



**MEETING AGENDA
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, MARCH 3, 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 - Meals on Wheels
 - 3.B Proclamation - Flood Awareness Week
 - 3.C Employee of the Month for March
 - 3.D Promotion Ceremony for Police Sergeant and Corporal
- 4. PUBLIC HEARINGS - FIRST AND SECOND READINGS**

4.A Public Hearing – Final Reading – Proposed Ordinance #26-01 – Amending the Future Land Use Map designation from Single-Family – Low Density Residential (SF-LDR) to Industrial Business (IB): 610 Buckley Dr. Future Land Use Map Amendment – LUPA-25-0007

AN ORDINANCE AMENDING 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; DIRECTING THE CITY MANAGER TO AMEND 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 – Final Reading – Proposed Ordinance #26-02 – Amending the Zoning Map designation from Single-Family – Residential (RA-1) to Airport Industrial (AI): 610 Buckley Dr. Zoning Map Amendment – ZMA-25-0011

AN ORDINANCE AMENDING ORDINANCE NO. 3130 KNOWN AS THE CITY OF KISSIMMEE LAND DEVELOPMENT CODE, REZONING THE PROPERTY HEREINAFTER DESCRIBED, REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE

- 5. PUBLIC HEARINGS**
- 6. HEAR AUDIENCE**
- 7. CONSENT AGENDA**

Anything requiring a vote will be heard at a later time.

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.

City Commission – March 3, 2026

- 7.A Approval of City Commission Minutes from the February 17, 2026 meeting
- 7.B Use of Sourcewell Contract for Citywide Construction and Repair Services
- 7.C Acceptance of Agreement with Life Extension Clinics, Inc., DBA Life Scan Wellness Centers
- 7.D Sponsorship from Kissimmee Utility Authority for Special Event Series
- 7.E Dyer Boulevard and Ball Park Road Traffic Signal Installation
- 7.F Memorandum of Understanding With Tohopekaliga Water Authority For Ree Lane Paving Within City Right-of-Way
- 7.G Award Construction Manager at Risk to Core Construction for Lakeside Fire Station and Durbin Park Community Center
- 7.H Railroad Crossing Safety Improvements – Quiet Zone
- 7.I Osceola HOME Consortium Disbursement Agreement Between Osceola County and the City of Kissimmee (FY 2025-2026)
- 7.J Continuing Services Contract for Roof Replacement, Housing Rehabilitation/Demolition and Reconstruction Contractor
- 7.K Approval of a Lien Reduction and Appeals Policy
- 7.L Memorandum of Understanding between the City of Kissimmee and Centro Unido de Detallistas Puerto Rico (CUD)

8. DISCUSSION ITEMS

- 8.A City Commission Travel Policy Request for Funding
- 8.B Discussion on Parliamentary Procedures and Commission Code of Conduct

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 - Meals on Wheels

Request

Presentation of the March for Meals and Senior Nutrition Month Proclamation to the Osceola Council on Aging, to be accepted by Christin Houghland, R.N., BSN, Director of Special Projects & Strategic Initiatives.

Explanation

N/A

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation - Meals on Wheels

ITEM 3.B

Proclamation - Flood Awareness Week

Request

Proclamation Presentation to Ashley Willis, Public Works Director, and Nagel Altrui, Floodplains Manager of the City of Kissimmee, in honor of Flood Awareness Week.

Explanation

N/A

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. Proclamation - Flood Awareness Week 2026

ITEM 3.C

Employee of the Month for March

Request

Staff requests that the City Commission join the City Manager in recognizing Stacy Stoddard of the Public Works Department as the Employee of the Month for March.

Explanation

The City of Kissimmee formally recognizes Stacy Stoddard, Property Maintenance Technician with the Public Works Department, as the March 2026 Employee of the Month.

Mr. Stoddard served the City for nearly seven years and consistently demonstrated a strong work ethic, professionalism, and a steadfast commitment to excellence. In his role supporting The Haven on Vine, he performed his duties with extensive knowledge, diligence and reliability while maintaining a respectful and service-oriented approach to both residents and colleagues. His contributions significantly supported the Haven's daily operations and overall quality.

It is with deep sadness that we acknowledge Mr. Stoddard passed away on February 21, 2026, prior to receiving this recognition. While his family held a private service, the City wishes to publicly honor his dedicated service and express our sincere appreciation for his years of commitment to the Kissimmee community.

