



HISTORIC TOWN OF EATONVILLE, FLORIDA
TOWN COUNCIL MEETING
NOVEMBER 21, 2023, AT 07:30 PM
Cover Sheet

****NOTE**** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

ITEM TITLE: Approval of Master Agreement for Contractual Planning Services
 (Administration)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: ADMINISTRATION
PUBLIC HEARING 1ST / 2ND READING		Exhibits: <ul style="list-style-type: none"> • Master Agreement CSA for Contractual Planning Services
CONSENT AGENDA	YES	
COUNCIL DECISION		
ADMINISTRATIVE		

REQUEST: The Administration is requesting the Town Council’s approval of a master agreement for contractual planning services with PlanActive Studio, LLC.

SUMMARY: In 2022 the town brought in PlanActive Studio, LLC, to assist with complex planning and zoning projects within the Town of Eatonville. The administration would like to continue using PlanActive Studio, LLC on a continuing service agreement and for task order projects as required. With the addition of in-house staff, the external service need has reduced, however with the master plan, zoning, and land use updates coming in 2024, the continued contractual services are required.

RECOMMENDATION: Staff recommend that the Town Councils approve the Master Agreement for Contractual Planning Services with PlanActive Studio, LLC.

FISCAL & EFFICIENCY DATA: The funding for these services was allocated with the 2023-24 Budget Approvals in the amount up to \$40,000.00. these funds are in the budget line items 001-0515-515-3400