



**MEETING AGENDA  
SESSION OF THE CITY COMMISSION  
CITY OF KISSIMMEE  
CITY HALL, COMMISSION CHAMBERS  
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054  
TUESDAY, APRIL 7, 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 Swearing in of Four New Kissimmee Police Department Officers
- 3.B Swearing in of Two New Kissimmee Police Department Chaplains
- 3.C Proclamation - Arbor Day Proclamation
- 3.D Proclamation - Fair Housing Month
- 3.E Proclamation - Water Conservation Month
- 3.F Proclamation - Human Trafficking Awareness Day
- 3.G Employee of the Month for April

**4. PUBLIC HEARINGS - FIRST AND SECOND READINGS**

- 4.A Public Hearing - First Reading - Proposed Ordinance # 26-10 - Land Development Code Text Amendment (Section 14-5-3: Special Requirements Plan and Section 14-5-6: Site Standards)

AN ORDINANCE AMENDING THE CODE OF THE CITY OF KISSIMMEE, FLORIDA CODE OF ORDINANCES TITLES; AMENDING SECTION 14-5-3 AND 14-5-6, TABLE 5-1 TO INCLUDE PROVISIONS FOR FINANCE, INSURANCE, AND REAL ESTATE OFFICES; ADDING A MAP SECTION TO 14-5-6, FIGURE 5-25; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE

- 4.B Public Hearing - First Reading - Proposed Ordinance # 26-11 - Land Development Code Text Amendment (Section 14-3-16: Level of Review Required and 14-3-29: Conditional Uses)

AN ORDINANCE AMENDING THE CODE OF THE CITY OF KISSIMMEE, FLORIDA CODE OF ORDINANCES TITLES; AMENDING 14-3-29 AND 14-3-16, TABLE 3-1 TO ADD THE CITY COMMISSION AS THE FINAL REVIEWING AUTHORITY FOR CONDITIONAL USES; AMENDING SECTION 14-3-29 TO ADD STANDARDS FOR SITE PLAN WAIVERS AND PROVISIONS FOR TIME FRAMES ON CONDITIONAL USE APPROVALS; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE

- 4.C Public Hearing — First Reading — Proposed Ordinance # 26-12 - Criteria for Commercial Vehicles in Residential Districts

AN ORDINANCE AMENDING THE CODE OF THE CITY OF KISSIMMEE, FLORIDA CODE OF ORDINANCES TITLES; UPDATING CRITERIA FOR

COMMERCIAL VEHICLES IN RESIDENTIAL DISTRICTS, CHAPTER 42-67  
ADDING HEAVY COMMERCIAL VEHICLES, CHAPTER 42-68 ADDING GROSS  
VEHICLE WEIGHT RATING, AND CHAPTER 42-69 ADDING GROSS VEHICLE  
WEIGHT RATING; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH  
AND PROVIDING AN EFFECTIVE DATE

- 4.D Public Hearing – First Reading – Proposed Ordinance # 26-13 – Amending the  
Firefighters Retirement Plan

AN ORDINANCE OF THE CITY OF KISSIMMEE, FLORIDA, AMENDING  
CHAPTER 30, PERSONNEL, ARTICLE III, EMPLOYEE RETIREMENT, DIVISION  
III, FIREFIGHTERS' RETIREMENT PLAN, OF THE CODE OF ORDINANCES OF  
THE CITY OF KISSIMMEE; AMENDING SECTION 30-167, DEFERRED  
RETIREMENT OPTION PLAN; PROVIDING FOR CODIFICATION; PROVIDING  
FOR SEVERABILITY OF PROVISIONS; REPEALING ALL ORDINANCES IN  
CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE

**5. PUBLIC HEARINGS**

- 5.A Public Hearing - Annual Fire Service Assessment Resolution

**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 March 17, 2026 Meeting
- 7.B Resolution and Approval of a Memorandum of Agreement between the City of  
Kissimmee and Florida Department of Transportation
- 7.C Kissimmee Utility Authority Utility Easement at Kissimmee Gateway Airport
- 7.D Second Amendment for Engineering and Design services for Lancaster Ranch Park
- 7.E Purchase of Non-Capital Equipment for Heavy Rescue
- 7.F Approval of a Lien Appeal and Negotiation Agreement for 810 Person Street
- 7.G Local Agency Program Agreement and Resolution with FDOT for Shingle Creek  
Trail Phase South 2B
- 7.H Approval of a Permanent Right of Way Easement between United Cerebral Palsy of  
Central Florida, Inc. and the City of Kissimmee
- 7.I Approval to Apply for Grant Funding Opportunities for Vertiport and Air Taxi  
Infrastructure at Kissimmee Gateway Airport
- 7.J Subordination Agreement for the Pinnacle at the Wesleyan Apartments
- 7.K Traffic Control Jurisdiction Agreement — Residences at Tapestry Neighborhood  
HOA
- 7.L FY 2025 Edward Byrne Memorial Justice Assistance Grant Program – Local  
Solicitation from the U.S. Department of Justice

7.M Declaration of Restrictive Covenants for the Mosaic Development for the Florida Department of Environmental Protection

7.N Resolution Establishing the Qualifying Period for the City's General Election

**8. DISCUSSION ITEMS**

8.A Request of Travel Funding

**9. HEAR CITY OFFICIALS**

9.A CITY MANAGER

9.B CITY ATTORNEY

9.C CITY COMMISSION

**10. ADJOURNMENT**

In accordance with Florida Statutes 286.105: Any person wishing to appeal any decision made by the City Commission with respect to any matter considered at such meeting or hearing will need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is made.