This recognition is presented in gratitude for his contributions and in respectful remembrance of his service. His playful personality, endearing smile, and quiet persistence will forever be remembered by those who had the privilege of knowing him and working alongside him.

Members of his family are present to accept this honor on his behalf.

The City of Kissimmee extends its heartfelt condolences to Mr. Stoddard's family and expresses its enduring appreciation for his dedicated public service.

Department: Human Resources & Risk Management

Presenter: Mike Steigerwald

Attachment(s):

None

ITEM 3.D

Promotion Ceremony for Police Sergeant and Corporal

Request

Swearing in and administering of oath for newly promoted Police Sergeant Adam Phillips, and Corporal Monica Gavilanes.

Explanation

Adam Phillips was hired by the City in December of 2014, and has worked assignments in the Patrol and Special Operations Divisions.

Monica Gavilanes was hired by the City in February of 2019, and has worked assignments in the Patrol, TAC, and Traffic Enforcement Divisions.

These promotions reflect their dedication, leadership, and commitment to serving the community, and the ceremony will formally recognize their achievements.

Department: Police

Presenter: Charles Broadway

Attachment(s):

1. (S) Oath of Office A. Phillips, M. Gavilanes

ITEM 4.A

Public Hearing – Final Reading – Proposed Ordinance #26-01 – Amending the Future Land Use Map designation from Single-Family – Low Density Residential (SF-LDR) to Industrial Business (IB): 610 Buckley Dr. Future Land Use Map Amendment – LUPA-25-0007

AN ORDINANCE AMENDING 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; DIRECTING THE CITY MANAGER TO AMEND 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

Requesting approval of Final Reading of Proposed Ordinance #26-01 for a Future Land Use Map Amendment to change the Future Land Use Map designation from Single-Family – Low Density Residential (SF–LDR) to Industrial Business (IB) on approximately 5.223 acres of land on Parcel IDs: 19-25-29-0000-0290-0000, 19-25-29-0000-0280-0000, and 19-25-29-0000-0281-0000.

Explanation

Currently, these parcels are either vacant or have a single-family house on the property. The requested future land use of Industrial Business and requested zoning of Airport Industrial meet the intent of the Comprehensive Plan and Land Development Code in keeping the industrial sector in compatible centers around the City. These properties would help to increase the industrial center in the southwest quadrant of the City near the airport. This helps ensure traffic, infrastructure, and other industrial impacts are kept in designated areas intended for these uses. The properties also sit within the Conservation Overlay District, which will help to ensure the proposed developments will not have an adverse effect on the surrounding environments and to Shingle Creek. The Overlay requires any development within the district to conduct conservation impact reports. These reports will include an analysis of the property and techniques appropriate for protecting any important environmental characteristics of the property.

This Future Land Use Map Amendment to Industrial Business (IN) land use will provide consistency and compatibility with the parcel's proposed zoning designation of Airport Industrial (AI). The intent of the Industrial Business Future Land Use is to accommodate a mixture of typical industrial uses and more intense non-industrial uses. Development and redevelopment projects within this future land use designation may be built with an intensity of up to 0.50 FAR. This designation shall apply to areas appropriate for typical industrial uses or for mixed-use development consisting of light-industrial uses and compatible commercial uses. The Land Development Code shall establish the specific permitted uses and applicable restrictions which shall be applied to areas with the Industrial Business land use designation.

FINDINGS AND REASONS

1. Compliance with Policy 1.2.4.3: Industrial Business (IN): This land use is intended to accommodate a mixture of typical industrial uses and more intense non-industrial uses. Development and redevelopment projects within this future land use designation may be built with an intensity of up to 0.50 FAR. This designation shall be applied to areas appropriate for typical industrial uses or mixed-use development consisting of light-industrial uses and compatible commercial uses. The Land Development Code shall establish the specific

permitted uses and applicable restrictions which shall be applied to areas with the Industrial Business land use designation.

2. Compliance with Land Development Code Section 14-3-26, Comprehensive Plan text and Map Amendments, in regards to the submittal and review procedures and criteria to support an amendment.
3. Compliance with Comprehensive Plan Policy 1.1.3.2 in maintaining the major centers for industrial activity with this land use included in the airport and airport environs within the southwest quadrant of the City.
4. Compliance with Land Development Code 14-4-7.B, Conservation Overlay District, which is intended to protect the integrity of environmentally sensitive areas including wetlands, surface waters, floodplains, and special wildlife and plant habitats. This is to be achieved by requiring the preparation and implementation of an acceptable conservation impact report in conjunction with any development proposal submitted for a use permitted in the underlying zoning district. This report will include an analysis of the property and techniques appropriate for protecting any important environmental characteristics of the property.

