to transparency, including transparency among all potential elected officials. The Commission believes that the citizens deserve full disclosure regarding those seeking public office and, accordingly, is proposing an amendment to the City Charter to require background checks for candidates running for office.

Under the proposed amendment, each candidate would be required to consent to a background check for the purpose of verifying the candidate's qualifications to hold office. No candidate would be disqualified from running for office without prior notice, an opportunity for a hearing, and clear and convincing evidence that the candidate does not meet the qualifications to hold office.

#### **Recommendation**

Approval of Second and Final Reading of Proposed Ordinance #26-05, adding criminal background checks to verify candidates' qualifications to hold office.

#### **REQUESTED CITY COMMISSION ACTION:**

Approve

Department: City Attorney

Presenter: Mike Steigerwald

#### **Attachment(s):**

1. (S) Prop Ord. 26-05 Adding background Checks to Qualifying Candidates
2. Affidavit for Prop Ord. 26-05 Adding background Checks to Qualifying Candidates

**ITEM 7.A**

**Approval of City Commission Minutes from the February 3, 2026, Meeting**

**Request**

Approval of the February 3, 2026, commission meeting minutes.

**Explanation**

Minutes of the commission meeting held on February 3, 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 FEB 03 2026

**ITEM 7.B**

**Purchase of SCBA Cascade and Fill Station from Compressed Air Supplies & Equipment, Inc.**

**Request**

Request approval to purchase a Self-Contained Breathing Apparatus (SCBA) cascade and fill station from Compressed Air Supplies & Equipment, Inc. (Contract #20260150) through the NPPGOV cooperative purchasing contract (Contract #PS20095) to replace aging equipment and maintain safe, reliable fire suppression operations. Staff also requests approval and signing of the Intergovernmental Cooperative Purchasing Agreement between the City of Kissimmee and participating government entities that are members of National Purchasing Partners (NPPGOV).

**Explanation**

The Fire Department utilizes a Self-Contained Breathing Apparatus (SCBA) Cascade and Fill Station to refill air cylinders used by firefighters during emergency responses and training operations. This equipment is mission-critical, as it ensures firefighters have a dependable and safe supply of breathable air while operating in hazardous environments.

The Department's existing SCBA Cascade and Fill Station units have exceeded their recommended service life and are experiencing increasingly frequent and costly repairs. Continued reliance on aging equipment creates reliability concerns, increases maintenance costs, and increases the risk of operational downtime, all of which could negatively impact emergency response readiness.

Approval is requested to purchase a new SCBA Cascade and Fill Station from Compressed Air Supplies & Equipment, Inc. in the amount of \$87,951.33, in accordance with the attached Estimate #20404. This purchase will be funded through Project FD2419/SCBA Cascade and Fill Station, which currently has a \$40,000 available balance. To fully fund this purchase, approval is requested to transfer \$14,000 from FD2524/Airpack (2) and \$36,000 from FD2621/Self-Contained Breathing Apparatus into Project FD2419.

The purchase will be made using the League of Oregon Cities Master Price Agreement and the Intergovernmental Cooperative Purchasing Agreement. Approval is requested for the purchase of the SCBA Cascade and Fill Station from Compressed Air Supplies & Equipment, Inc. (Contract #20260150) through the NPPGOV cooperative purchasing contract (Contract #PS20095). Additionally, approval and execution of the Intergovernmental Cooperative Purchasing Agreement between the City of Kissimmee and participating government entities that are members of National Purchasing Partners (NPPGOV)—including Public Safety GPO, First Responder GPO, Law Enforcement GPO, Education GPO, and EMS GPO—is requested to facilitate this procurement.

This purchase will replace aging equipment and help ensure the continued safety, reliability, and effectiveness of fire suppression operations.

**Financial Information**

Account #	Project #	Increase / Decrease	Budget	Actual
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00135206-506494	FD2419	Increase	40,000	
00135206-506494	FD2524	Decrease	14,000	
00135206-506494	FD2621	Decrease	36,000	

Financial Summary:

Projects FD2524 and FD2621 will be transferred to Project FD2419 to complete this purchase.