In accordance with Florida State 286.26, persons needing assistance to participate in any of these proceedings should contact the Office of the City Clerk, 101 Church Street, Kissimmee, Florida, (407) 518-2309.

## **ITEM 3.A**

### **Swearing in of Four New Kissimmee Police Department Officers**

#### **Request**

Swearing in of four new Kissimmee Police Department Officers

#### **Explanation**

Four new Police Officers have been hired as employees by the City of Kissimmee Police Department. Having the Officers sworn in at City Commission meetings serves as a formal introduction to the Mayor, City Commissioners, the citizens and the community. The procedure of swearing in new officers instills formality and professionalism at the start of their careers with the City of Kissimmee.

The new Police Officers to be sworn in are:

Taylor Espinosa  
Annelisse Melendez Mercado  
William Lewis  
Antonio Miranda

Department: Police  
Presenter: Charles Broadway

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

1. (S) Oath for 4 new officers

## **ITEM 3.B**

### **Swearing in of Two New Kissimmee Police Department Chaplains**

#### **Request**

Swearing in of Two New Kissimmee Police Department Chaplains

#### **Explanation**

Two new Chaplains have volunteered with the City of Kissimmee Police Department. Having the Chaplains sworn in at City Commission meetings serves as a formal introduction to the Mayor, City Commissioners, the citizens, and the community. The swearing-in ceremony for new chaplains instills formality and professionalism at the start of their duties with the City of Kissimmee.

The new Police Chaplains to be sworn in are:

Pastor Louis Rivera

Pastor John Mejia

Department: Police

Presenter: Charles Broadway

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

1. (S) Oath for 2 new police chaplains

**ITEM 3.C**

**Proclamation - Arbor Day Proclamation**

**Request**

Arbor Day Proclamation presentation to Robert Carter, the City's Parks & Public Lands Manager in honor of his leadership and contributions to the City's urban forestry efforts.

**Explanation**

N/A

Department: City Manager

Presenter: Desiree Matthews

**Attachment(s):**

1. Proclamation - Arbor Day

**ITEM 3.D**

**Proclamation - Fair Housing Month**

**Request**

Fair Housing Month Proclamation presentation to Osceola Realtors 2026 President Teresa Reilly O'Doherty.

**Explanation**

N/A

Department: City Manager  
Presenter: Desiree Matthews

**Attachment(s):**

1. Proclamation - Fair Housing Month

**ITEM 3.E**

**Proclamation - Water Conservation Month**

**Request**

Water Conservation Month Proclamation presentation to Rodney Tilley, Supervisor from Toho Water Authority.

**Explanation**

N/A

Department: City Manager  
Presenter: Desiree Matthews

**Attachment(s):**

1. Proclamation - Water Conservation Month

**ITEM 3.F**

**Proclamation - Human Trafficking Awareness Day**

**Request**

Human Trafficking Awareness Day Proclamation presentation to the Central Florida HT Task Force and Paving the Way Foundation.

**Explanation**

N/A

Department: City Manager  
Presenter: Desiree Matthews

**Attachment(s):**

1. Proclamation - Human Trafficking Awareness Day

## **ITEM 3.G**

### **Employee of the Month for April**

#### **Request**

Staff Requests that the City Commission join the City Manager in recognizing Lorendy Martinez of the Public Works Department as the Employee of the Month for April.

#### **Explanation**

The City is proud to announce that Lorendy Martinez, Administrative Assistant, with our Public Works Department, has been selected as the Employee of the Month for April 2026.

Lorendy plays a pivotal role in ensuring the seamless execution of our operations across the city. During challenging times, she has stepped up without hesitation, delivering outstanding performance day in and day out. Her ability to manage complex tasks while maintaining a high standard of professionalism, efficiency and grace is truly remarkable. Beyond her technical skills and dedication, what truly makes Lorendy deserving of this recognition is her positive attitude and commitment to excellence.

We want to thank Lorendy and recognize her for her exceptional contribution.

Department: Human Resources & Risk Management

Presenter: Desiree Matthews

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

None

## **ITEM 4.A**

### **Public Hearing - First Reading - Proposed Ordinance # 26-10 - Land Development Code Text Amendment (Section 14-5-3: Special Requirements Plan and Section 14-5-6: Site Standards)**

**AN ORDINANCE AMENDING THE CODE OF THE CITY OF KISSIMMEE, FLORIDA CODE OF ORDINANCES TITLES; AMENDING SECTION 14-5-3 AND 14-5-6, TABLE 5-1 TO INCLUDE PROVISIONS FOR FINANCE, INSURANCE, AND REAL ESTATE OFFICES; ADDING A MAP SECTION TO 14-5-6, FIGURE 5-25; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE**

#### **Request**

Amendments to allow Finance, Insurance, and Real Estate offices on the first floor fronting Broadway and side streets.