Recommendation

Approve Final Reading of Proposed Ordinance #26-01.

The Development Review Committee (DRC) recommended approval on December 5, 2025.

The Planning Advisory Board recommended approval by a vote of 3 to 1 at their January 7, 2026, meeting.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Ryan Altizer

Attachment(s):

1. LUPA-25-0007 Aerial Map
2. LUPA-25-0007 Vicinity Map
3. LUPA-25-0007 Site Data Table
4. (S) LUPA-25-0007 Buckley Drive Proposed Ord 26-01
5. LUPA-25-0007 CC Ad
6. LUPA-25-0007 01.07.26 PAB Actions
7. LUPA-25-0007 DRC Comments
8. LUPA-25-0007 Supporting Docs

ITEM 4.B

Public Hearing – Final Reading – Proposed Ordinance #26-02 – Amending the Zoning Map designation from Single-Family – Residential (RA-1) to Airport Industrial (AI): 610 Buckley Dr. Zoning Map Amendment – ZMA-25-0011

AN ORDINANCE AMENDING ORDINANCE NO. 3130 KNOWN AS THE CITY OF KISSIMMEE LAND DEVELOPMENT CODE, REZONING THE PROPERTY HEREINAFTER DESCRIBED, REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE

Request

Requesting approval of a Zoning Map Amendment to change the Zoning Map designation from Single-Family – Residential (RA-1) to Airport Industrial (AI) on approximately 5.223 acres of land on Parcel IDs: 19-25-29-0000-0290-0000, 19-25-29-0000-0280-0000 and 19-25-29-0000-0281-0000.

Explanation

Currently, these parcels are either vacant or have a Single-Family house on the property. The requested zoning designation of Airport Industrial and requested future land use of Industrial Business meet the intent of the Comprehensive Plan and Land Development Code in keeping the industrial sector in compatible centers around the City. These properties would help to increase the industrial center in the southwest quadrant of the City near the airport. This helps to ensure traffic, infrastructure and other industrial impacts are kept in specific areas that are meant for these types of uses. The properties also sit within the Conservation Overlay District, which will help to ensure the proposed developments will not have an adverse effect on the surrounding environments and to Shingle Creek. The Overlay requires any development within the district to conduct conservation impact reports. These reports will include an analysis of the property and techniques appropriate for protecting any important environmental characteristics of the property.

This Zoning Map Amendment to Airport Industrial (AI) land use will provide consistency and compatibility with the parcel's proposed future land use designation of Industrial Business (IN). The intent of the Airport Industrial Zoning is to accommodate activities predominantly connected with typical industrial uses, as well as supporting non-industrial uses in the vicinity of the Kissimmee Municipal Airport. It is intended to permit the normal operation of a variety of industrial and related uses under such conditions of operation as will protect nearby development. This district is intended for use in areas which have been assigned an Airport Industrial (AI) or Industrial Business (IN) land use designation by the comprehensive plan. All uses shall conform to the Kissimmee Airport Master Plan and chapter 8 of the Code..

FINDINGS AND REASONS

1. Compliance with Land Development Code Section 14-4-4(P), AI, Airport Industrial District: This district is intended to accommodate activities predominantly connected with typical industrial uses, as well as supporting non-industrial uses in the vicinity of the Kissimmee Municipal Airport. It is intended to permit the normal operation of a variety of industrial and related uses under such conditions of operation as will protect nearby development. This district is intended for use in areas assigned an Airport Industrial (AI) or Industrial Business (IN) land use designation by the comprehensive plan.
2. Compliance with Land Development Code Section 14-3-26, Comprehensive Plan text and Map Amendments, regarding the submittal and review procedures and criteria to support an amendment.

City of Kissimmee

3. Compliance with Comprehensive Plan Policy 1.1.3.2 in maintaining the major centers for industrial activity, with this land use included in the airport and airport environs within the southwest quadrant of the City.
4. Compliance with Land Development Code 14-4-7.B, Conservation Overlay District, which is intended to protect the integrity of environmentally sensitive areas, including wetlands, surface waters, floodplains, and special wildlife and plant habitats. This is to be achieved by requiring the preparation and implementation of an acceptable conservation impact report in conjunction with any development proposal submitted for a use permitted in the underlying zoning district. This report will include an analysis of the property and the techniques appropriate for protecting its important environmental characteristics.

