



**COMMISSION AGENDA
SESSION OF THE CITY COMMISSION TO BE HELD AT THE
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, APRIL 20, 2021
6:00 PM**

**PUBLIC ACCESS AND PARTICIPATION AVAILABLE IN-PERSON* OR VIA
COMMUNICATIONS MEDIA TECHNOLOGY (CMT) INSTRUCTIONS AT
WWW.KISSIMMEERESPONDS.COM/PUBLICMEETINGS**

IN-PERSON ACCESS LIMITED TO SOCIALLY DISTANCED OCCUPANCY LOAD

**TO SEND PUBLIC COMMENT PRIOR TO THE MEETING SEND TO
CITYCLERKEMAIL@KISSIMMEE.GOV
OR CALL 407-518-2308 FOR ASSISTANCE**

1. MEETING CALLED TO ORDER

“As a courtesy to others, please silence all electronic devices during the meeting.”

“Citizens desiring to speak under Hear Audience shall submit a request form for the City Clerk prior to the meeting. Forms are available at the door or from the City Clerk.”

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

3. PROCLAMATIONS AND SPECIAL PRESENTATIONS

3.A CAREERSOURCE CENTRAL FLORIDA RESOURCES UPDATE

CareerSource Central Florida will provide the City Commission with an update on agency resources available to the community.

3.B SWEARING IN CEREMONY FOR NEWLY PROMOTED FIRE LIEUTENANT AND ENGINEER

Staff requests that Jason Stewart and Greg Lightbody be sworn in to their newly appointment positions in the Fire Department.

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

4.A PUBLIC HEARING - FIRST READING - PROPOSED ORDINANCE #21-03 AMENDING CHARTER SCHOOL ADVISORY BOARD

AN ORDINANCE AMENDING CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, TITLE 1, GENERAL PROVISIONS CHAPTER 2-3, BOARDS AND COMMISSIONS, SECTION 23, CHARTER SCHOOL ADVISORY BOARD AMENDING MEMBERSHIP AND QUORUM REQUIREMENTS; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE

Approval of the First Reading of Proposed Ordinance 21-03.

4.B PUBLIC HEARING - FIRST READING - PROPOSED ORDINANCE #21-04 RELATING TO PEDESTRIAN SAFETY

AN ORDINANCE OF THE CITY OF KISSIMMEE, FLORIDA, RELATING TO PEDESTRIAN SAFETY; CREATING CHAPTER 9-8; PEDESTRIAN SAFETY AND SECTIONS 9-8-1 THROUGH 9-8-5; PROHIBITING PEDESTRIAN ACTIVITY IN CERTAIN MEDIANS; ADOPTING OSCEOLA COUNTY SECTION 18-4 ON CERTAIN PUBLIC ROADS; AND PROVIDING AN EFFECTIVE DATE

Approval of First Reading of Proposed Ordinance 21-04.

4.C PUBLIC HEARING - FIRST READING - PROPOSED ORDINANCE #21-05 AMENDING TITLE VII, POLICE AND TRAFFIC - PARKING ENFORCEMENT

AN ORDINANCE AMENDING CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, TITLE VII, POLICE AND TRAFFIC, CHAPTER 7-3, PARKING ENFORCEMENT, SECTION 7-3-1, VEHICLE REGULATIONS AFFECTING PARKING IN CITY; REORDERING, ADDING AND MODIFYING PROVISIONS TO CORRESPOND WITH VIOLATIONS LISTED IN SECTION 1-1-99, GENERAL PENALTIES; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE

Approval of First Reading of Proposed Ordinance 21-05.

5. PUBLIC HEARINGS

None.

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 HANDLING OF ROUTINE MISCELLANEOUS BUSINESS OF THE CITY COMMISSION. THE CITY COMMISSION IN ONE MOTION MAY ADOPT THE ENTIRE AGENDA. THE MOTION

FOR ADOPTION IS NON-DEBATABLE AND MUST RECEIVE UNANIMOUS APPROVAL. BY REQUEST OF ANY INDIVIDUAL MEMBER, ANY ITEM MAY BE REMOVED FROM THE CONSENT AGENDA AND PLACED UPON THE REGULAR AGENDA FOR DEBATE.