**Recommendation**

Approval to purchase a SCBA Cascade and Fill Station from Compressed Air Supplies & Equipment, Inc. via the NPPGOV contract, and sign the Intergovernmental Agreement between Kissimmee and NPPGOV members, including Public Safety, First Responder, Law Enforcement, Education, and EMS GPOs.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Fire

Presenter:

**Attachment(s):**

1. (S) Addendum to NPPGOV Contract #PS20095 with Compressed Air Supplies

**ITEM 7.C**

**2026 Urban and Community Forestry Hurricane Ian Recovery Grant Application**

**Request**

Request approval to apply for the 2026 Urban and Community Forestry Hurricane Ian Recovery Grant for \$37,500, and authorize the City Manager to sign documents related to the application and award process. (Grant #UCFHRG26)

**Explanation**

The Florida Department of Agriculture and Consumer Services, Florida Forest Services (FFS), offers financial assistance to enhance urban forests across 29 counties in Florida that were damaged by Hurricane Ian, strengthening their resilience against future storms. The Parks and Recreation Department requests permission to apply for this grant, as we are confident the City can secure a high ranking for consideration.

If approved, funds will be used towards the City's community tree canopy restoration efforts. The Parks Department will restore and expand tree canopies at five high-use public locations (Denn John Park, Fortune Road Athletic Complex, Oak Street Park, City Hall, and Lancaster Ranch Park) to address storm-related canopy loss, reduce urban heat impacts, and improve comfort and safety in our parks. Funding will support the installation and care of approximately 125 storm-resilient trees.

The grant will provide \$37,500, with a City match of \$12,500 (Parks Operating Budget), for a total project cost of \$50,000.

**Recommendation**

Approval to apply for 2026 Urban and Community Forestry Hurricane Ian Recovery Grant.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Parks & Recreation

Presenter:

**Attachment(s):**

1. 2026 Urban Forestry - IAN Grants

**ITEM 7.D**

**Permanent Right-Of-Way Easement Agreement Between Chick-fil-A, Inc. and the City of Kissimmee**

**Request**

Request approval for an agreement to establish a permanent right-of-way easement between Chick-fil-A, Incorporated, and the City of Kissimmee to support a streetscape zone requirement on Oren Brown Road and Vine Street.

**Explanation**

Due to the lack of right-of-way to accommodate adequate streetscape zones along streets within the city's Form Based Code (FBC) area, some projects are required to dedicate an easement on private property to the city to accommodate these zones. Streetscape zones include a public sidewalk and a furnishing zone. The proposed easement dedication will include the required streetscape zone and utility easements along Oren Brown Road and Vine Street.

**Recommendation**

Approval of a permanent right-of-way easement between Chick-fil-A, Inc. and the City of Kissimmee.

**REQUESTED CITY COMMISSION ACTION:**

Approve

Department: Development Services

Presenter:

**Attachment(s):**

1. (S) Permanent Right-Of-Way Easement

**ITEM 7.E**

**Accept the 2025 Florida Communities Trust (FCT) Parks and Open Space Florida Forever Program Grant**

**Request**

Approval to accept the 2025 Florida Communities Trust (FCT) Parks and Open Space Florida Forever Program Grant totaling \$1,793,822 and authorize the City Manager to execute any documents related to the grant. (Grant #FCTTHCAR)

**Explanation**

In January 2025, the Commission approved Parks and Recreation's request to apply for the 2025 Florida Communities Trust (FCT) Parks and Open Space Forever Program grant to purchase and acquire the Carroll/Thacker parcel for future recreation and Fire Department needs. The FCT grant will cover up to 40% of the purchase price, with the city providing a 60% match.

In October 2024, the City purchased the 8.27-acre property at the Carroll and Thacker intersection for \$4,484,556. This land purchase meets the City match, and the FCT grant will effectively reimburse 40% of the purchase, which amounts to \$1,793,822. Therefore, staff requests the Commission's approval to accept the grant and authorize the City Manager to sign documents pertaining to the grant.

**Financial Information**

Account #	Project #	Increase / Decrease	Budget	Actual
15150106-506393	TBD	Increase		\$1,793,822
15100334-334700		Increase		\$1,793,822

Financial Summary:

The financial requirements were already met with the purchase of the Carroll/Thacker parcel in October 2024. These funds are a reimbursement of 40% of that purchase price and will need to amend the budget accordingly.

**Recommendation**

Approval to accept the \$1,793,822 grant from the 2025 Florida Communities Trust (FCT) Parks and Open Space Florida Forever Program.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Parks & Recreation

Presenter:

**Attachment(s):**

1. F2507 Carol Thacker FCT24-007-FF25 Grant Agr (Grant #FCTTHCAR)

**ITEM 7.F**

**Network Security and Monitoring Software Service Renewal**

**Request**

Request approval to renew maintenance for Network Security and Monitoring Software from CDW using the OMNIA Mesa contract 2024056-01 - GOV (Contract #20240301) for a three-year term at \$86,410.64.