Recommendation

Approve Final Reading of Proposed Ordinance #26-02.

The Development Review Committee (DRC) recommended approval on December 5, 2025.

The Planning Advisory Board recommended approval by a unanimous vote at their January 7, 2026, meeting.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Ryan Altizer

Attachment(s):

1. ZMA-25-0011 Aerial Map
2. ZMA-25-0011 Vicinity Map
3. ZMA-25-0011 Site Data Table
4. (S) ZMA-25-0011 610 Buckley Dr Proposed Ord 26-02
5. ZMA-25-0011 CC Ad
6. ZMA-25-0011 01.07.26 PAB Actions
7. ZMA-25-0011 DRC Comments
8. ZMA-25-0011 Supporting Docs

ITEM 7.A

Approval of City Commission Minutes from the February 17, 2026 meeting

Request

Approval of the February 17, 2026, commission meeting minutes.

Explanation

Minutes of the commission meeting held on February 17, 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 17 2026

ITEM 7.B

Use of Sourcewell Contract for Citywide Construction and Repair Services

Request

Request approval to use the Sourcewell ezIQC Job Order Contracts (JOC), Contract 091620-GGI, managed by the Gordian Group (Contract # 20260149), for Indefinite Quantity Construction (IQC) services.

Explanation

Job Order Contracting (JOC) is a procurement approach that allows facility owners to complete a wide range of repair, maintenance, and construction projects under a single, competitively awarded, indefinite quantity contract. This method eliminates the need for the traditional design-bid-construct cycle for each project, streamlining delivery and cutting administrative costs.

Sourcewell's Contract 091620-GGI—known as the ezIQC JOC program and managed by the Gordian Group—offers access to regionally pre-qualified contractors across Florida. These contractors provide comprehensive services, including project management, labor, materials, equipment, and incidental design support.

The contract also meets all relevant federal procurement standards under 2 CFR 200, making it eligible for FEMA reimbursement when applicable. Participating contractors are fully informed of and comply with these federal documentation requirements.

As a registered Sourcewell member, the City of Kissimmee can use this contract to efficiently complete small- to mid-sized infrastructure, repair, and facility projects. Sourcewell's Construction Task Catalog (CTC) includes unit prices and technical specifications, allowing the City to quickly create task orders with predictable costs and procurement compliance.

Using this contract is expected to speed up project delivery, shorten procurement lead times, and help ensure timely completion of various City repair and capital improvement projects.

Recommendation

Approval for the authorization of Sourcewell Contract 091620-GGI, managed by the Gordian Group, as an additional procurement method to conduct city-wide construction, repair, and maintenance services under an Indefinite Quantity Construction model.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. (S) The Gordian Group Agreement

ITEM 7.C

Acceptance of Agreement with Life Extension Clinics, Inc., DBA Life Scan Wellness Centers

Request

Request approval of an Agreement with Life Extension Clinics, Inc., DBA Life Scan Wellness Centers (Contract #20260159) to provide annual health physicals for the city firefighters, as agreed upon in the Collective Bargaining Agreement, Article 27, for a total cost of \$100,960.00.

Explanation

Pursuant to Article 27 of the current Collective Bargaining Agreement, the City and the Union recognize that the nature of a firefighter’s duties requires the maintenance of a high standard of health and wellness to ensure the safety and well-being of the firefighter, as well as their fellow firefighters and the public. In accordance with this provision, all firefighters are now required to complete an annual physical examination administered by Life Scan Wellness Centers.

On December 7, 2023, the City of Clearwater entered into a contract with Life Extension Clinics, Inc., doing business as Life Scan Wellness Centers (“Vendor”), following a competitive solicitation process (RFP #53-23). The resulting agreement (the “Master Agreement”) covers the administration of employee physical examinations and is attached and incorporated herein as Exhibit A. The Master Agreement has been extended through December 31, 2026. We will utilize this Agreement for our contract with the Vendor.

The total cost of these physicals is \$100,960 and will be funded through the fire department's professional services account (00135103-5031310). Funding was requested and approved as part of the FY26 Operating Budget.