#### **Explanation**

This is a request to amend the Special Requirements Plan (Section 14-5-3) to allow Finance, Real Estate, and Insurance offices on the first floor of Broadway and connected side streets.

In 1998, a stakeholder committee initiated by the City Commission and whose members had investments in downtown met to review and make recommendations to the City Commission on potential improvements to the B-1 (Downtown Commercial) zoning district. A map of that area is included in the backup of this agenda item, for reference. This committee reviewed the B-1 standards against Commission, City, and Community Redevelopment Area (CRA) directives and determined that the broad variety of uses allowed within the district were interfering with an active, pedestrian scaled downtown. The goal was to promote storefronts via active retail/restaurant spaces. Following recommendations of the stakeholder committee, the B-1 zoning district was amended in 1999 to prohibit offices on first floor units fronting Broadway. That standard has remained in place since, though the adoption of the Form-Based Code in 2020 expanded it to include some side streets connected to Broadway. This restriction on offices fronting the street was expanded due to the City's continued efforts to establish an active, pedestrian-scaled downtown through projects like Connect Kissimmee and the Form-Based Code.

On December 16, 2025, the City Commission directed staff to revise the standards to remove the restriction on Finance, Real Estate, and Insurance offices, opening the standards to permit these uses and allow greater variety within downtown. This amendment also includes an update to 14-5-6, Figure 5-25, in which a portion of the map was erroneously omitted from the previous draft of the Code.

#### **Recommendation**

Staff recommends approval.

The Planning Advisory Board (PAB) reviewed and denied this item by a vote of 2–3 on April 1, 2026.

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

Approve

Department: Development Services

Presenter: Ashley Cornelison

City of Kissimmee

**Attachment(s):**

1. Proposed Ordinance 26-10 - strikethrough
2. Proposed Ordinance 26-10 - clean
3. Advertisement
4. B-1 Zoning District Map
5. Letter from DKC
6. Business Impact Estimate

## ITEM 4.B

### Public Hearing - First Reading - Proposed Ordinance # 26-11 - Land Development Code Text Amendment (Section 14-3-16: Level of Review Required and 14-3-29: Conditional Uses)

**AN ORDINANCE AMENDING THE CODE OF THE CITY OF KISSIMMEE, FLORIDA CODE OF ORDINANCES TITLES; AMENDING 14-3-29 AND 14-3-16, TABLE 3-1 TO ADD THE CITY COMMISSION AS THE FINAL REVIEWING AUTHORITY FOR CONDITIONAL USES; AMENDING SECTION 14-3-29 TO ADD STANDARDS FOR SITE PLAN WAIVERS AND PROVISIONS FOR TIME FRAMES ON CONDITIONAL USE APPROVALS; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE**

#### Request

This Ordinance will be revised and readvertised for a future Commission agenda.

#### Explanation

This is a request to amend the Conditional Use regulations in the Land Development Code, specifically sections 14-3-29: Conditional Uses and 14-3-16: Level of Review Required. The proposed changes were a directive from the City Commission, who felt these edits would benefit the process and would better achieve the goals of the City. The proposed amendments are as follows:

- Site plan waivers: A waiver for site plans is proposed to provide an easier route for applicants when a conceptual plan is sufficient for the submittal.
- Review procedures: The City Commission is proposed to have final approval on conditional use approvals after recommendation from the Development Review Committee (DRC) and the Planning Advisory Board (PAB).
- Conditions of approval: Provisions added to allow timeframes as a condition of approval for conditional uses. This allows a re-review of the approval to ensure the use meets all conditions of approval and that no modifications or additional conditions are needed.
- Minor language updated throughout 14-3-29: Conditional Uses to make the standards clearer.

#### Recommendation

This Ordinance will be revised and readvertised for a future Commission agenda.

#### REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Ashley Cornelison

#### Attachment(s):

1. Proposed Ordinance 26-11 - Strikethrough
2. Proposed Ordinance 26-11 - Clean
3. Business Impact Estimate
4. Advertisement

**ITEM 4.C**

**Public Hearing — First Reading — Proposed Ordinance # 26-12 - Criteria for Commercial Vehicles in Residential Districts**

**AN ORDINANCE AMENDING THE CODE OF THE CITY OF KISSIMMEE, FLORIDA CODE OF ORDINANCES TITLES; UPDATING CRITERIA FOR COMMERCIAL VEHICLES IN RESIDENTIAL DISTRICTS, CHAPTER 42-67 ADDING HEAVY COMMERCIAL VEHICLES, CHAPTER 42-68 ADDING GROSS VEHICLE WEIGHT RATING, AND CHAPTER 42-69 ADDING GROSS VEHICLE WEIGHT RATING; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE**

**Request**

Approve proposed changes to Chapters 42-67, 42-68 and 42-69 of the City Code of Ordinances regarding commercial vehicles in residential districts.

**Explanation**

Proposed ordinance 2026-12 Gross Vehicle Weight to Gross Vehicle Weight Rating, providing a more accurate method of the size of a commercial vehicle and whether said vehicle would be allowed in a residential zoned neighborhood.

Gross Vehicle Weight Rating is defined as, the weight of a vehicle including the weight of the vehicle, passengers, cargo, fuel and additional equipment. The rating is a range and can be obtained from the manufacturer easily by the owner or a Code Enforcement Officer.

