MEMORANDUM

Date: February 20, 2014

TO: Town Commission

FROM: Dave Bullock, Town Manager

SUBJECT: Resolution 2014-06, Budget Transfer in the Amount of $200,000 from General Fund, Commission Contingency, for Planning Services Related to Town Center and Consulting Services to Amend the Town's Zoning Code

In anticipation of the first steps in the implementation process following the ULI presentation, the Planning & Zoning Department is requesting an increase in their Professional Services account in the amount of $25,000 for contracted consulting services to continue their work on a future Town Center.

In addition, $41,000 is requested for other contracted consulting services for a planning assistant from University of Florida and $134,000 for short-term and long-term changes to the Town's Land Development Code. Funds needed include, but are not limited to, outside consulting services and internal costs related to public workshops, public hearings, and legal notifications and advertisements.

Land Development Code	$134,000
Town Center Overlay	25,000
University of Florida-General planning services	41,000
Total	$200,000

I would estimate year two to be in the $75-$100,000 range for the LDC/Comp Plan changes, with less in year three, $50,000. Even without the ULI study, we were aware that there were serious issues that needed to be addressed in our LDC, which would have needed significant funding.

Over the last several months, the Planning Department has expended approximately $15,000 per month on general planning services and consultant fees for specific planning projects. If this "burn rate" were to hold steady through the remainder of the fiscal year, the total expenditure would be approximately $105,000. However, Staff has tentatively scheduled work to begin on an increased number of planning projects and anticipates that the "burn rate" will accelerate as these specific projects get underway. If the requested amount is reduced, it will likely correlate to a decrease in the amount of work that can be accomplished this year and/or additional funds to be requested in July.

The requested action does not increase the Town's general fund budget and a $12,000 balance will remain in the General Fund Commission Contingency account as follows:

General Fund Commission Contingency:	
Opening balance	$ 250,000
Resolution 2013-36 (Nov 4, 2013)	(25,000)
Proposed Resolution 2014-06	(200,000)
Proposed Resolution 2016-08	(13,000)
Remaining Balance	$ 12,000

Resolution 2014-06 was presented to the Commission at their Feb. 18, 2014 Regular Workshop meeting. The Resolution was forwarded to the March 3, 2014 Regular meeting for formal action.

Please don't hesitate to contact me if you have any questions.

RESOLUTION 2014-06

A RESOLUTION OF THE TOWN OF LONGBOAT KEY, FLORIDA, AMENDING THE FISCAL YEAR 2013-2014 BUDGET BY TRANSFERRING BUDGETED BUT UNALLOCATED FUNDS FROM COMMISSION CONTINGENCY IN GENERAL SERVICES IN THE AMOUNT OF $200,000.00 TO THE PLANNING AND ZONING PROFESSIONAL SERVICES OTHER ACCOUNT IN THE AMOUNT $175,000 FOR VARIOUS ACTIVITIES RELATED TO THE ZONING CODE UPDATE AND $25,000 TO PROFESSIONAL SERVICES – TOWN CENTER FOR PLANNING SERVICES; 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 various outside consultants to provide consulting services for Town planning and Zoning Code changes; and,

WHEREAS, the Town's Planning and Zoning Department currently has $90,100.00 budgeted in professional services earmarked for other commitments; and,

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

WHEREAS, there are available and unallocated funds in the fiscal year 2013-2014 budget in the Commission Contingency account; and,

WHEREAS, a budget transfer of available funds must occur in the fiscal year 2013-2014 budget; and,

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

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, in the fiscal year 2013-2014 budget, Two Hundred Thousand and No/100 Dollars ($200,000.00) from account 001.3000.519.9901 Contingency in the General Services account, to the following accounts:

Increase Expenditure Line	
001.2500.515.3104 Other Professional Services	$175,000
001.2500.515.3113 Professional Services-Town Center	$ 25,000

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 _____, 2014.

_____
James L. Brown, Mayor

ATTEST:

_____
Trish Granger, Town Clerk

End of Agenda Item