This contract has been reviewed and approved by the Legal Department.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00135103-503131				100,960.00

Financial Summary:

The annual health physicals by Life Scan Wellness Centers were included in the Fire Department's FY26 Operating Budget, account 00135103-503131/professional services. They will be paid for from this account.

Recommendation

Approval of an agreement with Life Extension Clinics, Inc., dba as Life Scan Wellness Centers, to provide annual health physicals for the City of Kissimmee firefighters, as specified in the Collective Bargaining Agreement, Article 27, for a total cost of \$100,960.00.

City of Kissimmee

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Fire

Presenter:

Attachment(s):

1. (S) Life Scan Wellness Centers Agreement

ITEM 7.D

Sponsorship from Kissimmee Utility Authority for Special Event Series

Request

Approval to accept sponsorship from Kissimmee Utility Authority for Special Events at the Lakefront Park in the amount of \$25,000.

Explanation

On December 18, 2025, the Parks and Recreation Department submitted an application to the Kissimmee Utility Authority (KUA) to sponsor and support the City's 2026 Festival Series, which includes events such as: Kissimmee Festival of Lights, Martin Luther King Jr. Unity Festival, Juneteenth, Pridedefest, Monumental 4th of July, Kowtown, and Fandom. Based on this application, KUA awarded the City a \$25,000 sponsorship.

These funds will enable the Parks and Recreation Department to host and promote high-quality community events that create leisure experiences aimed at improving the quality of life for the City's residents and visitors. As a condition of this sponsorship, KUA will be listed as a sponsor on promotional materials and event advertisements, and KUA will have the option to host a KUA Kids Zone and other activities during the City's 2026 Festival Series.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
00150663-505252		Increase		\$25,000
00100366-366001		Increase		\$25,000

Financial Summary:

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

Recommendation

Approval to accept sponsorship from Kissimmee Utility Authority for Special Events at the Lakefront Park in the amount of \$25,000.

REQUESTED CITY COMMISSION ACTION:

Accept

Department: Parks & Recreation

Presenter:

City of Kissimmee

Attachment(s):

1. Sponsorship App KUA

ITEM 7.E

Dyer Boulevard and Ball Park Road Traffic Signal Installation

Request

Request approval for Change Order No. 1 to modify the existing contract with Traffic Engineering and Management, LLC (Contract #20240285) in the amount of \$16,680 for Plan Revision No. 1 related to the Dyer Boulevard and Ball Park Road Traffic Signal Project.

Explanation

This change order is needed to modify the foundations for the traffic signal installation to meet updated engineering requirements identified during construction. The revisions involve adjustments to footing dimensions, additional reinforcement, and related concrete changes in accordance with the latest engineering specifications issued by the engineer of record. These modifications are necessary to ensure structural integrity and adherence to current design standards.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
35545206-506393	ST2407	Decrease	\$77,628.70	\$16,680

Financial Summary:

Adequate funding is readily available in the Series 2016 Bond Construction account as listed above.

Recommendation

Approval of Change Order No. 1 to amend the contract with Traffic Engineering and Management, LLC in the amount of \$16,680 for Plan Revision No. 1 for the Dyer Boulevard and Ball Park Road Traffic Signal Project.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. Kissimmee - Ball Park Rd at Dyer Blvd - Change Order #1 - Copy
2. Agreement Between City Of Kissimmee And Traffic Engineering And Management, Llc Db Control Specialists Team Contract # 20240285_May-08-2024_completed

ITEM 7.F

Memorandum of Understanding With Tohopekaliga Water Authority For Ree Lane Paving Within City Right-of-Way

Request

Request approval for a Memorandum of Understanding (MOU) with Tohopekaliga Water Authority (TWA), Contract #20260164, to repair and pave the existing gravel driveway within the City's Ree Lane right-of-way to support access to TWA's wastewater facility, with no fiscal impact to the City.

Explanation

The City owns the Ree Lane right-of-way, which includes an existing driveway used by TWA and the public to access TWA's nearby wastewater facility. The driveway needs repairs, and TWA plans to repair and pave it within the current traveled area, with all work confined to the existing footprint, as shown in Exhibit "A." Under the MOU, TWA will be responsible for maintaining the paved driveway during its use, and either party can terminate the agreement with written notice.