This change will make it easier for vehicle owners, property owners and Code Officers to determine if the vehicle is allowed in the residential area of the City.

**Recommendation**

Approve proposed changes to Chapters 42-67, 42-68 and 42-69 of the City Code of Ordinances regarding commercial vehicles in residential districts.

REQUESTED CITY COMMISSION ACTION:

Adopt

Department: Development Services

Presenter: Craig Holland

**Attachment(s):**

1. Proposed Ordinance 2026 12 Commercial Vehicles in Residential Districts
2. Proposed Ordinance 2026 12 Commercial Vehicles in Residential Districts strike through and underline version.
3. Ad for Prop Ord #26-12
4. business-impact-estimate for proposed ordinance 26-12

**ITEM 4.D**

**Public Hearing – First Reading – Proposed Ordinance # 26-13 – Amending the Firefighters Retirement Plan**

**AN ORDINANCE OF THE CITY OF KISSIMMEE, FLORIDA, AMENDING CHAPTER 30, PERSONNEL, ARTICLE III, EMPLOYEE RETIREMENT, DIVISION III, FIREFIGHTERS' RETIREMENT PLAN, OF THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE; AMENDING SECTION 30-167, DEFERRED RETIREMENT OPTION PLAN; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY OF PROVISIONS; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE**

**Request**

Approval of the First Reading of the Proposed Ordinance # 26-13 amending the Firefighters Retirement Plan.

**Explanation**

The proposed ordinance #26-13 and the no impact statement from the Plan's Actuary are attached for approval. The Pension Attorney prepared the proposed ordinance and the Actuary indicated that this will not have an actuarial impact on the cost of the Firefighters Retirement Plan. This was also reviewed by the City Attorney, Curtis McGee, who provided the attached Business Impact Estimate.

This proposed ordinance includes updated language that is listed within the approved Collective Bargaining Agreement with the International Association of Firefighters dated 8/7/2025. The Collective Bargaining Agreement effective date is October 1, 2024, to September 30, 2027.

Pension Plan — Members may enter the DROP at any time after they qualify for normal retirement benefits under the plan.

**Recommendation**

Staff recommends approval.

**REQUESTED CITY COMMISSION ACTION:**

Approve

Department: Human Resources & Risk Management

Presenter: Mike Steigerwald

**Attachment(s):**

1. KISS F.Ord for DROP.draft.02-03-26 - 4922-2732-8652.2
2. Proof of Advertisement
3. 2026.03.25,LetterOfNoImpact-KissimmeeFire
4. Business Impact Estimate for KFD Drop Entry Expansion (003)

## ITEM 5.A

### Public Hearing - Annual Fire Service Assessment Resolution

#### Request

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

#### Explanation

This is the result of consideration and adoption of Resolution No. 34-2024 in December 2024, a subsequent successful RFP to seek learned and experienced multi-disciplined advice concerning stand-up and annual implementation of a Fire Service Assessment, a fire staffing study workshop on April 1, 2025, direction accordingly from the City Commission on April 15, which resulted in extraordinary notice and a public hearing associated with the establishment and use of revenue from a Fire Service Assessment in 2025. This action will materially assist in carrying out direction from the Legislature in s.633.508, F.S., and proportionately shares only a percentage of the costs of fire service readiness among all assessed parcels for the upcoming Fiscal Year 2026-27.

Kindly consider and accept the evidentiary executive summary prepared by Dr. Owen Beitsch of GAI, using City budgetary information, and data obtained from the County Property Appraiser and the FDOR. An interactive preliminary assessment roll has been available on the City website since before March 17, 2026.

The Annual Assessment Resolution sets properly noticed rates to be charged to each property on a proportional basis (1) based upon the amount of improvements to each Tax Parcel (not land), and (2) an equal or flat charge per Tax Parcel, which together will fund approximately \$6.3 million dollars or less than 25% of the upcoming annual Fire Department budget. The Clerk will append proof of timely publication to the resolution.

#### Recommendation

Approve the revised summary as sufficient substantial evidence in every aspect, and adopt this year's Annual Fire Service Assessment Resolution.

#### REQUESTED CITY COMMISSION ACTION:

Adopt

Department: Finance

Presenter: Desiree Matthews

#### Attachment(s):

1. (S) Fire Annual Assessment Resolution FY 2026-27
2. Affidavit Notice of Hearing
3. Fire Second Annual Evidentiary Report

**ITEM 7.A**

**Approval of City Commission Minutes from the March 17, 2026 Meeting**

**Request**

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

**Explanation**

Minutes of the commission meeting held on March 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 MAR 17 2026

## **ITEM 7.B**

### **Resolution and Approval of a Memorandum of Agreement between the City of Kissimmee and Florida Department of Transportation**

#### **Request**

Request approval of a Resolution to execute the Landscape Construction and Maintenance Memorandum of Agreement (MOA) (Contract #20250175) between the City of Kissimmee and the Florida Department of Transportation to install and maintain landscaping within the right of way on State Road 530 (Vine Street) for the United Cerebral Palsy (UCP) of Central Florida, Inc., Osceola Campus Charter School.