**Explanation**

The City has depended on this security and network monitoring platform for the past 17 years, and approval is sought to renew the software maintenance for an additional three-year term under the Omnia Mesa Government Contract #2024056-01 (Contract #20240301). This tool is vital to daily IT operations and a key part of the City’s cybersecurity posture. It offers real-time insight into system performance, availability, and security by collecting and analyzing data from servers, devices, and applications. This allows IT staff to quickly detect issues, troubleshoot outages, manage resources efficiently, and ensure reliable operations across both on-premises and cloud environments.

The renewal guarantees continuity of service for a mission-critical system that supports the stability and security of the City’s network infrastructure by providing access to the latest software versions, bug fixes, and ongoing product support.

This purchase is also governed by a previously executed Participating Entity Addendum, related to Omnia Mess Government Contract #2024056-01 between the City and CDW.

**Financial Information**

Account #	Project #	Increase / Decrease	Budget	Actual
56060103 504647			23,000	26,106.01

Financial Summary:

Annual payments of \$28,716.54 for year 2 and \$31,588.09 for year 3 will be included in the IT Software Maintenance Operating Accounts for FY27 & FY28.

**Recommendation**

Approval to renew maintenance for Network Security and Monitoring Software from CDW under the OMNIA Mesa contract 2024056-01 - GOV for a three-year period at a cost of \$86,410.64.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Information Technology

Presenter:

**Attachment(s):**

1. Network Monitoring and Security Software Quote

**ITEM 7.G**

**Architectural Design Services for the Oak Street Park Concession Stand Renovations**

**Request**

Request approval to contract with 8-KOI, Inc. (Contract# 20260132) for design services to renovate the Oak Street Park Concession Stand Project at a cost of \$33,073, with an approximate 6% contingency, totaling \$35,000. Also, authorize the City Manager or their designee to sign any additional documents or change orders necessary to implement the contract.

**Explanation**

The Public Works & Engineering Department is overseeing improvements to the existing concession, restroom, and storage building at Oak Street Park. The project involves interior renovations and code-compliance upgrades to enhance functionality, safety, and accessibility while preserving the existing building footprint. These services will be carried out under the City’s current Renovation and Construction Master Agreement with 8-KOI, Inc., Contract #20240111. The proposed services include preparing design and permitting documents for the renovation.

**Financial Information**

Account #	Project #	Increase / Decrease	Budget	Actual
10445206-506393	ST2306	Decrease	\$529,615.44	\$35,000
10445206-506393	ST26XX	Increase		\$35,000

Financial Summary:

Adequate funding for the Oak Street Park Concession Stand Project is readily available in the accounts listed above.

**Recommendation**

Approve design services with 8-KOI, Inc., for \$35,000 for the Oak Street Park Concession Stand Project to support the renovation, and authorize the City Manager or their designee to sign any additional documents or change orders needed to fulfill this contract.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering  
Presenter:

**Attachment(s):**

- (S) Task Order - CoK Baseball Concession - Phase 1  
City of Kissimmee

2. 8-Koi Agreement - Jun 07 2023

**ITEM 7.H**

**Hilliard Ridge Subdivision Final Acceptance**

**Request**

Acceptance of the subdivision improvements for Hilliard Ridge.

**Explanation**

The developer, KB Home Orlando, requests acceptance of the subdivision improvements for Hilliard Ridge (DRC# SR-21-0004). 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 on the north side of Hilliard Isle Road, just east of Simpson Road. Required improvements with this development include paving, grading, drainage, water, sewer, landscaping, amenities, and street lighting.

The subdivision roads (public rights-of-way) and street lighting have been dedicated to and will be maintained by the City; the stormwater ponds and open-space tracts have been dedicated to and will be maintained by the Hilliard Ridge Homeowners Association, as applicable.

The owner has posted a maintenance bond in the amount of \$401,309.45 to ensure the satisfactory condition of the required subdivision improvements for a period of one (1) year from the date of formal acceptance by the City Commission.

The City Manager previously approved the final plat with a performance guarantee for this subdivision (DRC# SR-24-0013) on August 26, 2025. Public improvements are dedicated to the City free and clear of all liens and encumbrances.