Recommendation

Approval of a Memorandum of Understanding (MOU) with Tohopekaliga Water Authority (TWA) to repair and pave the existing gravel driveway within the City's Ree Lane right-of-way to support access to TWA's wastewater facility, with no fiscal impact to the City.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. 1. (S) Ree Lane Paving MOU
2. 2. Ree Lane Paving MOU_Vicinity Map

ITEM 7.G

Award Construction Manager at Risk to Core Construction for Lakeside Fire Station and Durbin Park Community Center

Request

Request approval to award the Construction Manager at Risk (CMAR) Contract #20260163 to CORE Construction, pursuant to RFP 2025-009, and approval of the first addendum for preconstruction services for the Lakeside Fire Station and Durbin Park Community Center Project, for \$72,011.00, with approximately 10% contingency, totaling \$80,000. Additionally, authorize the City Manager or their designee to sign any additional documents or change orders necessary to execute the terms of this contract.

Explanation

The City Commission authorized staff to negotiate a CMAR contract with CORE Construction on December 16, 2025, for the new Lakeside Fire Station and Durbin Park Community Center Project following the competitive selection process established under RFP 2025-009.

Staff requests approval of the negotiated agreement and the preconstruction services addendum as outlined in Exhibit B of the CMAR contract. Preconstruction services allow CORE to coordinate with the design team and prepare the project for final construction costs.

Authorization to proceed with construction, including approval of the Guaranteed Maximum Price (GMP), will be presented to the City Commission for separate approval at a later date.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
36035106-506292	FD2527	Decrease	\$12,913,053.40	\$37,587
36050406-506292	PR2522	Decrease	\$9,115,482.31	\$42,413

Financial Summary:

Adequate funding for the Lakeside Fire Station and Durbin Park Community Center Project is readily available in the accounts as listed above.

Recommendation

Approval to award the CMAR contract and preconstruction services addendum to CORE Construction, in the amount of \$72,011, with contingency of approximately 10%, totaling \$80,000 for Lakeside Fire Station and Durbin Park Community Center Project, and authorize the City Manager or their designee to execute any document or change order related to this project.

REQUESTED CITY COMMISSION ACTION:

City of Kissimmee

Approve

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. RFP2025-009 CMAR - Kissimmee Lakeside Fire Station Community Center
2. (S) CMAR Agreement_BE Signed_OCR

ITEM 7.H

Railroad Crossing Safety Improvements – Quiet Zone

Request

Request approval to issue a Construction Services Authorization (CSA) under the existing Rapid Response Infrastructure Construction Services contract with Cathcart Construction Company, Florida, LLC (Contract #20260067), for the Railroad Crossing Safety Improvements – Quiet Zone project, in the amount of \$120,370.00, and authorize the City Manager or designee to execute any related documents or change orders necessary to implement the CSA.

Explanation

The City of Kissimmee is enhancing safety at several railroad crossings as part of the Railroad Crossing Safety Improvements – Quiet Zone project. These improvements aim to improve safety for pedestrians and vehicles at selected crossings.

The scope covers all labor, materials, equipment, traffic control, and supervision needed to complete the upgrades according to approved plans, including site work and traffic management at specific locations.

The issuance of the CSA, under the current Master Agreement with Cathcart Construction Company, will enable the City to carry out construction efficiently, utilizing a contractor already familiar with the project scope.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10445206-506393	ST2504	DECREASE	\$150,000.00	\$120,370.00
10445206-506393	ST26XX	INCREASE	0	\$120,370.00

Financial Summary:

Adequate funding for the Railroad Crossing Safety Improvements - Quiet Zone project is readily available in the Local Option Sales Tax account as listed above.

Recommendation

Approval to issue a CSA under the existing contract with Cathcart Construction for \$120,370.00 for the Railroad Crossing Safety Improvements – Quiet Zone project, and authorize the City Manager or designee to sign related documents or change orders.

REQUESTED CITY COMMISSION ACTION:

Approve

City of Kissimmee

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. Rapid Response Infrastructure Construction Services Contract
2. (S) Construction Services Authorization CCC Signed 2 19 2026

ITEM 7.1

Osceola HOME Consortium Disbursement Agreement Between Osceola County and the City of Kissimmee (FY 2025-2026)

Request

Request approval to execute the Osceola HOME Consortium Disbursement Agreement (Grant #HOME25) with Osceola County for the disbursement of FY 2025-2026 HOME funds in the amount of \$326,735.90.