#### **Explanation**

Since the adoption of the Form Based Code (FBC)(Ord.3034) in the Land Development Code (LDC) at the August 4, 2020, City Commission, primary streets in the FBC area require wider sidewalks (12 feet) and green space (furnishing zone) areas (8 feet). The widening of the sidewalks may be between the road right-of-way and the property. Vine Street is a primary street that is maintained by the Florida Department of Transportation (FDOT).

The United Cerebral Palsy (UCP) of Central Florida, Inc., Osceola Campus Charter School (CU-24-0012) is building its new campus along Vine St., which requires wider sidewalks and green spaces. This Memorandum of Agreement between FDOT and the City acknowledges that the maintenance of the existing sidewalk and any newly constructed pedestrian facilities and landscaping in the right of way on Vine St. in front of the new UCP Osceola Campus Charter School will now be maintained by the City.

#### **Recommendation**

Approve the Resolution to execute the Landscape Construction and Maintenance Memorandum of Agreement between the City of Kissimmee and the Florida Department of Transportation for the UCP of Central Florida, Inc., Osceola Campus Charter School.

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

Approve

Department: Development Services

Presenter: Brenda Ryan

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

1. (S)FDOT Landscape Resolution & Agreement\_ UCP

## **ITEM 7.C**

### **Kissimmee Utility Authority Utility Easement at Kissimmee Gateway Airport**

#### **Request**

Request approval for the Kissimmee Utility Authority (KUA) Utility Easement at Kissimmee Gateway Airport (Contract #20260188).

#### **Explanation**

KUA requests an underground utility easement to serve electrical lines for the new electric aircraft charging station at Signature Aviation. This easement allows access for installation, maintenance, repair, reconfiguration, or reconstruction of the electrical lines associated with the station.

#### **Recommendation**

Approve Kissimmee Utility Authority (KUA) Utility Easement at Kissimmee Gateway Airport.

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

Approve

Department: Airport

Presenter:

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

1. (S) KUA + AIRPORT EASEMENT AGREEMENT 3.24.2026

**ITEM 7.D**

**Second Amendment for Engineering and Design services for Lancaster Ranch Park**

**Request**

Request approval of the Second Amendment to the Engineering and Design Services Agreement with AECOM Technical Services, Inc. (Contract #20240324) for final engineering and design services related to the construction of Lancaster Ranch Park, in the amount of \$599,627.

**Explanation**

On September 8, 2020, the City Commission entered into an agreement with AECOM Technical Services, Inc. for engineering and design services related to the construction of Lancaster Ranch Park. On June 24, 2024, the Commission approved the First Amendment to the agreement for the completion of Phases 1A and 1B in the amount of \$941,897.

This Second Amendment in the amount of \$599,627 is for the final design of Phase 2, incorporating design revisions for the fieldhouse, kayak and bike rental facility, coordination with FDOT and Toho Water for easements, integration of wetland and stormwater treatments in compliance with updated water quality rules, and 60/90/100% construction documents. The total contracted amount for completed design and engineering services will be \$2,576,524 or approximately 6.5% of the estimated project construction costs.

**Financial Information**

Account #	Project #	Increase / Decrease	Budget	Actual
10550706-506393	RI2600	Decrease	\$500,000	\$500,000
10550706-506393	RI2301	Decrease	\$100,000	\$99,627

Financial Summary:

Project RI2600 for Lancaster Ranch Park has available budgeted funds for the majority of the cost. Will also need to transfer the balance of project RI2301, which has a balance of \$100,000, into RI2600.

**Recommendation**

Approval of the Second Amendment to the Engineering and Design Services Agreement with AECOM Technical Services, Inc. for final engineering and design services related to the construction of Lancaster Ranch Park, in the amount of \$599,627.

REQUESTED CITY COMMISSION ACTION:

Approve  
Execute

City of Kissimmee

Department: Parks & Recreation

Presenter:

**Attachment(s):**

1. (S) Second Amendment AECOM Lancaster

**ITEM 7.E**

**Purchase of Non-Capital Equipment for Heavy Rescue**

**Request**

Request approval for transferring the remaining balance of the Heavy Rescue Project, ST2606, to the Tools & Equipment account for the purchase of non-capital equipment needed for the Heavy Rescue.

**Explanation**

The Fire Department has finalized all capital spending linked to Heavy Rescue, Project ST2606. We request the remaining funds be moved to the Tools & Equipment account, 0013520-505255, to buy the required non-capital items. After this transfer, Project ST2606 will be closed.

**Financial Information**

Account #	Project #	Increase / Decrease	Budget	Actual
10435206-506494	ST2606	Decrease	\$82,017.00	\$82,017.00
10435206-506495	ST2606	Decrease	\$2,210.00	\$2,210.00
00135203-505255		Increase		\$84,227.00

Financial Summary:

The balance of Project ST2606 is being transferred to Account 00135203-505255, Tools & Equipment, for the purchase of non-capital equipment needed for the Heavy Rescue.

**Recommendation**

Approval for the transfer of the Heavy Rescue Project, ST2606, balance to the Tools & Equipment account for purchasing non-capital equipment needed for the Heavy Rescue.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Fire  
Presenter:

**Attachment(s):**  
None

**ITEM 7.F**

**Approval of a Lien Appeal and Negotiation Agreement for 810 Person Street**

**Request**

Approval of a lien reduction and negotiation agreement in the amount of \$4,000 plus any satisfaction costs.