**Recommendation**

Approve acceptance of the subdivision improvements for Hilliard Ridge (DRC# SR-21-0004); authorize the Mayor and City Clerk to execute all necessary documents.

**REQUESTED CITY COMMISSION ACTION:**

Accept

Department: Public Works & Engineering

Presenter:

**Attachment(s):**

- 1. 2. Hilliard Ridge Final Acceptance (DRC# SR-21-0004)\_Maintenance Bond
- 2. 1. Hilliard Ridge Final Acceptance (DRC# SR-21-0004)\_Vicinity Map

**ITEM 7.I**

**Award Construction Contract, Notice to Procure, and Notice to Proceed to Hubbard Construction for Parcel 8 Construction**

**Request**

Request approval to Award Construction Contract, Notice to Procure, and Notice to Proceed to Hubbard Construction for Parcel 8 Construction at Kissimmee Gateway Airport. (Contract #20260147)

**Explanation**

The Kissimmee Gateway Airport’s Parcel 8 is situated on the airfield near the intersection of Dyer Boulevard and MLK Jr. Boulevard. The site has been designated for the development and expansion of aviation businesses. To prepare the site for construction, unsuitable soils must be removed and replaced with appropriate materials. Additionally, grading will be performed to meet stormwater runoff requirements in accordance with the South Florida Water Management District Permit. FDOT has provided grant funding for this project, and competitive bids have been received for the work. AVCON will oversee the project and deliver record drawings upon completion.

Competitive bids were received on August 21, 2025. Due to the inability to secure additional state funding, the scope of work was reduced to match the available funding. Attached is the Letter of Recommendation provided by AVCON, Inc.

**Financial Information**

Account #	Project #	Increase / Decrease	Budget	Actual
47070106-506393	Par8 Const		4,417,648.77	4,417,648.77

Financial Summary:

The project cost is \$4,417,648.  
80% FDOT (\$3,534,119.02)  
20% Local match (Airport) (\$883,529.75)

**Recommendation**

Approval to Award Construction Contract, Notice to Procure, and Notice to Proceed to Hubbard Construction for Parcel 8 Construction at Kissimmee Gateway Airport.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Airport  
Presenter:

**Attachment(s):**

1. (S) Hubbard Construction Airport Contract - Bond - Award Letter for Parcel 8

**ITEM 7.J**

**Agreement with Monument Warehouse, LLC for Rose Hill Cemetery Columbarium**

**Request**

Request approval of the agreement with Monument Warehouse, LLC, for the Rose Hill Cemetery Columbarium, and authorize the City Manager to sign the agreement and any other necessary documents. (Contract #20260157)

**Explanation**

In Spring 2025, the Parks and Recreation Department awarded RFP 2024-003 to Monument Warehouse, LLC, for a columbarium at Rose Hill Cemetery. They were the only qualified bidder to submit a complete package, including the concrete slab, units, and installation.

The City secured extra funds to install a second set of units. To ensure consistency, staff recommends awarding this as a sole-source contract to Monument Warehouse, LLC. The vendor has provided a quote, confirmed stock availability, and verified that the project can stay within budget.

Staff requests that the Commission approve this sole source award and authorize the City Manager to sign the agreement and related documents with Monument Warehouse, LLC, for the additional units at Rose Hill Cemetery.

**Financial Information**

Account #	Project #	Increase / Decrease	Budget	Actual
00150506-506393	PR2620	Decrease	\$80,000	\$78,107

Financial Summary:

The funds are available in PR2620 to complete this project and agreement terms.

**Recommendation**

Approve the agreement with Monument Warehouse, LLC, for the Rose Hill Cemetery Columbarium, and authorize the City Manager to sign the agreement and any related documents.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Parks & Recreation  
Presenter:

**Attachment(s):**

City of Kissimmee

1. (S) Agreement Monument Warehouse

## ITEM 7.K

### Grant Match for Passenger Rail Safety Improvements

#### Request

Approval of a local match commitment not to exceed \$653,824 and authorization to support the Florida Department of Transportation's (FDOT) grant application to the Federal Railroad Administration (FRA) under the Statewide Passenger Rail Crossings Program (SAFE-IPR).

#### Explanation

FDOT Central Office is preparing a grant application for the FRA Federal-State Partnership (FSP) for Intercity Passenger Rail program for the Statewide Advancement of Feature Enhancements at Intercity Passenger Rail Crossings (SAFE-IPR) initiative, a program designed to implement enhanced safety features at intercity passenger rail crossings throughout Florida.