Explanation

As a member of the Osceola HOME Consortium, the City of Kissimmee is eligible to receive \$326,735.90 in funding under the HOME Investment Partnerships (HOME) Program to support the development and preservation of affordable housing. Osceola County, serving as the Consortium's lead agency, has provided the FY2025–2026 HOME Funding Agreement for execution. The agreement outlines the terms and conditions under which the County will reimburse the City for eligible HOME activities. The term of the agreement is October 1, 2025, through September 30, 2026.

The allocated funds will be utilized as follows:

- Administration: \$28,005.68
- Projects: \$249,717.28

Additionally, \$49,009.93 has been reserved for Community Housing Development Organization (CHDO) activities. CHDOs are nonprofit organizations with the demonstrated capacity to develop affordable housing within the communities they serve. To qualify as a CHDO, an organization must meet specific requirements related to its legal status, organizational structure, and development experience and capacity.

In anticipation of receiving these HOME funds, the City posted a notice of funding availability in the Osceola Gazette on June 12, 2025. No budget adjustment is needed at this time, as the HOME funds are already included in the City's current fiscal year budget.

Recommendation

Approval to execute the Osceola HOME Consortium Disbursement Agreement for the release of FY 2025-2026 HOME funds totaling \$326,735.90.

REQUESTED CITY COMMISSION ACTION:

Approve
Execute

Department: Development Services
Presenter:

Attachment(s):

1. (S) 2025-2026 HOME Disbursement Agreement

ITEM 7.J

Continuing Services Contract for Roof Replacement, Housing Rehabilitation/Demolition and Reconstruction Contractor

Request

Request approval and authorization to execute a Continuing Services Contract for Roof Replacement, Housing Rehabilitation/Demolition and Reconstruction Contractor with Rebuilding Together Greater Florida (Contract #20260166).

Explanation

The City of Kissimmee issued RFQ2026007 for Housing Rehabilitation/Demolition and Reconstruction Contractor Continuing Services to identify a qualified non-profit agency to serve as the General Contractor or Construction Manager for these activities under designated program conditions.

The City received responses from Rebuilding Together Greater Florida and Custom Creative Contracting, LLC. After a thorough evaluation of qualifications and experience, Rebuilding Together Greater Florida was selected as the most qualified firm.

When acting as the program's construction contractor or construction manager, Rebuilding Together of Greater Florida will be responsible for:

- Conducting housing inspections and preparing detailed scopes of work
- Coordinating all construction activities, including rehabilitation, demolition, and reconstruction
- Obtaining all necessary permits and scheduling required inspections
- Hiring and managing licensed subcontractors to perform construction activities
- Ensuring all work complies with applicable building codes, program regulations, and funding requirements

The agreement will have a three-year term. Due to fluctuations in available funding for housing rehabilitation and reconstruction activities, it is difficult to estimate funding allocations for future fiscal years. Funds will be allocated as they become available and as program needs require.

The City previously maintained contracts with the Osceola Council on Aging and Habitat for Humanity of Greater Orlando and Osceola to provide similar services. The Council on Aging terminated its agreement in 2025, approximately one year prior to its June 30, 2026, expiration date. Habitat for Humanity of Greater Orlando and Osceola has indicated it will not renew its agreement beyond its June 30, 2026, expiration. Both agencies cited capacity limitations as the reason for discontinuing their participation.

Rebuilding Together Greater Florida has extensive experience delivering housing rehabilitation and reconstruction services throughout Central Florida. Staff is confident that the organization has the capacity, expertise, and operational structure necessary to seamlessly align with and support the City's housing program model.

Recommendation

Approval and execution of the Continuing Services Contract for Roof Replacement, Housing Rehabilitation/Demolition and Reconstruction Contractor with Rebuilding Together Greater Florida.

City of Kissimmee

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter:

Attachment(s):

1. (S) Continuing Services Agreement - Rebuilding Together

ITEM 7.K

Approval of a Lien Reduction and Appeals Policy

Request

Approval of a policy that would establish guidelines for the review and approval process for lien reductions and appeals authorized by the City Manager

Explanation

Pursuant to City Ordinance #3118, which authorizes "the City Manager, at their discretion, to establish a Lien Reduction Policy to create a uniform method for calculating and recommending lien reduction amounts to the City Commission upon request of a property owner", the proposed policy establishes a standardized and transparent process for the submission, review, and evaluation of lien reduction requests. The policy outlines the eligibility requirements and documentation responsibilities of the property owner or authorized agent, defines the criteria used by staff to calculate and recommend a reduction amount, and establishes maximum reduction thresholds. The intent of the policy is to ensure consistency, fairness, and accountability in the handling of lien reduction requests while protecting the financial and legal interests of the City and encouraging compliance and resolution of outstanding liens.

