



City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: February 15, 2024

RE: Resolution 24-22: Purchase in Excess of \$50,000 for Professional Planning Services

Introduction:

Resolution Number 24-22 authorizes the City's Finance Director to make the necessary budget adjustments to the Fiscal Year 2023-2024 Budget to provide funding for contracting Kimley-Horn and Associates, Inc. to proceed with professional planning services to analyze and update the Land Development Regulations and Comprehensive Plan.

Background:

At their Density Workshop on October 19th, 2023, the City Commission directed the Development Services staff to work with the City Manager on revisions to the City's land development regulations and Comprehensive plan. Specific items mentioned at the workshop were reductions to maximum densities, lot width requirements, and residential design guidelines. The City is looking for a consultant to assist the Planning staff in analyzing the Land Development Regulations and Comprehensive Plan for inconsistencies and antiquated regulations. The outcome would involve making changes and revisions to the Land Development Regulations and Comprehensive Plan.

In November and December 2023, the Planning staff reached out to several Planning consultants for proposals - only to realize that the amount would need to be part of a Continuing Services Agreement or a solicitation process. Staff then reached out to Kimley-Horn since they were already on the list of approved contractors on the City's Continuing Services list and they had a specific planning division.

After several discussions with the Kimley-Horn representatives, the City received a proposal in the amount of \$110,000 (See Exhibit A). At present, the Development Services Department's Professional Services Budget for FY24 is \$47,000.

The City's Purchasing Ordinance requires that the Commission approve any amount that exceeds \$50,000.

Recommended Action:

Staff recommends approval of Resolution Number 24-22.

Policy Implications:

N/A

Discussion of Alternatives:

1. Alternative 1 approves the Resolution.

Advantages:

- The City staff will have assistance from competent planners who are able to review and analyze the codes without any bias or agenda.

Disadvantages:

- Fiscal impact of the service(s).

2. Alternative 2 denies the Resolution.

Advantages:

- The City would not expend \$110,000.

Disadvantages:

- City Staff will continue to operate with outdated code or regulations.

Budget/Staff Impact:

The funds for the proposed proposal were not included in the approved Fiscal Year 2023/2024 Professional Services budget. Staff is requesting a budget amendment and fund transfer of \$110,000.

Prepared By:

Mike Lane, AICP, Development Services Director

Attachments:

Resolution Number 24-22 with Exhibit A