FDOT has identified multiple rail crossings within the City of Kissimmee specifically along E. Magnolia Street, E. Oak Street, East Park Street, East Dakin Avenue, South Monument Avenue, East Ruby Avenue, South Clyde Avenue, and Beaumont Avenue. These locations have been included in the statewide grant application, and FDOT has requested the City's support.

Proposed improvements at these crossings may include upgraded signage, pavement markings, sidewalk and pedestrian features, gates, detectable warnings, wayside horns, refuge islands, lighting, and other applicable safety measures. The improvements are intended to enhance public safety for pedestrians, motorists, and emergency response vehicles, while also improving overall mobility and quality of life in the surrounding community.

Because the grant program requires a local funding match, FDOT requested confirmation of the City's willingness to participate financially. City staff have identified sufficient funds to cover the City's match of \$653,824.

#### Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10445206-506393	ST2306	Decrease	\$529,615	\$153,824
10445206-506393	ST2610	Decrease	\$500,000	\$500,000

#### Financial Summary:

Adequate funding for the FRA Federal-State Partnership for Intercity Passenger Rail (FSP) Grant Program project is readily available in the accounts as listed above.

#### Recommendation

City of Kissimmee

Approval of a local match commitment not to exceed \$653,824 and authorization to support the Florida Department of Transportation's (FDOT) grant application to the Federal Railroad Administration (FRA) under the Statewide Passenger Rail Crossings Program (SAFE-IPR).

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

**Attachment(s):**

1. Letter of Support for the Statewide Passenger Rail Crossings Program

**ITEM 7.L**

**Construction Agreement for Woodside Drainage & Utilities Phase 2**

**Request**

Request approval to award a Construction Contract to Jr. Davis Construction for the Woodside Drainage & Utility Infrastructure Improvements, Phase 2 project (Contract #20260143), for \$9,760,295.60. Authorization is also requested for the City Manager or designee to execute any related documents or change orders necessary to fulfill this contract.

**Explanation**

The City of Kissimmee is moving forward with the Woodside Drainage & Utility Infrastructure Improvements, Phase 2 project, which includes significant drainage and utility upgrades designed to improve system capacity, resiliency, and long-term performance within the project area.

The project was publicly advertised in accordance with City procurement procedures. Seven (7) bids were received by the December 12, 2025, deadline. Following a comprehensive review and evaluation, Jr. Davis Construction was determined to be the lowest responsive and responsible bidder, with a total bid amount of \$9,760,295.60.

Awarding this contract will allow the City to implement the Phase 2 improvements in accordance with the approved plans and technical specifications, supporting continued investment in essential public infrastructure.

**Financial Information**

Account #	Project #	Increase / Decrease	Budget	Actual
03210108-508282	ARPAGEN	Decrease	\$ 3,199,249.52	\$ 2,091,730.00
03210108-508282	SW2613	Increase		\$ 2,091,730.00
40945206-506393	SW2502	Decrease	\$ 1,725,210.00	\$ 859,769.00
40945206-506393	PW2510	Decrease	\$ 7,714,000.00	\$ 3,411,020.00
15045206-506393	PW2217	Decrease	\$ 3,397,777.45	\$ 3,397,777.00

Financial Summary:

Adequate funding for the Woodside Drainage/Utility Phase 2 project is readily available in the accounts listed above.

**Recommendation**

Approval to award a construction contract to Jr. Davis Construction for the Woodside Drainage & Utility Infrastructure Improvements, Phase 2 project, in the amount of \$9,760,295.60, and authorize the City Manager or designee to execute any related documents or change orders necessary to implement the terms of this contract.

City of Kissimmee

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

**Attachment(s):**

1. (S) Woodside Contract
2. Unbalanced Bid Review Woodside
3. Notice of Intent
4. Authorization to Place Bid on Agenda

## **ITEM 7.M**

### **Approval of the City of Kissimmee Community Impact Unit and Authorization of Partner Service Agreements**

#### **Request**

Approval of the City of Kissimmee Community Impact Unit and Authorization of Partner Service Agreements

#### **Explanation**

The City of Kissimmee is committed to implementing proactive, coordinated strategies that enhance public safety, protect community quality of life, and support unsheltered residents on pathways toward stabilization and housing.

To advance this priority, the City has established the City of Kissimmee Community Impact Unit (CIU), a dedicated, cross-departmental field response designed to engage vulnerable populations, coordinate service delivery, and strengthen systemwide collaboration.