**Explanation**

The owner of 810 Person Street submitted a hardship request on March 18, 2026, which was reviewed and approved by the City Manager on March 23, 2026. In accordance with City Policy, lien reductions must follow the established reduction matrix. If an agreement is not reached within fourteen (14) days, policy allows for the appeal to be placed on the next regularly scheduled commission meeting agenda.

The property remained in noncompliance for more than one year but less than two years, qualifying it for a 30% reduction. The total outstanding lien balance is \$30,900. Applying the 30% reduction results in an adjusted balance of \$21,630, plus the required \$10.00 satisfaction fee. The request was submitted within the 30-day appeal period, making it eligible for consideration.

The City Manager has approved the 30% reduction, but the property owner has indicated that she is unable to pay the reduced balance of \$21,630 due to financial hardship. She is employed as a substitute teacher with limited income and has requested additional consideration by the city commission. She has indicated she can pay \$4,000, plus the satisfaction fee, to resolve the matter in full. Staff is seeking commission approval of a lien reduction and negotiation agreement for the property in the amount of \$4,000 plus any satisfaction costs.

**Recommendation**

Approval of a lien reduction and negotiation agreement in the amount of \$4,000 plus any satisfaction costs and for the city manager to execute the agreement.

**REQUESTED CITY COMMISSION ACTION:**

Approve

Department: City Manager

Presenter:

**Attachment(s):**

1. Hardship Letter (03-18-2026)
2. Claim of Lien - 810 Person Street - Nandanie Lall - CE\_24-02948 (09-22-2025)
3. Affidavit of Compliance (03-16-2026)
4. (S) - Negotiation Agreement for 810 Person Street

**ITEM 7.G**

**Local Agency Program Agreement and Resolution with FDOT for Shingle Creek Trail Phase South 2B**

**Request**

Request approval of the resolution authorizing the Mayor to execute and deliver the Local Agency Program (LAP) Agreement (contract #20260192) with the Florida Department of Transportation (FDOT) for the Shingle Creek Trail Phase South 2B – Yates Connector Trail Project (FPN 442334-3-58-01 and FPN 442334-3-68-01), and further authorizes the City Manager or designee to execute any necessary related documentation and amendments.

Additional approval is requested to allocate \$254,718 to cover ineligible project costs and any potential funding shortfall.

**Explanation**

Through the City’s participation in MetroPlan Orlando, the City has secured funding from FDOT through a LAP Agreement for the construction of the Shingle Creek Trail Phase South 2B – Yates Connector Trail Project in the amount of \$8,641,589, and for Construction Engineering and Inspection (CEI) services in the amount of \$632,398.

The purpose of the LAP Agreement is to establish FDOT’s financial participation in the project, as detailed in Exhibit “A” Project Description and Responsibilities, which is incorporated into the agreement. The agreement outlines the terms, conditions, and responsibilities required to complete the project. Although no local match is required, the City is responsible for funding ineligible project costs and any funding shortfall. Staff has identified \$254,718 to cover these costs.

**Financial Information**

Account #	Project #	Increase / Decrease	Budget	Actual
10345656-506393	GT2109	Decrease	\$45,955.00	\$4,718.00
10345656-506393	GT2607	Increase	\$250,000.00	\$254,718.00
15045656-506393	GT2607	Increase		\$9,019,269.00
15000331-331490	GT2607	Increase		\$9,019,269.00

Financial Summary:

Sufficient funds are available within the project budget to cover ineligible costs and any funding shortfall associated with the project.

**Recommendation**

Approval of the resolution authorizing the Mayor to execute and deliver the LAP Agreement with FDOT, and further authorizing the City Manager or designee to sign any necessary documents and amendments for the Shingle Creek Trail Phase South 2B – Yates Connector Trail Project (FPN City of Kissimmee

442334-3-58-01 and FPN 442334-3-68-01), including the allocation of \$254,718 for ineligible costs and potential funding shortfalls.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering  
Presenter:

**Attachment(s):**

1. (S) LAP Resolution - Shingle Creek Trail Phase South 2B
2. (S) LAP Agreement - Shingle Creek Trail Phase South 2B

**ITEM 7.H**

**Approval of a Permanent Right of Way Easement between United Cerebral Palsy of Central Florida, Inc. and the City of Kissimmee**

**Request**

Request approval for a Permanent Right of Way Easement (Contract #20260189) between United Cerebral Palsy of Central Florida, Inc. (UCP) and the City of Kissimmee for streetscape zone improvements at 200 W. Vine Street.

**Explanation**

Due to the lack of space in the right-of-way to accommodate streetscape zones along streets within the City's Form Based Code (FBC) area, some projects are required to dedicate a private property easement to the City for sidewalks and a furnishing zone (green space). UCP is developing a specialized charter school and pediatric therapy facility (CU-24-0012) on an 8.3-acre parcel located between W. Vine St. and W. Oak St. (Parcel ID# 22-25-29-2264-0001-0010). The wider sidewalks and green space are required. This right-of-way easement measures 13 feet wide and spans across the entire 285 feet of property frontage along W Vine St.

