

Manager's Office Worksheet

Date	Meeting Type	Vote	Project	Originator	Priority	Status	Notes
			Regulation of signs in right-of-way -- drafted	Public Works		done	Commission Agenda Second Reading 9/16
			Regulation of overnight parking	Comm. Segrich		done	Commission Agenda First Reading 9/16
			Limitations related to Hookah, Kava establishments	Vice Mayor		schedule follow-up to discuss other options	Current preemption related to distance regulations - letter sent to commission from legal 8/26/25 related to distance regulations. Schedule follow-up to discuss
			Live Local	DCS		no action required at this time	impacted by new legislation - nothing required at this time
			Beach projects/title	Manager/Legal		done	Survey completed - letter sent to Commission 10/21
			Legislative update on issues impacting municipalities	Legal		done	Legal provided provided a summary on 7/14/25
			Ability to regulate certain businesses	Comm. Segrich		further discussion	Current preemption - letter sent from legal 8/26/25, Follow-up directive needed
			Foreclosures of City liens (1 active, analysis of others)	DCS		in-progress	5 Sent to outside counsel 8/12/25
			Negotiation with Fire Rescue re sale/lease of fire station	Legal/Manager		in-progress	Legal and staff met 7/30/2025, PBCFR 9/4/2025
			Research regarding authority to investigate code complaints on interior of structure made by tenant	Legal/DCS		in-progress	Currently reviewing options including code and policy changes
			P3 policy developed and approved by commission	Manager		done	Commission Approved 8/19/25
			WMODA project moving through process	Manager/DCS/Legal		in-progress	Moving through the process
			Siemens contract dispute	Legal		in-progress	Update will be provided separately
			Follow-up PBSO Mental Health Unit	Comm. McVoy		done	PBSO provided an overview of the current program
			All valet parking applications	Comm May		done	Information provided to all commissioners
			Strategic Plan process	Manager Off/Finance		in-progress	Still reviewing process and working to identify a vendor
			Implement Performance Measures	Manager/Finance		in-progress	Department Directors working on identify departmental matrix and tracking tools
	Sep-25		Implement Performance Appraisals	Manager/HR		in-progress	Manager's Office and HR working on performance tool and implementation schedule
			Copy of all lawsuits	Comm. Segrich		done	Commission provided a copy
			Lake Worth Beach Youth Civic Leadership Program	Mayor		in-progress	first draft complete, working with the mayor to make adjustments
			Open Space Recreation Master Plan	DCS		in-progress	Final draft is completed and will proceed to Commission in January 2026
			Mobility Plan Phase, Part 1	DCS		in-progress	Presentation to Commission on December 2 and authorization requested for Part Two Phase II
			Carbon Neutrality Comp Plan Element	DCS		in-progress	Draft back with consultant awaiting their return of final draft document for formal City review
			Osborn Community Future Land Use Changes	DCS		in-progress	Future Land Use Item is being reviewed state. Adoption scheduled for first meeting in January
			Billboard Lease agreements and terms	Vice Mayor		in-progress	Legal working on gathering information
			Revokable Permits	Comm Segrich		done	Please provide the commission with a copy of all revokable permits issued in the city
			Send gun summary to all commissioners	Manager		done	Disseminated to commission
			Anchorage regulations based on new state statute - consensus was granted	Comm Segrich		further discussion	Schedule date for commission discussion
			Changed to trespass ordinances to eliminate the exception for alleyway, sidewalks, etc	Comm Segrich		in-progress	Include in discussion regarding additional changes to the trespass ordinance
			Change to commission meeting structure and policy for more efficient meetings	Comm Segrich		done	Commission discussed in November and made some changes
			Make parking in front of parks no overnight parking - consensus granted	Comm Segrich		in-progress	Staff will research and include recommendations in the draft document for consideration
			Sewer Issues on S Lakeside - need an update weekly	Comm Segrich		on-going	Utility working to identify solution to the problems
			Copy of 2020-2025 valet parking permit for playhouse + proof of payment	Comm Segrich		follow-up with discussion	Public Works provided what information that was available
			Single Use planned development to be allowed	Comm Segrich		on the list	Schedule date for commission discussion
			Boots on cars and other infractions, set more stringent requirements to increase fines - example not just 3 unpaid... 3 in a certain time period.	Comm Segrich		schedule discussion	Schedule date for commission discussion
	5/6/2025	Regular	Discussion regarding application for limited mooring zone FWC for Snook Island Park	Comm Segrich		schedule discussion	Schedule date for commission discussion
	6/27/2025	Pre-agenda	Presentation regarding regulations for ebikes and golf carts for future agenda	Comm Segrich		schedule discussion	Schedule date for commission discussion
	9/12/2025	Pre-agenda	Staff and Legal investigate designating Lake Worth pier a historical landmark			schedule discussion	Schedule date for commission discussion