The Community Impact Unit formalizes the City's coordinated approach to addressing unsheltered homelessness by aligning outreach, medical and behavioral health services, crisis intervention, diversion strategies, and employment support under a structured operational model led by the City.

This effort is supported through the DCF Grant LP045, a State Appropriation, which awarded the City funding to develop a comprehensive response to public camping, enhance service coordination, and improve outcomes for vulnerable populations. This appropriation was secured through the leadership and advocacy of Senator Kristen Arrington and Representative Jose Alvarez to assist the City in addressing the impacts of House Bill 1365 and strengthening Kissimmee's capacity to respond effectively.

Through the Community Impact Unit, City staff and partner agencies will conduct targeted field engagement, provide rapid response to emerging needs, and connect individuals to critical resources while supporting broader community safety objectives.

Following a comprehensive review of community needs and service gaps, the City has identified experienced partner agencies to deliver specialized services within the CIU framework while maintaining strategic oversight and coordination at the City level.

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#### **Partner Agencies and Funding Allocation**

##### **SALT Outreach Inc.**

Targeted outreach and coordinated rapid response services

**\$82,000**

##### **Osceola Community Health Services**

Mobile medical and behavioral health services

**\$31,000**

**Back on Track Employment Services**

Employment readiness, job training, and placement support

**\$30,000**

**Park Place Behavioral Health Care**

Crisis stabilization and substance abuse intervention services

**\$27,000**

**City- Managed Diversion and Stabilization Resources**

Flexible support to assist with immediate stabilization needs and housing pathways

**\$30,000**

**Park Place Behavioral Health Care – Mobile Crisis Response in partnership with KPD**

No cost

**Homeless Services Network – Trauma-Informed Training for First Responders**

No cost

**Total Program Investment: \$200,000**

**Strategic Benefits**

- Improve outcomes for unsheltered individuals
- Reduce strain on emergency services
- Enhance neighborhood conditions
- Strengthen interagency collaboration
- Support data-driven decision making

Success of the Community Impact Unit will be evaluated through proactive field engagement, service connection rates, housing pathway progressions, and demonstrated improvements in community conditions within targeted areas.

Additional funding opportunities may be utilized to further expand housing pathways and stabilization resources for individuals identified through this coordinated system of care.

**Recommendation**

Approve the establishment of the City of Kissimmee Community Impact Unit and authorize the City Manager to execute service agreements with the identified partner agencies to support coordinated outreach, health services, crisis intervention, and employment pathways.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter:

**Attachment(s):**

None

**ITEM 7.N**

**Resolution Approving an Affordable Housing Development Consistent with the Florida Live Local Act**

**Request**

Request adoption of the resolution approving an affordable housing development consistent with the Florida Live Local Act.

**Explanation**

The Florida Live Local Act authorizes local governments to approve affordable housing developments on parcels zoned for commercial or industrial use, provided at least ten percent (10%) of the units are designated as affordable. Alliance XI QOZB, LLC (“Developer”) proposes to develop a multifamily rental development on a 27.99-acre parcel located at the intersection of Fortune Road and Lakeside Drive and seeks City approval pursuant to Florida State Statutes 166.04151(6) and 420.0004, which states that at least forty percent (40%) of the residential units must be affordable. The Developer has advised City staff that this requirement will be met by restricting qualifying units within the southern 14 acres of the site. The Developer has also agreed to comply with applicable income and rent limits established by the Florida Housing Finance Corporation.

**Recommendation**

Adoption of the Resolution approving an affordable housing development consistent with the Florida Live Local Act.

REQUESTED CITY COMMISSION ACTION:

Adopt

Department: City Attorney

Presenter:

**Attachment(s):**

1. (S) Resolution Lakeside Estates Live Local Act

## **ITEM 8.A**

### **City Commission Direction for Food Trucks and Carts**

#### **Request**

Request Commission direction regarding changes to the regulations governing food trucks and food carts.

#### **Explanation**

The City Commission instituted the following moratorium at the September 3, 2025, City Commission meeting:

A moratorium on all special event permits that include food trucks. This moratorium includes conditional use permits that are intended to extend special event permits beyond the time limits established by the Code.

The moratorium does not affect any existing conditional use permits or food truck plaza permitted by right in a Planned Unit Development Zoning.

Staff is seeking direction on how and where food truck regulations should be applied. Staff will make a brief presentation to guide the discussion.

#### **Recommendation**

Staff requests Commission direction.

