



**Planning services contract (Benchmark)**

*Attachment(s): yes*

MEETING DATE: FEBRUARY 9, 2016

**STAFF COMMENTS / RECOMMENDATION:**

In anticipation of increased development and planning needs, \$35,000 was budgeted for planning services with the expectation that contracted help would be needed later in the fiscal year.

The attached contract for consideration is with Benchmark, a contractor that the town has partnered with in the past. It is the result of exploring viable options and involves having an on-site, seasoned professional two days per week from 2/16 until 6/30. The contracted price is \$19,600, which equates to \$61.25/hour and is in line with similar services in the recent past. While the proposed contract language is still being reviewed, its attachment entitled "Scope of Services" contains the primary agreed-upon components. (If the contract changes from this initial draft, it will provided for review separately.)

**NOTES:**

**TOWN COUNCIL COMMENTS / ACTION:**



**Consolidated Committee Ordinance and Ordinance Stipulating  
Manager Oversight of Certain Town of Summerfield Committees**

*Attachment(s): yes*

MEETING DATE: FEBRUARY 9, 2016

**STAFF COMMENTS / RECOMMENDATION:**

In October 2015, numerous committee-related ordinances were consolidated. The manager recommends continuing this simplification of related ordinances, along with making other changes to improve clarity. The request is to consolidate the manager-oversight ordinance into the Consolidated Committee Ordinance and then rescind O-2009-013. All recommended changes are clearly marked on the attachments.

**NOTES:**

**TOWN COUNCIL COMMENTS / ACTION:**