City Clerk Concensus Form

Date	Meeting type	Vote	Project	Originator	Priority	Status	Notes
4/11/2025	pre-agenda		add a discussion regarding organizations that are conducting feedings for the homeless in the city to the May 6 agenda			Done	item was on June 3 regular mtg (City Attorney working on an ordinance for a future mtg)
			add a discussion to a future agenda regarding the PBSO contract & policies as they align with the needs of the city			Done	was deleted from the June 26 special mtg at the request of Capt. Carn; was rescheduled for Aug 28 special mtg which was cancelled and will be added when new date is chosen
			add a discussion to a future agenda regarding the current development projects occurring in the city			Done	will be presented at the Aug 21 budget workshop (is available on the city's website)
4/15/2025	regular		have a future agenda item regarding the Casino Ballroom			Done	item was on the June 3 regular mtg and moved to the June 17 regular mtg: at the June 17 mtg consensus was to issue a new RFP
5/2/2025	pre-agenda		have Diane Hutchinson from the Art League give a presentation at the June 3 mtg			Done	was on the May 20 regular mtg
			add the Haitian Heritage Proclamation to the May 20 mtg preceded by the raising of the Haitian flag at 5:00 PM			Done	was on the May 20 regular mtg preceded by flag raising
5/6/2025	regular		have the commission provide their changes to the draft P3 policy and have the formal policy on the agenda for the May 29 special mtg			Done	was on the May 29 special mtg

City Clerk Consensus Form

			have a discussion regarding the application for a limited mooring zone with FWC for the Snook Island park area for environmental concerns on a future agenda			Need to schedule	Commission please provide a date to discuss
			Kelly Smallridge from Business Development Board to do a presentation at a meeting in June			Are we re-scheduling	scheduled on the Sept 16 regular mtg
5/16/2025	pre-agenda		move the Casino Ballroom item from the May 20 agenda to the June 3 agenda, adding a third option to lease out the space				item was on the June 3 regular mtg and moved to the June 17 regular mtg: at the June 17 mtg consensus was to issue a new RFP
			have a presentation by the Red Cross at a future meeting			Done	was on the Aug 5 regular mtg
			move the Art League presentation to the May 20 mtg			Done	was on the May 20 regular mtg
			revise the board process ordinance to have interviews for individual boards as vacancies arise			need special meeting	was on the Oct. 21 agenda; commission wants a special meeting to discuss
5/20/2025	regular		have a presentation at the June 3 meeting about the Ghost House by Ted Brownstein of the Historical Society			Need Commission Direction	was on the June 3 regular mtg; direction was for the issue to be discussed at NAPC mtgs to see if there was support to proceed; on Oct 13 South Palm Park agenda
5/29/2025	special		a solicited P3 would be put out once the P3 policy was approved			Done	P3 policy is on the Aug 19 regular mtg
5/30/2025	pre-agenda		discuss PBSO at the June 26 special mtg			Done	was deleted from the June 26 special mtg at the request of Capt. Carn; was rescheduled for Aug 28 special mtg which was cancelled and will be added when new date is chosen
			present a Challenge Coin to Bernie Siler at a future meeting			Done	was on the June 24 utility mtg
			have Discover the Palm Beaches give a presentation at a future mtg			Done	was on the July 1 regular mtg
			take public comment at meetings before commission discussion			Process Changed	ongoing
6/3/2025	regular		have the CRA appointments on June 26 special meeting at 5 PM			Done	held & appointed at June 26 special mtg