Recommendation

Commission approval of the proposed Lien Reduction and Appeals Policy

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter:

Attachment(s):

1. 2.23.2026 Lien Reduction and Appeals Policy

ITEM 7.L

Memorandum of Understanding between the City of Kissimmee and Centro Unido de Detallistas Puerto Rico (CUD)

Request

Request approval of a Memorandum of Understanding (MOU) between the City of Kissimmee and Centro Unido de Detallistas Puerto Rico (CUD) for collaborative business development and retail expansion (Contract #20260169).

Explanation

The City of Kissimmee and Centro Unido de Detallistas Puerto Rico ("CUD") seek to enter into a collaborative agreement to provide guidance and support to Puerto Rican entrepreneurs. CUD is recognized as the premier organization representing the retail and commercial sector in Puerto Rico. The City serves as a significant hub for Puerto Ricans in the continental United States. This partnership aims to leverage that unique market environment to attract Puerto Rican retailers and brands seeking to establish a presence within the mainland U.S. economy. The primary focus of this collaboration is to facilitate development opportunities for entrepreneurs within the region.

GOALS & OBJECTIVES:

- **Information Exchange:** Identify and share information on potential business opportunities in the City that align with the goals of Puerto Rican entrepreneurs.
- **Guidance & Resources:** Coordinate efforts to provide assistance regarding market research, legal requirements, and regulatory changes.
- **Collaborative Events:** Jointly organize seminars, workshops, and networking sessions to connect entrepreneurs with local business leaders and partners.
- **Economic Revitalization:** Support small business entrepreneurship and the revitalization of commercial corridors and Downtown districts.
- **The Agreement shall commence on the effective date and remain in effect for a period of one (1) year. Either party may terminate the Agreement with written notice to the other party.**

Following a ceremonial execution of the Memorandum of Understanding on February 25, 2026, this item is presented to the City Commission for formal ratification and official approval of the partnership terms.

Recommendation

Approval of the Memorandum of Understanding between the City of Kissimmee and Centro Unido de Detallistas Puerto Rico (CUD).

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Economic Development

Presenter:

Attachment(s):

1. (S) CUD and COK COLLABORATIVE AGREEMENT 2026

City of Kissimmee

ITEM 8.A

City Commission Travel Policy Request for Funding

Request

Commissioner Janette Martinez is requesting approval to authorize funding for official travel to attend the Osceola Chamber of Commerce's Trade Mission to South Korea, scheduled for April 26 to May 2, 2026, and to approve associated travel expenses totaling \$6,250, which encompass airfare, hotel accommodations, and most in-country costs.

Explanation

The Osceola Chamber, in partnership with NeoCity Links, is hosting a Trade Mission to South Korea focused on expanding international trade, attracting investment, strengthening connectivity, and facilitating B2B meetings with Korean industry leaders. The mission aligns with Osceola County's economic development goals and offers direct benefits to local businesses and global partnership efforts.

Under the Commission Travel Policy, requests for economic development-related travel that are not coordinated through the Economic Development Department and in accordance with adopted City Commission goals, the Strategic Plan, or another formally approved plan, require Commission approval.

Recommendation

Staff requests Commission direction.

REQUESTED CITY COMMISSION ACTION:

Commission Direction

Department: City Manager

Presenter: Commissioner Martinez

Attachment(s):

1. Janette Martinez - Trade Mission to South Korea
2. Agenda Item Request_South Korea Trade Mission

ITEM 8.B

Discussion on Parliamentary Procedures and Commission Code of Conduct

Request

Commissioner Martinez requests that the Commission review and clarify the parliamentary procedures and Code of Conduct for City Commission meetings.

Explanation

Commissioner Martinez submitted a request for an agenda item to ensure that all members share a consistent understanding of the City Commission meeting protocols as essential to maintaining transparency, professionalism, and effective governance. She believes that a focused conversation will help reinforce clarity, consistency, and mutual expectations as the Commission carries out its responsibilities to the public.

Recommendation

N/A

REQUESTED CITY COMMISSION ACTION:

No Action

Department: City Manager

Presenter: Commissioner Martinez

Attachment(s):

1. Division 5. Rules of Procedure (002)
2. Agenda Item Request_Code of Conduct