

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 2013-05, Budget Transfer in the Amount of \$100,000 from
Commission Contingency for Planning Consultant

The Town is currently moving forward with negotiations with the top two respondents to the Town's Request for Proposal (RFP) to provide planning services to the Town.

The chosen firm will be responsible for reviewing the Town's Zoning Code and Comprehensive Plan and make recommendations for appropriate amendments to address the questions raised in the Framing Questions of the RFP. The Framing Questions were and based on the Town's adopted Vision Statement, Mission Statement, Core Values and Vision Plan.

In order to fund these services the money needs to be transferred from the Commission Contingency account to the Planning, Zoning and Building (PZB) Department. This transfer of \$100,000 will be used to fund the work of the chosen firm.

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

RESOLUTION 2013-05

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 \$100,000.00 TO THE PLANNING AND ZONING PROFESSIONAL SERVICES / OTHER ACCOUNT FOR CONSULTING REVIEW AND AMENDMENTS TO THE TOWN'S ZONING CODE AND COMPREHENSIVE PLAN; 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 issued RFP 11-019 for Planning Consultants to review the Town's zoning code and comprehensive plan and make any appropriate amendments; and,

WHEREAS, the proposals were opened on September 12, 2012, and a selection committee evaluated two proposers on December 14, 2012; and,

WHEREAS, the funding for this project was not budgeted in the Planning and Zoning professional services expenditure line item; and,

WHEREAS, there are funds budgeted in the Commission Contingency account for this purpose; and,

WHEREAS, a budget transfer of these 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 One Hundred Thousand and No/100 Dollars (\$100,000.00) 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