7.A COMMISSION MINUTES APPROVAL

Request Commission approval of the April 6, 2021 Commission Minutes.

7.B DONATION OF EMERGENCY MEDICAL SERVICES (EMS) EQUIPMENT TO ONE WORLD MEDICS

Approval to donate various EMS equipment to One World Medics.

7.C HERITAGE PLACE REPLAT (DRC# 20-00042)

Approval of the final plat known as Heritage Place Replat.

7.D RATIFICATION OF EXECUTIVE ORDERS 2021-11 AND 2021-12

City Commission ratification of Executive Order 2021-11 issued April 5, 2021, and Executive Order 2021-12 issued April 12, 2021 for the extension of the Local Declaration of Emergency to April 18, 2021.

7.E ACCEPTANCE OF FUNDS FOR THE DESIGN OF THE TRAFFIC SIGNAL AT THE INTERSECTION OF DYER BOULEVARD AND BALL PARK ROAD PER THE EPOCH DEVELOPMENT AGREEMENT

Approval to accept the funds from EPOCH Development for the design of the traffic signal at the intersection of Dyer Boulevard and Ball Park Road in the amount of \$78,328 and to adjust the budget accordingly.

8. DISCUSSION ITEMS

8.A PRESENTATION OF COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED SEPTEMBER 30, 2020

Acceptance of the Comprehensive Annual Financial Report for the year ended September 30, 2020.

8.B CHARTER SCHOOL ADVISORY BOARD APPOINTMENTS

Request the Commission make an appointment to fill the vacancy on the Charter School Advisory Board due to the ineligibility of appointee Andreina Paredes.

***** CITY COMMISSION MEETING IS RECESSED AS THE CITY COMMISSION AND
WILL CONVENE AS THE CRA BOARD *****

**8.C COMMUNITY REDEVELOPMENT AGENCY INCENTIVES POLICY - DEMOLITION
SERVICES**

Approval of the Community Redevelopment Agency (CRA) Incentives Policy-Demolition Services, a redevelopment tool for the Downtown Kissimmee CRA and Vine Street CRA within the City of Kissimmee.

**8.D LANDSCAPE ARCHITECT AND DESIGN SERVICES FOR THE VINE STREET
COMMUNITY REDEVELOPMENT AGENCY (CRA) DISTRICT BEAUTIFICATION**

Approval of a contract between the Vine Street CRA and S&ME, Inc. for landscape architect and design services within the CRA area.

***** CITY COMMISSION IS ADJOURNED AS THE CRA BOARD AND WILL
RECONVENE 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 286.0105: 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 STATUTE 286.26, PERSONS NEEDING ASSISTANCE TO
PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE OFFICE OF
THE CITY CLERK AT 407-518-2308 OR VIA EMAIL AT CITYCLERKEMAIL@KISSIMMEE.GOV,
PRIOR TO THE MEETING (FS 286.26).**

ITEM 3.A

CAREERSOURCE CENTRAL FLORIDA RESOURCES UPDATE

Request

CareerSource Central Florida will provide the City Commission with an update on agency resources available to the community.

Explanation

CareerSource Central Florida curates local talent for high demand industries, meeting local business needs and cultivating growth and prosperity for the Central Florida community. Whether through job placement, training and certification programs, or higher education, they partner with Central Florida businesses, colleges, and universities to meet industry needs and connect career seekers to local opportunities.

There are a number of programs that could be of great value to our community. CareerSource Central Florida Director of Public Policy Cliff Marvin will outline the program and ask the Commission to help promote the opportunities to our constituents.

Department: City Manager
Presenter: Belinda Kirkegard

Attachment(s):

1. 4-20 City of Kissimmee PPP Outline 3A

ITEM 3.B**SWEARING IN CEREMONY FOR NEWLY PROMOTED FIRE LIEUTENANT AND ENGINEER****Request**

Staff requests that Jason Stewart and Greg Lightbody be sworn in to their newly appointment positions in the Fire Department.