City Clerk Concensus Form

6/13/2025	pre-agenda		add a discussion regarding the landscaping requirements for lots that are 25 ft. or less and the waiver of certain city fees established by Resolution 24-2012 to the July 1 st agenda			ongoing	on the Aug 19 regular mtg. back for 1st reading on Dec. 2 agenda
			schedule the public hearing regarding the attendance issue for the CRA Advisory Board on February 24 to precede the Utility Meeting			Done	scheduled then canceled as board member resigned
			add a Resolution and Interlocal Agreement with the Central Palm Beach County Coalition of Cities to a future meeting			Done	approved at the July 1 regular mtg
			have discussion at a future meeting regarding the creation of an ombudsman position for the citizens of the city			In process	Information presented to commission, received several comments. Staff will move forward
6/17/2025	regular		move forward with option to issue a new RFP for the Casino Ballroom Operations				in process
			create a discretionary fund form for review with the policy at a future mtg			Done	approved at the Aug 5 regular mtg and available
6/24/2025	utility		add an item to a future agenda regarding utilizing zoning to limit certain businesses in the Downtown area and establish a buffer zone			Hold	City Attorney is working on but could be against recent State legislation
			allow the Electrical Utility Director or Interim City Manager to execute the interconnection agreement with either FPL or OUC and then ratify the agreement at a future utility meeting			Done	was on the July 15 regular mtg
			have staff review issuing an RFP or RFQ for the water mitigation and dry out services for City buildings			Done	IFB issued 07/28/2025
6/27/2025	pre-agenda		add a presentation and discussion about regulations for e-bikes and golf carts to a future agenda			Follow-up	will be on a future agenda

City Clerk Consensus Form

			bring a lease amendment to a future meeting regarding the waiver of two months of rent to Benny's while they are closed for renovations			Done	approved at the Aug 5 regular mtg
7/1/2025	regular		for the City Attorney's office to move forward with a foreclosure of 719 S C St.			On-going	foreclosure was started and settled in 2024 via a joint stipulation
			decide on proclamations during Pre-Agenda workshops			Done	began in July and is ongoing
			have a discussion regarding parking adjacent to Bryant Park on a future agenda				will be on a future agenda
			have a discussion regarding an ordinance rather than a policy change for the escalation of fines on a future agenda			Follow-up	will be on a future agenda
7/11/2025	pre-agenda		add proclamations for Florida Water Professionals Month to the August 5 meeting and Overdose Awareness Day and Women's Equality Day to the August 19 meeting			Done	items were on Aug. 5 & Aug. 19 regular mtg. agendas
			a policy discussion regarding elevating customer service and environmental best practices for the Public Works department			On-going	HR and task force working to develop a policy and training
			bring a revised Rules of Procedure Resolution including a policy for Commission liaison comments to be only city-related or liaison-related topics			in process	item was to be on the August 19, 2025 regular meeting agenda - was pulled at the request of the City Attorney in response to state legislature decisions; back on Dec.
7/15/2025	regular		cancel the current fireworks contract and issue an RFP and look into having drone shows			Commission gave direction	fireworks contract terminated July 30, waiting for direction on the RFP. Item presented in November
			proceed with the evaluation process as proposed regarding the search for a City Manager.			Scheduled	item was addressed at the July 21 meeting - consensus was given to proceed with the evaluation process as proposed

City Clerk Consensus Form

7/21/2025	budget ws1A		increase the water rates by 5.5% for FY 2026			Done	included in FY 26 budget
			schedule an additional Budget Workshop on July 28, 2025 from 12:00 – 5:00 PM and to have the commission provide any questions regarding specifics funds to the finance department to be addressed.			Done	meeting was scheduled and held on 07/28/2025
			Consensus to use .5800 for the debt service for FY 2026.			Done	included in FY 26 budget
7/28/2025	budget ws1B		move the \$250,000 budgeted for Consulting Services for the City Hall building, City Hall Annex and the Golf Course (a total of \$750,000) from the operating budget to the CIP budget as unfunded.			Done	in the CIP for discussion at BWS #2
			explore obtaining contractual services for real estate lease negotiations for city properties.			Done	direction needed
			create a Parking Fund and the move all the parking revenue for beach fund into the parking fund.			Moving forward	in progress
			add \$5,000 to fund a volunteer appreciation event.				included in FY 26 budget-HR
			dedicate funds and consider having Park Rangers to enforce the city's code in the parks.			On-going	in progress- Commission approved program
			Community Sustainability to provide the actual cost of service for the various services provided.			Follow-up	Williams Waters currently working to complete and report will be on a future meeting
8/1/2025	pre-agenda		add a short update by Erica Whitfield of the PBC School Board to the August 5 agenda as Presentation A.			Done	item on Aug. 5 regular mtg agenda
			have a discussion regarding the advisory boards.			Done	ordinance being revised; will be on an agenda in Sept or Oct