**FINDINGS AND REASONS:**

Compliance with Land Development Code Section 14-5-5(E), Streetscape Zone, which requires an easement dedication if there is no sufficient space in the existing right-of-way to accommodate the streetscape zones.

**Recommendation**

Execute and approve the Permanent Right of Way Easement between United Cerebral Palsy of Central Florida, Inc. (UCP) and the City of Kissimmee.

**REQUESTED CITY COMMISSION ACTION:**

Approve

Department: Development Services

Presenter: Brenda Ryan

**Attachment(s):**

- 1. (S) UCP Permanent Right of Way Easement

**ITEM 7.1**

**Approval to Apply for Grant Funding Opportunities for Vertiport and Air Taxi Infrastructure at Kissimmee Gateway Airport**

**Request**

Approval to apply for grant funding for Vertiport and Air Taxi Infrastructure opportunities at Kissimmee Gateway Airport

**Explanation**

The City of Kissimmee, Kissimmee Gateway Airport (KISM), and Bell Dancy Industries (BDI) are seeking to establish a strategic partnership to advance the development of vertiport infrastructure and support future grant funding opportunities tied to Advanced Air Mobility (AAM).

This collaboration is intended to position Kissimmee as a regional hub for AAM innovation by integrating vertiport development with pilot training and operational testing. Leveraging KISM's active airport environment and its proximity to SunTrax, the partnership would support joint operations utilizing BDI's Autonomous Landing and Takeoff Assistant (ALTA) system, creating a unique ecosystem for training, testing, and deployment.

The initiative is designed to competitively pursue federal and state funding for vertiport infrastructure and AAM programming, while delivering broader public benefits, including workforce development, job creation, and increased capital investment across the region. The proposed program includes an estimated \$14 million in infrastructure investment and \$1.5 million in operational support, with anticipated offsets through grant funding and long-term economic impact.

Through this partnership, the City seeks to align public and private resources to accelerate AAM readiness, expand aviation capabilities, and position Central Florida as a leader in next-generation transportation.

**Recommendation**

Approval to apply for grant funding for Vertiport & Air Taxi Infrastructure at Kissimmee Gateway Airport.

**REQUESTED CITY COMMISSION ACTION:**

Approve

Department: Airport

Presenter:

**Attachment(s):**

1. Exhibit KISM BDI Joint Proposal

**ITEM 7.J**

**Subordination Agreement for the Pinnacle at the Wesleyan Apartments**

**Request**

Request approval and execution of the Subordination Agreement for the Pinnacle at the Wesleyan Apartments.

**Explanation**

The City of Kissimmee committed \$500,000 in HOME funding for the construction of the Pinnacle at the Wesleyan Apartments. The City's funds are secured by a mortgage. During the construction, Bank of America held the senior (first-position) loan. Now that the financing for Pinnacle is being converted from construction to permanent financing, with Neighborhood Lending Partners (NLP) replacing Bank of America, the City's loan must be subordinated to allow the transaction. By agreeing to the subordination, the City agrees to take a junior lien position behind NLP. The subordination does not eliminate the City's security — it just changes lien priority.

A similar subordination form for execution was approved by the City Commission on November 11, 2023.

**Recommendation**

Approval and Execution of the Subordination Agreement for the Pinnacle at the Wesleyan Apartments.

REQUESTED CITY COMMISSION ACTION:

Execute  
Approve

Department: Development Services  
Presenter: Frances DeJesus

**Attachment(s):**

1. (S) Wesleyan - NLP (Perm) Subordination - City of Kissimmee

**ITEM 7.K**

**Traffic Control Jurisdiction Agreement — Residences at Tapestry Neighborhood HOA**

**Request**

Requesting approval to extend the current traffic control jurisdiction agreement with The Residences at Tapestry Neighborhood Homeowners Association, Inc., for an additional five years (Contract #20260193).

**Explanation**

Gated communities are regarded as private property for law enforcement purposes, which means that law enforcement agencies generally do not have the jurisdiction to enforce most traffic laws within their roads. Homeowners' Associations within gated communities may enter into an agreement with local law enforcement, allowing the agency to enforce traffic laws and parking violations within the gated community. The Residences at Tapestry Neighborhood Association has had an agreement with the police department in place since July 1, 2021. The agreement expires on June 30, 2026. However, there is a clause that allows for a five-year extension.

On March 26, 2026, their board voted unanimously to extend the agreement. They provided a copy of the board's meeting minutes and a signed extension of the agreement drafted by the city's legal department. The agreement requires the Mayor's signature.

**Recommendation**

Approve the Residences at Tapestry Neighborhood Homeowners Association's request to extend the agreement.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter: Charles Broadway

**Attachment(s):**

1. (S) 3037-2026-03-26 Amendment to Traffic Control Agreement and Meeting Minutes

**ITEM 7.L**

**FY 2025 Edward Byrne Memorial Justice Assistance Grant Program – Local Solicitation from the U.S. Department of Justice**

**Request**

Request approval to apply for the FY 2025 Bureau of Justice Assistance (BJA) Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Local Solicitation from the United States Department of Justice Office. (Grant #JAG27).

**Explanation**

The Police Department requests approval to apply for the FY 2025 (BJA) Edward Byrne Memorial Justice Assistance Grant Program.

