

STAFF REPORT SPECIAL MEETING

AGENDA DATE: March 17, 2026

DEPARTMENT: City Clerk and City Attorney

TITLE:

Ordinance No. 2026-xx – Comprehensive Update to Advisory Board Processes and Consolidation of Existing Ordinances into a Single Unified Ordinance

SUMMARY:

Ordinance No. 2026-xx amends the existing City advisory board appointment process by reinstating term limits for all appointments as well as unifying individual ordinances into one inclusive ordinance.

BACKGROUND AND JUSTIFICATION:

The revised advisory board ordinance was discussed at the October 21, 2025 regular meeting. At that time, the commission voted to move the ordinance to a special meeting.

The adoption of a single, inclusive ordinance would establish consistent procedures, standards, and requirements for all City advisory boards, replacing multiple separate ordinances that currently govern each board individually. A single, inclusive ordinance ensures that all advisory boards operate under the same framework. This promotes fairness and transparency by applying consistent standards for:

- a. Appointments: establishing a uniform appointment process that applies equally to all boards.
- b. Term Limits: setting consistent terms with limits to encourage broad community participation.
- c. Residency Requirements: ensuring equitable eligibility criteria, such as requiring board members to reside within the City or, where appropriate, own a business or property in Lake Worth Beach.
- d. Meeting Procedures: standardizing meeting frequency, quorum requirements, and attendance policies to ensure all boards conduct business effectively and in compliance with Sunshine Law provisions.

Maintaining multiple ordinances requires staff to manage redundant code sections and amendments. A unified ordinance simplifies, updates and reduces the need for repetitive legislative actions when changes to procedures are needed in the future. By consolidating all advisory board provisions into one ordinance, the City minimizes potential conflicts between sections of the Code. This provides clearer legal guidance to both City staff and board members, reducing the risk of procedural errors.

While the ordinance standardizes key governance provisions, it can still allow for board-specific provisions such as special qualifications to be listed, preserving necessary distinctions without sacrificing consistency. The proposed Ordinance also combines two sections that currently govern advisory boards into one consolidated section in the Code.

The proposed Ordinance adds Article IV to Chapter 2 of the Code of Ordinances, governing all the boards. This new Article IV includes the following, with page numbers for reference of where each can be found in the Ordinance.

- General provisions applicable to all boards – see pages 2-4
- Business Advisory Board – see page 5
- Education Advisory Board – see page 6. Formerly the Education Task Force, this committee was established by verbal agreement of the commission. To serve in an active capacity as a City advisory board, it needs to be established in writing as are the other boards
- Tree and Landscape Advisory Board – see pages 6-7
- Community Redevelopment Board – see page 7
- Construction Board of Adjustment & Appeals – see page 8

The Historic Resources Preservation Board and the Planning & Zoning Board operate according to Sections 23.2-7 and 23.2-8 of the Code respectively. These boards serve many functions that belong in their current location in the Land Development Regulations of the Code. The Commission may consider moving the appointment process for these boards to the new Article IV of Chapter 2, which would be by separate Ordinance.

The Ordinance contemplates repealing the separate Sections that currently exist for all the other boards that are being relocated into the new Article IV of Chapter 2. The Ordinance repeals without replacement the following boards:

- Enterprise Zone Development Agency – was not constituted due to change in State policy
- Community Relations Board – was sunset by the Commission in 2012
- Sister City Board – was sunset by the Commission in 2017
- Recreation Advisory Board – was sunset by the Commission in 2023
- Electric Utility Advisory Board – has not met in more than two (2) years and is recommended to be sunset
- Finance Advisory Board – has not met since October 2021 due to issues with quorum and lack of interest in serving on the board and is recommended to be sunset
- Library Board – is no longer needed due to the active involvement by Friends of the Library and is recommended to be sunset

The Waterways Advisory Board was sunset by the Commission in 2025, but is not part of this Ordinance, as it was established by Resolution and there are no Code provisions related to this board.

MOTION:

Direction is sought so that Ordinance can be brought back for first reading.

ATTACHMENT(S):

Ordinance 2026-xx