City Clerk Consensus Form

			add a Proclamations for National Hispanic Heritage month and Constitution Week to the September 16 agenda under Presentations			Done	scheduled on the Sept 16 regular mtg
			have HR prepare a contract for Jamie Brown to be the City Manager.			Done	no longer needed
8/5/2025	regular		for staff to investigate a collaboration for a pool with the PBC School Board			On-going	in process
8/15/2025	pre-agenda		city attorney provide a clarification to the elected officials utilizing the “call to the question”			Done	sent to commissioners by Elizabeth
			have an update from the Palm Beach Sheriff’s Office Mental Health unit added to a future agenda			Done	scheduled for Oct. 6 special mtg
			have a discussion regarding the K Street Parking Garage to the September 16 th agenda			Done	on Sept. 16 agenda
			have a recognition for Father Frank from the Guatemalan Mayan center on a future agenda				in process
			have HR review the creation of a referral program for the employees that recommend others for employment in the city				Find out status
			have staff review the possible implementation of a front-end customer service technology to allow for the tracking & monitoring of the customer service encounters				in process
			seek the current job description for the Executive Assistant for the Commission and provide feedback to HR & the City Manager			On-going	Information presented to commission, received several comments. Staff will move forward
			have the legal department review a possible change to the code to allow for the issuance of provisional business licenses				Commission sent a response on
8/19/2025	regular		bring back an item with a longer time frame for affordable housing				

City Clerk Concensus Form

9/2/2025	regular		schedule a special meeting re: charter amendments			Done	scheduled for Oct. 6
			PBSO to proactively issue trespass warnings when seeing nefarious activities in the parks			On-going	ongoing- working closely with Captain Carn
9/12/2025	pre-agenda		PIO to publicize the overnight parking issue to allow for public input at the meeting			On-going	
			establish a grant structure for the schools to apply for funds from the Education Fund on an annual basis and add the item to a future agenda			On-going	Manager's office researching and putting together a draft
			staff and legal to investigate designating the Lake Worth Beach pier as a historical landmark				Process has not started
			honor Barry Freedman of the Tee Shirt Company upon his retirement			Done	on the Sept 16 regular mtg
			PBSO to give their update at the October 6 special meeting			Done	scheduled
			city to sponsor the Arms of Hope and For the Children events			Done	in process- staff working with the Director
			City Attorney to provide commission with list of lawsuits			Done	completed
9/16/2025	regular		have a mixed-use garage, option 2 or 3, to include a park; Finance Director to find money to relocate 17 S M St building			Done	Staff presented options to the commission
9/30/2025	utility	4 - 0 yes (VM absent)	discussion regarding giving clear direction, goals and expectations for turnaround times for staff and the city attorney to bring back items to the commission that were voted on or received consensus			Done	deemed to be operational

City Clerk Concensus Form

		4 - 0 yes (VM absent)	discussion regarding modifying the commission rules of procedure to establish new meeting guidelines to optimize the meetings on a future agenda			Done	on the Oct 21 regular mtg- Commission discussed and made changes
10/3/2025	pre-agenda	5 - 0 yes	Ordinance 2025-04 2nd reading would be continued to the October 21 meeting			Done	approved at Oct 7 meeting
		4 - 1 yes (McVoy no)	remove the tree in front of Dave's			Done	Commission approved the plan
10/7/2025	regular		staff to investigate a time frame such as a 60 or 120 day window for habitual parking offenders whether or not they have paid their tickets			Follow-up	Staff will research and provide options for commission to consider
10/17/2025	pre-agenda	3 - 0 yes	add all potential proclamations to November agendas			Done	in process
		3 - 0 yes	postpone Oct 23 CM Evaluation Meeting			Done	done
10/21/2025	RM	4 - 1 yes (McVoy no)	agree to a 4.5 level garage			Done	
10/29/2025	pre-agenda		language in the fee schedule			Done	approved at Nov 4 meeting
			have people go through the city process regarding tree plantings in the parks and then come before the commission			On-going	on the Dec 2 agenda
			have a discussion about the Executive Assistant/Ombudsman position(s) to the Commission on an agenda in the near future			On-going	Information presented to commission, received several comments. Staff will move forward
11/4/2025		5-0 but 4-1 (McVoy no) for commission liaison reports on 3rd mtg only	institute the following revisions to the City Commission Rules of Procedure: three regular commission meetings, the first of which would include Proclamations and Presentations, the third of which would focus on utility items and include Commission Liaison reports				on the Dec 2 agenda