#### **REQUESTED CITY COMMISSION ACTION:**

Commission Direction

Department: Development Services

Presenter: Craig Holland

#### **Attachment(s):**

1. Food Truck Options Feb 17 2026

**ITEM 8.B**

**Appointment of Interim City Attorney**

**Request**

Request Commission appointment of Deputy City Attorney Kalanit Oded as Interim City Attorney.

**Explanation**

With the recent vacancy and upcoming selection process to appoint a new City Attorney, it has become necessary to appoint an interim City Attorney to ensure continuity of operations of the City Attorney's Office and service to the City Commission. Per Article II, Chapter 1, Section 1 of the City Charter, the City Attorney must be appointed by the City Commission and per Article II, Chapter 5 of the City Charter, the City Attorney must be a person that is a member of the Florida Bar.

Kalanit Oded has served as Deputy City Attorney for the past 6-plus years and is a member of the Florida Bar in good standing. She is Board Certified in City, County and Local Government Law and has practiced law in Florida for over 16 years. She is also a member of the New York Bar and, in total, has over 22 years of experience practicing law. She holds a law degree from Tulane University and an undergraduate degree from Rutgers University. Ms. Oded's resume is attached for Commission review.

If appointed, Ms. Oded's salary will be temporarily increased to reflect the additional responsibilities associated with the Interim City Attorney role.

**Recommendation**

Staff recommends approval.

**REQUESTED CITY COMMISSION ACTION:**

Approve

Department: City Manager

Presenter: Mike Steigerwald

**Attachment(s):**

1. Kalanit Oded Resume 2026

## **ITEM 8.C**

### **Discussion on Recruitment and Selection Process for City Attorney**

#### **Request**

Staff requests Commission direction on the recruitment and selection process for the vacant City Attorney position.

#### **Explanation**

With the recent vacancy of the City Attorney position, staff is requesting Commission feedback on the process it would like to pursue to recruit candidates and make the best possible selection of a candidate for the position. Since Article II, Chapter 1 of the City Charter states that "The city commission shall appoint the city manager and the city attorney," the Commission must make the final decision on who it would like to appoint to the position. Because of this, any portions of the selection process conducted by the Commission as a body will need to occur in accordance with Florida public meeting requirements.

There are many ways that a candidate selection process can be conducted. Typically, the City's Human Resources & Risk Management Department (HR) coordinates the process for all recruitment and application submittals in cooperation with the city departments. However, given the high profile of this vacancy being a "charter officer" position, the Commission may desire to supplement HR's efforts using an outside search firm. Such firms can be used to conduct all, or portions of the recruitment and selection process. In addition, city staff typically utilizes a selection committee from multiple disciplines or departments to assist the hiring manager in both screening applicants and in providing input regarding the final selection. Since the five commissioners are technically the hiring manager in this instance, the Commission may instead elect to delegate preliminary screening to City staff or an outside search firm. These are just several examples of the variables that the Commission will need to consider in determining the most appropriate process.

To expedite the process, Staff requests input on the following issues:

1. Job Description (Candidate Profile): A draft job description has been developed and attached for the Commission's review. This job description outlines the minimum requirements and responsibilities for the City Attorney as listed in Article II, Chapter 5 of the City Charter as well as Article IV, Division 3 of the City Code of Ordinances. In addition, staff has included a general statement of the job, additional duties and responsibilities critical to the City's operations, and additional requirements concerning experience, education, training, and qualifications.

Of specific note is that the only minimum requirement for the position per the City Charter is that the person appointed to be city attorney must be a member of The Florida Bar. Staff has added language in the job description to require a minimum of 10 years of progressively responsible experience in municipal or local government law, a JD degree from an accredited law school, and demonstrated ability to advise elected officials and executive leadership. In addition, staff added language stating preference for candidates who are Board Certified in local government law.

2. Recruitment Posting (Advertisement): A draft position posting has been developed and attached for the Commission's review. This posting generally reflects the highlights of the job description, and includes additional qualities that the Commissioners have desired over the years. In addition, the Commission will need to consider whether to conduct a nationwide search or to focus only on potential candidates within the state of Florida given the Charter's requirement concerning Florida Bar membership.

City of Kissimmee

3. Recruitment Process and Timeline: A draft recruitment timeline has been developed by HR and is attached for the Commission's review.

