

STAFF REPORT REGULAR MEETING

AGENDA DATE: September 16, 2025

DEPARTMENT: City Manager

TITLE:

Task Order No. 19 with WGI for Consulting Services relating to the Downtown Parking and Residential Parking Permit Program

SUMMARY:

Proposed Consulting Proposal and agreement between the City of Lake Worth Beach and WGI, Inc, for professional services related to implementing a downtown and residential paid parking program.

BACKGROUND AND JUSTIFICATION:

In 2024, WGI completed an update to the original parking study performed in 2018. The updated parking study continues to indicate that on street and off street parking remains in high demand in the downtown area. The report by WGI indicates the city has an inadequate supply of parking, and steps should be taken to increase the inventory by adding new spaces. In addition, to encourage efficient use of the parking spaces, the city should implement parking fees downtown, this would promote sustainable alternatives and reduce parking demands in dense areas.

WGI has presented a proposal to assist the city with transitioning into a paid parking program that would include residential parking zones in neighborhoods adjacent to the downtown area. WGI will assist the city with implementing a paid parking and residential parking zones in and around the downtown parking area. The scope of work will include the following phases:

1. Phase 1 – Planning and Logistics- Paid Parking and Residential Parking Districts
2. Phase 2 – Communications- Public outreach, Marketing and Branding
3. Phase 3 – Implementation of downtown paid parking and smart card services

In response to the updated downtown parking and residential parking permit boundaries as seen attached, WGI is proposing to complete the scope of service for the updated amount of \$112,290 with an expected timeframe of completion in April 2026.

MOTION:

Move to approve/disapprove Task Order No. 19 in the amount \$112,290, with WGI for Consulting Services relating to the Downtown Parking and Residential Parking Permit Program.

ATTACHMENT(S):

Fiscal Impact Analysis

Task Order 19

Map of downtown parking and residential parking permit boundaries

FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

Fiscal Years	2026	2027	2028	2029	2030
Inflows/Revenues					
Appropriated (Budgeted)	0	0	0	0	0
Program Income	0	0	0	0	0
Grants	0	0	0	0	0
In Kind	0	0	0	0	0
Outflows/Expenditures					
Appropriated (Budgeted)	0	0	0	0	0
Operating	\$112,290	0	0	0	0
Capital	0	0	0	0	0
Net Fiscal Impact (If not budgeted)	\$112,290	0	0	0	0
No. of Addn'l Full-Time Employee Positions	0	0	0	0	0

New Appropriation (Pending FY26 Budget Approval) Fiscal Impact:		
	Revenue Source	Expenditure
Department	General Fund	General Fund
Division	N/A	City Manager
GL Description	Other Sources/Use of Fund Balance	Contractual Services
GL Account Number	001-0000-395-00-00	001-1020-512-34.50
Project Number	N/A	N/A
Requested Funds	\$112,290	\$112,290
Remaining Balance	N/A	N/A