

STAFF REPORT REGULAR MEETING

AGENDA DATE: September 29, 2026

DEPARTMENT: Electric Utility

TITLE:

Second Amendment to the lease with HH Promenade LLC for staff office space and customer in-person service area for Utility Customer Service

SUMMARY:

Second Amendment to the lease for staff office space and customer in-person service area for Utility Customer Service at 120 N. Federal Highway.

BACKGROUND AND JUSTIFICATION:

City's Utility Customer Service functions operate in leased office space located at 120 N. Federal Highway, Lake Worth Beach. The current lease for the space is expiring August 31, 2026 and Staff recommends that City extend the current lease agreement for an additional two (2) year period, at a cost of \$10,210.24 per month which includes Base Rent and CAM Charges. (\$122,523 annual amount).

The leased space provides both required space for in-person interaction with City's Utility customers as well as office space for City's Utility Customer Service staff. In-person services provided include City Utility bills payment drop-off, resolution of billing inquiries, drop off new service applications for utility services, service termination, and other utility customer service types of inquires that customers may choose to address in person rather than via phone.

MOTION:

Move to approve/disapprove the Second Amendment to the lease with HH Promenade LLC for staff office space and customer in-person service area for Utility Customer Service.

ATTACHMENT(S):

Fiscal Impact Analysis
Second Amendment

FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

Fiscal Years	2027	2028	2029	2030	2031
Inflows/Revenues					
Appropriated (Budgeted)					
Program Income	0	0	0	0	0
Grants	0	0	0	0	0
In Kind	0	0	0	0	0
Outflows/Expenditures					
Appropriated (Budgeted)					
Operating	\$122,523	0	0	0	0
Capital	0	0	0	0	0
Net Fiscal Impact (If not budgeted)	0	0	0	0	0
No. of Addn'l Full-Time Employee Positions	0	0	0	0	0

New Appropriation – (FY 2027 Budget)	
	Expenditure
Department	Electric Utility
Division	Customer Service
GL Description	Rental & Leases/Operating/Capital Leasing
GL Account Number	401-1240-513.44-20 (\$73,515) / 402-7022-533.44-10 (\$17,153)/ 402-7034-533.44-10 (\$17,153)/ 403-7231-535.44-10 (\$7,351)/408-5090-538.34-50 (\$7,351)
Project Number	N/A
Requested Funds	\$122,523
Remaining Balance	401-1240-513.44-20 - \$1,449 / 402-7022-533.44-10 - \$5,347 / 402-7034-533.44-10 - \$2,847 / 403-7231-535.44-10 - \$3,649 / 408-5090-538.34-50 - \$189,649
Source of Revenue (i.e. Paygo. Current Revenue, Bond Money, Grants, etc.)	Paygo