

## M E M O R A N D U M

Date: December 27, 2012

**TO:** David Bullock, Town Manager

**FROM:** Robin D. Meyer, AICP, Director  
Planning, Zoning and Building Department

**SUBJECT:** Resolution 2013-01, Budget Transfer in the Amount of \$23,000 for  
Consulting Services to Amend the Town's Zoning Code

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At the December 10, 2012 Regular Workshop Meeting the Town Commission forwarded Resolution 2013-01 to the January 7, 2013 Regular Meeting for formal action.

The Town has issued a Purchase Order (PO) with Spikowski Planning Associates, to provide consulting services for short-term and long-term changes to the Town's Zoning Code for the sum of \$23,000.

In order to fund these services the money was appropriated from the Consultant Services Account of the Planning, Zoning, and Building (PZB) Department. This transfer of \$23,000 replaces those funds so PZB can fund other obligations for consulting services in the coming fiscal year.

This item is placed on the December 10, 2012 Regular Workshop Meeting for your review, discussion, and direction.

xc: David Persson, Town Attorney  
Robin D. Meyer, AICP, Director – Planning, Building & Zoning Department

## RESOLUTION 2013-01

**A RESOLUTION OF THE TOWN OF LONGBOAT KEY, FLORIDA, AMENDING THE FISCAL YEAR 2012-2013 BUDGET BY TRANSFERRING BUDGETED BUT UNALLOCATED FUNDS FROM COMMISSION CONTINGENCY IN GENERAL SERVICES IN THE AMOUNT OF \$23,000.00 TO THE PLANNING AND ZONING PROFESSIONAL SERVICES OTHER ACCOUNT FOR SHORT TERM AND LONG TERM CODE CHANGES; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Longboat Key has budgeted, in the Commission Contingency Account in General Services, unallocated funds to be used at the Town Commission's discretion to provide for unexpected costs and projects in the Town of Longboat Key; and,

**WHEREAS**, the Town has contracted with Spikowski Planning Associates to provide consulting services for short-term and long-term changes to the Town Zoning code; and,

**WHEREAS**, the Planning and Zoning department currently has \$23,000.00 budgeted in professional services and earmarked for other projects; and,

**WHEREAS**, a purchase order has been written encumbering \$23,000.00 from the Planning and Zoning professional services line item; and,

**WHEREAS**, the Planning and Zoning professional services account will need to be reimbursed before any other planned projects can occur; and,

**WHEREAS**, there are available and unallocated funds in the fiscal year 2012-2013 budget in the Commission Contingency account; and,

**WHEREAS**, a budget transfer of available funds must occur in the fiscal year 2012-2013 budget; and,

**WHEREAS**, the Town of Longboat Key, Town Charter, Article V, Section 9 (d) provides for such action, and,

**NOW, THEREFORE**, be it resolved by the Town Commission of the Town of Longboat Key, Florida, that:

**SECTION 1.** The above Whereas clauses are true and correct and are hereby ratified and confirmed.

**SECTION 2.** The Town Commission hereby transfers Twenty-Three Thousand and No/100 Dollars (\$23,000.00) from account 001.3000.519.9901, Contingency in the General Services account to Planning and Zoning account 001.2500.515.3104, Other Professional Services, in the fiscal year 2012-2013 budget.

SECTION 3. This Resolution shall become effective immediately upon adoption.

Passed by the Town Commission of the Town of Longboat Key on the \_\_\_\_\_ day  
of \_\_\_\_\_, 2013.

\_\_\_\_\_  
James L. Brown, Mayor

ATTEST:

\_\_\_\_\_  
Trish Granger, Town Clerk



**End of Agenda Item**