Explanation

On April 3, 2021 Jason Stewart was promoted to the position of Lieutenant. This vacancy was created by the retirement of Joan Robinson.

On April 3, 2021 Greg Lightbody was promoted to the position of Engineer. This vacancy was created by the promotion of Jason Stewart.

Department: Fire

Presenter: James Walls

Attachment(s):

None

ITEM 4.A

PUBLIC HEARING - FIRST READING - PROPOSED ORDINANCE #21-03 AMENDING CHARTER SCHOOL ADVISORY BOARD

AN ORDINANCE AMENDING CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, TITLE 1, GENERAL PROVISIONS CHAPTER 2-3, BOARDS AND COMMISSIONS, SECTION 23, CHARTER SCHOOL ADVISORY BOARD AMENDING MEMBERSHIP AND QUORUM REQUIREMENTS; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE

Request

Approval of the First Reading of Proposed Ordinance 21-03.

Explanation

Employees and spouses of employees of a charter school management company are prohibited under Florida law to serve on the school's governing board. To ensure compliance, the City must change its code and remove the teacher from the board as a voting member.

By removing the teacher representative's vote, it leaves six members on the board. To prevent tied votes, staff is recommending a reduction of the total number of board members to five voting members and one non-voting teacher representative.

Additional changes include clarifying language that allows the Advisory Board to approve the school's budget and provides for additional oversight by City staff for any goods and services expenditures over \$50,000.

Recommendation

Staff recommends approval of the First Reading.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Attorney

Presenter:

Attachment(s):

1. Proposed Ordinance Amending Charter School Advisory Board. Final
2. Proof of Advertisement - Thursday, April 15, 2021 Gazette

ITEM 4.B

PUBLIC HEARING - FIRST READING - PROPOSED ORDINANCE #21-04 RELATING TO PEDESTRIAN SAFETY

AN ORDINANCE OF THE CITY OF KISSIMMEE, FLORIDA, RELATING TO PEDESTRIAN SAFETY; CREATING CHAPTER 9-8; PEDESTRIAN SAFETY AND SECTIONS 9-8-1 THROUGH 9-8-5; PROHIBITING PEDESTRIAN ACTIVITY IN CERTAIN MEDIANS; ADOPTING OSCEOLA COUNTY SECTION 18-4 ON CERTAIN PUBLIC ROADS; AND PROVIDING AN EFFECTIVE DATE

Request

Approval of First Reading of Proposed Ordinance 21-04.

Explanation

At the City Commission Retreat on January 15, 2021, the Commission determined that developing a panhandling strategy was a top priority Item in the strategic plan. As a result of that direction, Staff has drafted this new ordinance to discourage pedestrian use of narrow medians at specifically identified busy intersections with a proven record of higher accident incidents, for any purpose other than crossing the street. This will allow for greater enforcement and deterrence of activities in the roadways and will promote the safety of pedestrians and motorists alike.

Recommendation

Staff recommends approval of the First Reading.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Attorney

Presenter: Olga Sanchez De Fuentes

Attachment(s):

1. Pedestrian Safety Ordinance
2. Proof of Advertisement - Thursday, April 15, 2021 Gazette

ITEM 4.C

PUBLIC HEARING - FIRST READING - PROPOSED ORDINANCE #21-05 AMENDING TITLE VII, POLICE AND TRAFFIC - PARKING ENFORCEMENT

AN ORDINANCE AMENDING CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, TITLE VII, POLICE AND TRAFFIC, CHAPTER 7-3, PARKING ENFORCEMENT, SECTION 7-3-1, VEHICLE REGULATIONS AFFECTING PARKING IN CITY; REORDERING, ADDING AND MODIFYING PROVISIONS TO CORRESPOND WITH VIOLATIONS LISTED IN SECTION 1-1-99, GENERAL PENALTIES; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE

Request

Approval of First Reading of Proposed Ordinance 21-05.