4. Recruitment Process Approach: Staff requests Commission direction on whether to conduct the process using City Staff, an external search firm, or a combination of the two. This process can be conducted in-house by HR and City Management, or via a search firm. The Commission could also consider using Staff to coordinate the process, but using a search firm to conduct specific tasks such as the initial recruitment, pre-screening to weed out unqualified candidates, or conducting background investigations of finalists, for example.

Further details involving the format of the selection process, interview approach, and desired candidate qualities and criteria for selection will be brought back to the Commission for consideration at a later date.

Staff will be available to guide the Commission through the necessary decisions and to answer any questions the Commission may have.

### **Recommendation**

Staff requests Commission direction.

### **REQUESTED CITY COMMISSION ACTION:**

Commission Direction

Department: City Manager

Presenter: Mike Steigerwald

### **Attachment(s):**

1. Draft City Attorney Job Description revised 2-12-2026
2. City Attorney Advertisement 2-12-2026
3. CITY ATTORNEY RECRUITMENT TIMELINE 2-9-2026

**ITEM 8.D**

**Resolution Establishing an Auditor Selection Committee and Appointment of a Commissioner Committee Member**

**Request**

Request adoption of a resolution to establish an auditor selection committee and appoint a commissioner committee member.

**Explanation**

The City's current external auditor contract with Purvis, Gray and Company expires with the conclusion of the September 30, 2025, fiscal year-end audit. In order to provide sufficient time to proceed through the statutorily-required processes for auditor selection in time to procure an auditor for the fiscal year-ended September 30, 2026, audit, the establishment of an auditor selection committee is required at this time.

A resolution is necessary to establish the auditor selection committee that is required under 218.391, Florida Statutes, commonly referred to as the "auditor selection law." The statute requires that an auditor selection committee for a municipality, special district, district school board, charter school, or charter technical career center consist of at least three members, one of whom must be a member of the governing body and serve as the committee chair. No employee of the county, municipality, special district, district school board, charter school, or charter technical career center may serve as a member of the auditor selection committee; however, an employee of the county, municipality, special district, district school board, charter school, or charter technical career center may serve in an advisory capacity. The purpose of the auditor selection committee is to assist the City Commission in selecting an auditor to conduct the annual financial audit required in section 218.39, Florida Statutes.

Staff has prepared the attached resolution for discussion and approval by the City Commission.

**Recommendation**

Adoption of the resolution to establish an auditor selection committee.

**REQUESTED CITY COMMISSION ACTION:**

Adopt

Department: Finance

Presenter:

**Attachment(s):**

1. (S) Auditor Selection Committee Resolution

**ITEM 8.E**  
**(DKCRA) 50 Lakeview Redevelopment Site**

**Request**

Downtown Kissimmee CRA (DKCRA) staff seeks direction from the CRA Board on the redevelopment of the 50 Lakeview site.

**Explanation**

The 50 Lakeview Site consists of three parcels with different uses. To the far west, 20 Lakeview has been used as the Parks Operations Center and storage facility, which will be relocated to Denn John Blvd within the next few years. The middle parcel, 50 Lakeview, features the Johnson-Steffee House, built in 1885 by riverboat captain Clay Johnson. The house has been vacant for over a decade and has fallen into disrepair, reducing its historical value. The rest of the parcel remains undeveloped and is mainly covered with natural brush forest. This middle parcel was purchased by the City in 2023. To the east, 0 Lakeview has been used as additional parking to support events at Kissimmee Lakefront Park and for overflow trailer parking during fishing tournaments in Lake Tohopekaliga. The entire site covers 7.62 acres.

The 50 Lakeview site offers a chance to build on the success of redevelopment at Kissimmee Lakefront Park and nearby areas to create more housing and commercial spaces. Additionally, this site is listed in the Downtown Kissimmee Redevelopment Plan as a potential catalyst site within the district. Ideal redevelopment would consider a mix of uses that are seen as desirable within the Downtown Kissimmee CRA district:

- Mixed-Use Development
- Commercial Spaces & Restaurants
- Container Park
- Gathering Spaces
- Outdoor Seating
- Cultural and Entertainment Activities
- Public Art

Kissimmee CRA staff is seeking guidance from the DKCRA Board on the type of development they want to see on this site and on a timeline for potentially issuing an RFQ to solicit redevelopment proposals.

**Recommendation**

DKCRA staff recommends issuing an RFQ to solicit development proposals to be considered.

**REQUESTED CITY COMMISSION ACTION:**

Commission Direction

Department: Economic Development  
Presenter: David Rodriguez

**Attachment(s):**

1. Site Aerial- 50 Lakeview