City Clerk Consensus Form

11/14/2025	pre-agenda	4-0 (McVoy absent)	Consensus to move New Business, Item H – Discussion regarding commission approval of landscaping changes in public parks – from the November 18, 2025 regular meeting to the December 2, 2025 regular meeting agenda to allow for the addition of the requested back-up by Commissioner Segrich				on the Dec 2 agenda
		4-0 (McVoy absent)	Consensus to have staff review the existence of any ordinances regarding single-serve alcohol in the city’s Code of Ordinances.				
		3-0 (Resch & McVoy absent)	Consensus to have a discussion regarding the pre-agenda workshop meetings being added to MuniCode at the November 18th regular meeting.				will add to Dec 16 agenda
11/18/2025	regular	4-1 (McVoy nay)	Consensus to add a future agenda item regarding the creation of a policy for all other city commission appointed positions (City Auditor & City Attorney)				
			Consensus to add a workshop at 5:00 om on December 2nd to discuss the commission priority list. (4:28:21)			Done	done
			Consensus to add a discussion to the December 2nd agenda regarding the establishment of a Homeless Issues Task Force. (4:30:31)				on Dec 2 agenda
			Consensus to revisit the rule and procedure for the commission regarding should the commission delete an item from the agenda or not reach consensus to add a matter to an agenda, the item or matter may not be placed on an agenda nor be requested to be placed on an agenda again for six months. (4:32:58)				on Dec 2 agenda
		4-1 (McVoy nay)	Consensus to add a discussion item to a future agenda regarding the creation of a trespass policy for all City properties, addressing the requirement that visitors be on-site for legitimate business purposes. (4:38:21)				

Legal Ordinances

Date	Meeting Type	Vote	Ordinances	Originator /Departments Involved	Priority	Status	Notes
			Fire Rescue MSTU	LEG		on-going	1st reading held on November 18, 2025
			Referenda questions (number of votes, certification of election results, height, lease length)	LEG, CLERK		on-going	commission review in November and last 2 on December 2, 2025
			Trespass changes	LEG, ADM		on-going	Item will be brought before commission on December 16 2025, for commission to discuss modifications
			Recovery Residences –	LEG, CSD		on-going	commission will review on December 2, 2025
			Affordable Housing credits	LEG, CSD		on-going	commission will review on December 2, 2025
			Tree violation penalties and appeals	LEG, CSD		on-going	commission will review on December 16
			Advisory Board eligibility and selection procedures	LEG, CLERK		on-going	Clerk scheduled a special meeting in November /Consent Dec 2
			Vacant Property Registration	LEG, CSD		on-going	Item will be brought before commission on December 16 2025
			Special Events / group feeding	LEG, LSD		on-going	Item scheduled to be discused at the December 16 2026, commission meeting
			Batch Plant - put forward by applicant	LEG, CSD		on-going	Scheduled to be heard by LPA Boards in January 2026
			Platting	LEG, CSD, PWD, EUD, WUD		on-going	legislative changes required to the process,internal meeeting scheduled for 12/8
			Solid waste collection enforcement/code revisions	LEG, PWD		on-going	Staff is currently reviewing

Legal Ordinances

			Designation of parking funds/EV charging stations	LEG, CSD, FIN		under staff review	Currently updating name of funds, next presentation before LPA Board
			Vacation Rentals	LEG, CSD		on-going	staff and legal working on draft and process
			Regulation of utilities in rights-of-way	LEG, CSD, PWD, EUD, WUD		legal drafting	starting the process of drafting regulations based on statutory changes
			Revise and relocate provisions regarding murals and structures attached to buildings	LEG, CSD		not yet drafted	Reviewing various codes and redirecting them to proper places within the code and establishing new codes as needed for commission's consideration
			Artificial Turf	VENDOR, LEG, CSD		on-going	DCS getting quote from vendor to draft
			Electric Utility – generally; undergrounding	LEG, EUD		not yet drafted	starting the process of drafting regulations based on statutory changes and building a electric utility code
			Affordable housing, sustainable bonus, tree mitigation	VENDOR, LEG, CSD		ongoing	DCS getting quote from vendor to draft
			Business Licensing revisions	LEG, CSD, EUD		not yet drafted	not yet drafted
			Civil citations (solid waste, unlicensed food vending in right-of-way, classification of violations) - drafted	LEG, CSD, PWD		on-going	Staff is reviewing language drafted by legal
			Noise - revise violation options and definitions	LEG, CSD		not yet drafted	Staff is currently reviewing the language outlined in the code