Explanation

This proposed ordinance would amend Section 7-3-1 to include all parking violations listed in Section 1-1-99, General Penalty. Section 1-1-99 lists five parking violations that are not currently included in Section 7-3-1 which outlines the rules for parking within the city limits. This change would ensure more effective enforcement of the City's parking regulations.

Recommendation

Staff recommends approval of First Reading.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Attorney

Presenter: Olga Sanchez De Fuentes

Attachment(s):

1. Ordinance. Vehicle Regulations affecting Parking in City
2. Proof of Advertisement - Thursday, April 15, 2021 Gazette

ITEM 7.A

COMMISSION MINUTES APPROVAL

Request

Request Commission approval of the April 6, 2021 Commission Minutes.

Explanation

Minutes of the Commission meeting held on April 6, 2021 are attached for approval.

Recommendation

Staff recommends Commission approval.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter:

Attachment(s):

1. Commission Minutes - April 6 2021

ITEM 7.B

DONATION OF EMERGENCY MEDICAL SERVICES (EMS) EQUIPMENT TO ONE WORLD MEDICS

Request

Approval to donate various EMS equipment to One World Medics.

Explanation

One World Medics collects medical equipment and vehicles for use in EMS operations in many countries around the world. This equipment will go to places that would otherwise have no means to obtain these lifesaving devices. This equipment is functional but is fully depreciated and has been replaced by updated, more functional equipment.

Disposition forms will be completed and forwarded to Finance upon approval.

The Fire Department would like to donate the following items:

MTP IV Infusion Pumps (7):

Tag #15627 Serial #4597

Tag #15628 Serial #4594

Tag #15629 Serial #4566

Tag #14630 Serial #4585

Tag #15631 Serial #4537

Tag #15632 Serial #4596

Tag #18260 Serial #5061

SurvivaLink AED (3):

Tag #17662 Serial #303606

Tag #17663 Serial #303653

Tag #17664 Serial #305784

Stair Chair-EZ Glide (5):

Tag #19635 Serial #10N50606

Tag #19636 Serial #10N50612

Tag #19637 Serial #10N50607

Tag #19638 Serial #10N50613

Tag #19639 Serial #10N50611

This donation is being coordinated through Lt. Anthony Falls from St. Petersburg Fire Rescue who is one of the volunteers in the organization.

Recommendation

Staff requests approval of this donation to One World Medics.

REQUESTED CITY COMMISSION ACTION:

City of Kissimmee

Approve

Department: Fire

Presenter:

Attachment(s):

None

ITEM 7.C**HERITAGE PLACE REPLAT (DRC# 20-00042)****Request**

Approval of the final plat known as Heritage Place Replat.

Explanation

The owner of the property, Marshall Development, LLC., is requesting final plat approval without a guarantee since no public improvements are required. This property is located east of Bay Street and south of Oak Street and is combining multiple underlying lots/tracts into a single lot for development purposes. This plat also vacates approximately 50 feet of Royal Street right-of-way, leaving in place a blanket ingress/egress, drainage & utility easement.

Recommendation

Staff recommends approval of the final plat for the Heritage Place Replat.

REQUESTED CITY COMMISSION ACTION:

Department: Public Works & Engineering

Presenter:

Attachment(s):

1. 20-042 Heritage Place Replat-FP
2. 20-042 Heritage Place Replat-FP_VM

ITEM 7.D

RATIFICATION OF EXECUTIVE ORDERS 2021-11 AND 2021-12

Request

City Commission ratification of Executive Order 2021-11 issued April 5, 2021, and Executive Order 2021-12 issued April 12, 2021 for the extension of the Local Declaration of Emergency to April 18, 2021.

Explanation

City Manager Steigerwald, as authorized by City Code Section 15-1-5, issued the original Local State of Emergency on March 16, 2020. Several extensions of the original Executive Order have been necessary due to the ongoing threat to the health and safety of our citizens. Executive Order 2021-11 and 2021-12 extend the original order through April 18, 2021.