On March 20, 2026, the city was notified that the Office of Justice Programs is open to applications for funding under the FY 2025 BJA Edward Byrne Memorial Justice Assistance Grant Program. The City is eligible for \$31,825.00, which will be allocated for the partial funding of salaries for two police officers and one police sergeant as outlined in the grant application.

The balance of the monies needed for the salaries and benefits of the officers and sergeants will continue to come from the General Fund.

**Recommendation**

Approval to apply for the FY 2025 BJA Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Police

Presenter: Charles Broadway

**Attachment(s):**

1. JAG27 Information to Apply for Grant Monies

## **ITEM 7.M**

### **Declaration of Restrictive Covenants for the Mosaic Development for the Florida Department of Environmental Protection**

#### **Request**

Request authorization for the Mayor to sign the Declaration of Restrictive Covenants for the Mosaic Development on Lakeview Avenue.

#### **Explanation**

Declarations of Recorded Covenants (DRC) are used by the Florida Department of Environmental Protection (FDEP) in closing sites that have either remaining soil or groundwater contamination. This DRC memorializes certain preexisting requirements and, if a new owner pulls the title on the property, puts them on notice that they must also adhere to the requirements in the DRC.

Due to remaining groundwater contamination, the DRC requires the following:

1. Any new groundwater wells inside the area with remaining groundwater contamination must be pre-approved by FDEP.
2. Any de-watering done in the area with remaining groundwater contamination must be conducted in accordance with a plan that is sealed and signed by a Florida-registered professional engineer that demonstrates the de-watering activities will not cause migration of the contamination.
3. Any stormwater features constructed in the area with remaining groundwater contamination must be constructed in accordance with a plan that is sealed and signed by a Florida-registered professional engineer that demonstrates the newly constructed stormwater features will not cause migration of the contamination.

In sum, DRCs notify any future owner of a site of the existing contamination and the requirements that must be followed in such instances. The requirements are essentially FDEP approval of groundwater wells, de-watering plans, and stormwater plans.

The FDEP Facility Identification Number for the Property is ERIC\_12938. The facility name at the time of this declaration is the Former Hansel Power Plant Proposed Lake Toho Apartments (now Mosaic) reported to the FDEP on February 8, 2019.

#### **Recommendation**

Authorize the Mayor to sign the Declaration of Restrictive Covenants for the Mosaic Development on Lakeview Avenue.

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

Execute

Department: Development Services

Presenter: Craig Holland

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

1. (S) For Submission - Lakeview Drive - Final DRC, 1

City of Kissimmee

## **ITEM 7.N**

### **Resolution Establishing the Qualifying Period for the City's General Election**

#### **Request**

Adoption of a resolution establishing the qualifying period for the August 18, 2026 City General Election.

#### **Explanation**

Each election year, the City Commission adopts a resolution proclaiming the upcoming City Election, announcing the Commission seats to be placed on the election ballot, and establishing the date of the qualifying period. The City General Election will be held on August 18, 2026. The qualifying period, set by the State of Florida Division of Elections, is Noon, June 8, 2026, through Noon, June 12, 2026. City Commission Seat No 2. and City Commission Seat No. 4 will be placed on the August 18, 2026, election ballot.

If no candidate for a particular seat receives a majority of the votes cast in the August 18, 2026, election, a run-off election between the top two finishers will be held on November 3, 2026. Following the approval of the resolution, a copy will be published by the City Clerk in a local newspaper in both English and Spanish to ensure public awareness.

#### **Recommendation**

Adoption of the attached Resolution.

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

Adopt

Department: City Manager

Presenter:

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

1. (S) - Resolution- Providing for the Method and Time of Qualification of Candidates (ENG) (Seat 2 and 4)

## **ITEM 8.A**

### **Request of Travel Funding**

#### **Request**

Vice-Mayor Angela Eady is requesting approval to authorize funding for official travel to attend the 2026 Florida Black Caucus of Elected Officials (FBC-LEO) Annual conference, taking place April 15-17, 2026, at the Embassy Suites by Hilton U.S. F Busch Gardens in Tampa, FL.

#### **Explanation**

Vice-Mayor Angela Eady received the official announcement from Jeff Branch, regarding the upcoming FBC-LEO Annual Conference, scheduled April 15-17, 2026. This conference brings together local elected officials from across the state for workshops, keynote sessions, and professional development opportunities designed to strengthen effective governance and informed decision-making. Attendance will directly benefit the City by ensuring Vice-Mayor Eady remains actively engaged with statewide initiatives, legislative priorities, and best practices that support strong municipal leadership.

Under the Commission Travel Policy, Commission authorization is required for any travel not specified in the Commission's line item budget. The registration fee for the conference is \$325.00, and the estimated hotel cost at the Embassy Suites by Hilton Tampa U.S.F Busch Gardens is approximately \$420.00 for the duration of the stay. Additional meal expenses will also be incurred as part of the travel.

#### **Recommendation**

Commission direction.

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

Commission Direction

Department: City Manager

Presenter: Desiree Matthews

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

1. FBC LEO Annual Conference 04.15\_04.17 Angela Eady
2. Registration cost
3. Hilton 04.15\_04.17.26