

# STAFF REPORT REGULAR MEETING

**AGENDA DATE:** January 16, 2024

**DEPARTMENT:** Community Sustainability and  
Leisure Services

**TITLE:**

Agreement with Chen Moore and Associates, Inc. to prepare an Open Space Recreation Master Plan for the City of Lake Worth Beach

**SUMMARY:**

An all-inclusive agreement from Chen Moore and Associates, Inc. to collaborate with the City and its residents to prepare an Open Space Recreation Master Plan that will become part of the City's Comprehensive Plan once completed and adopted.

**BACKGROUND AND JUSTIFICATION:**

As part of the budget discussions for Fiscal Year 2024, project number GV2402 was approved as part of the City's Capital Improvement Program (CIP) to prepare an Open Space Recreation Master Plan for the City. The approved budget for the project was \$225,000. Chen Moore and Associates, which bought out NZ Consultants, is the approved entity to provide planning services to the City through an amendment to the original 2021 contract with NZ Consultants. Providing here is an all-inclusive agreement from Chen Moore and Associates to collaborate with the City and its residents to prepare an Open Space Recreation Master Plan, which will include components addressing open space needs, recreational service levels, tree canopy, tree condition, future needs and the components necessary for a recreation assessment/impact fee.

The development of the plan likely will take at least twelve (12) months and include a great deal of citizen and resident input as well as assessing the current and future recreational opportunities provided. Once the agreement is approved, Chen Moore will begin with an assessment and a goal of beginning citizen and resident input at several upcoming City events including the City's Street Painting Festival.

**MOTION:**

Move to approve/disapprove agreement with Chen Moore and Associates, Inc, in the amount of \$225,000 to prepare an Open Space Recreation Master Plan for the City.

**ATTACHMENT(S):**

Fiscal Impact Analysis  
Chen Moore Agreement

**FISCAL IMPACT ANALYSIS**

Five Year Summary of Fiscal Impact:

<b>Fiscal Years</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
<b>Inflows/Revenues</b>					
Appropriated (Budgeted)	\$225,000	0	0	0	0
Program Income	0	0	0	0	0
Grants	0	0	0	0	0
In Kind	0	0	0	0	0
<b>Outflows/Expenditures</b>					
Appropriated (Budgeted)	0	0	0	0	0
Operating	0	0	0	0	0
Capital	0	0	0	0	0
<b>Net Fiscal Impact</b> <i>(If not budgeted)</i>	0	0	0	0	0
<b>No. of Addn'l Full-Time</b> <b>Employee Positions</b>	0	0	0	0	0

<b>Contract Award - Existing Appropriation (Budgeted)</b>	
	<b>Expenditure</b>
Department	
Division	
GL Description	Capital Improvement Projects
GL Account Number	301-8060-572.63-63
Project Number	GV2402
Requested Funds	\$225,000
Remaining Balance	\$0
Source of Revenue (i.e. Paygo. Current Revenue, Bond Money, Grants, etc.)	Discretionary/Penny Sales Tax - \$112,500 Transfer Development Rights Fund - \$112,500