Recommendation

Ratification of Executive Orders extending the State of Emergency.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: City Manager

Presenter:

Attachment(s):

1. Ratification of Emergency Proclamation 2021-11 (Expires April 11 2021)
2. 2021-11 Executive Order 2021-11 Extension of Local State of Emergency Declaration (Expires April 11, 2021)
3. Ratification of Emergency Proclamation 2021-12 (Expires April 18 2021)
4. 2021-12 Executive Order 2021-12 Extension of Local State of Emergency Declaration (Expires April 18, 2021)

ITEM 7.E

ACCEPTANCE OF FUNDS FOR THE DESIGN OF THE TRAFFIC SIGNAL AT THE INTERSECTION OF DYER BOULEVARD AND BALL PARK ROAD PER THE EPOCH DEVELOPMENT AGREEMENT

Request

Approval to accept the funds from EPOCH Development for the design of the traffic signal at the intersection of Dyer Boulevard and Ball Park Road in the amount of \$78,328 and to adjust the budget accordingly.

Explanation

As part of the City's agreement with EPOCH Development, it was agreed that the developer would contribute funds towards a future traffic signal at the intersection of Dyer Boulevard and Ball Park Road. The funds that are being contributed will fully fund the design of the future traffic signal.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
35500369 369900	PW21XX	Decrease	\$78,328	
35545206 506393		Increase	\$78,328	

Financial Summary:

A new project will be created with funds received from the EPOCH Development agreement.

Recommendation

Staff recommends approval to accept the funds from EPOCH Development for the design of the traffic signal at the intersection of Dyer Boulevard and Ball Park Road in the amount of \$78,328 and to adjust the budget accordingly.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Public Works & Engineering
Presenter:

Attachment(s):

1. Recorded EPOCH Development Agreement

ITEM 8.A

PRESENTATION OF COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED SEPTEMBER 30, 2020

Request

Acceptance of the Comprehensive Annual Financial Report for the year ended September 30, 2020.

Explanation

Copies of the Comprehensive Annual Financial Report for the year ended September 30, 2020 were provided to the Commission. This document was prepared by the City's consultant, June Lorah. Mark White, with Purvis Gray & Company, LLP, will be present to answer any questions the Commission may have about the audited financial statements or the required communication letter.

The auditors have given the City an unmodified opinion which means the financial statements conform with generally accepted accounting principles and present fairly, in all material respects, the financial position of the City and the results of its operations.

Recommendation

Staff recommends the City Commission accept the Comprehensive Annual Financial Report (CAFR) as presented.

REQUESTED CITY COMMISSION ACTION:

Accept

Department: Finance

Presenter: Mark White

Attachment(s):

1. FY2020 City of Kissimmee CAFR

ITEM 8.B

CHARTER SCHOOL ADVISORY BOARD APPOINTMENTS

Request

Request the Commission make an appointment to fill the vacancy on the Charter School Advisory Board due to the ineligibility of appointee Andreina Paredes.

Explanation

At the April 6, 2021 Commission Meeting, Ms. Andriena Paredes was appointed to the Charter School Advisory Board. After the meeting it was brought to staff's attention that Ms. Paredes is employed by Kissimmee Charter Academy, which invalidated her appointment.

The Charter School Board members are appointed jointly by the City Commission and are not assigned to a particular Commission Seat. The term for each appointed Charter School Advisory Board member is four (4) years.

An additional application was received after the last meeting, therefore three (3) qualified individuals are eligible for appointment:

Rodney Denson
Joshua Pies
Shannon Pies

Applications for all three are attached for the Commission's review.

Recommendation

Staff recommends Commission review of the attached applications and appointment of one Parent to fill the vacancy on the Charter School Board.

REQUESTED CITY COMMISSION ACTION:

Appoint/Reappoint

Department: City Manager
Presenter: Mike Steigerwald

Attachment(s):

1. CSAB Application Rodney Denson (Parent) March 4 2021
2. CSAB Application Joshua Pies (Parent) March 25 2021
3. CSAB Application Shannon Pies (Parent) April 4 2021

ITEM 8.C

COMMUNITY REDEVELOPMENT AGENCY INCENTIVES POLICY - DEMOLITION SERVICES

Request

Approval of the Community Redevelopment Agency (CRA) Incentives Policy-Demolition Services, a redevelopment tool for the Downtown Kissimmee CRA and Vine Street CRA within the City of Kissimmee.

Explanation

The Community Redevelopment Act of 1969, Chapter 163 Part III, Florida Statutes, authorizes local governments to establish community redevelopment agencies (CRAs) to improve slum and blighted areas within their jurisdiction. The Community Redevelopment Act grants CRAs the authority to demolish blighted structures within their jurisdiction.

Since their creation, both the Downtown Kissimmee CRA and Vine Street CRA have worked to eliminate conditions of blight, supported by the goals and objectives provided in the Redevelopment Master Plans.

- The 2020 Downtown Kissimmee CRA Redevelopment Plan Update, Goal 23, Objective 23.3: The Downtown Kissimmee Community Redevelopment Agency shall evaluate and identify opportunities for land acquisition and the demolition of derelict structures, to create additional green and open spaces within the Redevelopment Area.
- The Vine Street CRA Master Plan, Goal 6, Objective 6.7: Decrease visual blight associated with vacant and unmaintained existing residential and commercial properties as identified in the Finding of Necessity through enforcement of minimum maintenance ordinance and other strategies.

There are commercial structures within the CRA areas that are vacant and deteriorated beyond repair. In many cases, the costs of restoring a structure exceeds the value at which it can be sold.

The demolition of blighted structures assists in economic development and encourages redevelopment of vacant and unmaintained sites. In addition, removal of blighted structures increases nearby property values and enhances the image of the CRA area.

The CRA Incentives Policy for Demolition Services will serve as a tool that allows the CRA to support the demolition of commercial structures hindering redevelopment or reinvestment within the CRA areas.

CRA staff will follow the procedure established in the Economic Development policy and perform all activities related to demolitions within the redevelopment area.

Recommendation

Staff recommends approval of the Community Redevelopment Agency (CRA) Incentives Policy-Demolition Services, a redevelopment tool for the Downtown Kissimmee CRA and Vine Street CRA
City of Kissimmee

within the City of Kissimmee.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Samia Singleton

Attachment(s):

1. Final Demolition Agreement
2. CRA Incentives Policy- Demolition Services

ITEM 8.D

LANDSCAPE ARCHITECT AND DESIGN SERVICES FOR THE VINE STREET COMMUNITY REDEVELOPMENT AGENCY (CRA) DISTRICT BEAUTIFICATION

Request

Approval of a contract between the Vine Street CRA and S&ME, Inc. for landscape architect and design services within the CRA area.

Explanation

As a part of the efforts to beautify and revitalize the Vine Street/US 192 corridor, the Vine Street CRA intends to enhance the landscaping of the corridor in the public areas. Landscaping would provide an immediate visual improvement to the aesthetic of the corridor with minimal impact to State Highway US 192. Staff has sought landscape architect and design services to assist in this endeavor.

Staff has selected a proposal provided by S&ME, Inc. The services S&ME will provide are:

- Existing conditions and capabilities report
- Mapping
- Material specifications
- Concept plans
- Public involvement
- Final design concept

S&ME Inc. currently has a contract with Development Services for planning and related services that was approved by the City Commission on November 17, 2015 and extended by the City Commission on November 20, 2020. Several of the firms on the continuing services consultant list prepared a scope of work for the task. S&ME was selected for the extensive work on the Form Based Code and the Land Development Code refresh.

The final design concept will be used to determine a budget for landscaping within the CRA area and to solicit landscaping services.

Financial Information

Account #	Project #	Increase / Decrease	Budget	Actual
10725503-503434		Decrease	\$60,000	\$58,400

Financial Summary:

Adequate funds are available in the Vine Street CRA budget for this request.

Recommendation

Staff recommends approval of a contract between the Vine Street CRA and S&ME, Inc. for landscape architect and design services within the CRA area.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter: Samia Singleton

Attachment(s):

1. Kissimmee CRA Vine Street LA MP_S&ME Proposal_2021-01-27