

# STAFF REPORT UTILITY MEETING

**AGENDA DATE:** August 27, 2024

**DEPARTMENT:** Electric Utility

**TITLE:**

First Amendment to Lease for Staff Office Space and Customer In-Person Service area for Utility Customer Service

**SUMMARY:**

Lease extension for Utility Customer Service functions 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 September 1, 2024 and Staff recommends that City extend the current lease agreement for an additional two (2) year period, at a cost of \$9,296.15 per month which includes Base Rent and CAM Charges.

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 First Amendment to Lease of space for Utility Customer Service

**ATTACHMENT(S):**

Fiscal Impact Analysis  
Lease Agreement

**FISCAL IMPACT ANALYSIS**

Five Year Summary of Fiscal Impact:

<b>Fiscal Years</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
<b>Inflows/Revenues</b>					
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
<b>Outflows/Expenditures</b>					
Appropriated (Budgeted)	0	0	0	0	0
Operating	\$111,554	\$111,554	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>					
Employee Positions	0	0	0	0	0

<b>New Appropriation (Budgeted)</b>	
	Expenditure
Department	Electric
Division	Customer Service
GL Description	Rental & Leases/Operating/Capital Leasing
GL Account Number	401-1240-513.44-20 (\$66,933) / 402-7022-533.44-10 (\$20,000)/ 402-7034-533.44-10 (\$17,500)/ 403-7231-535.44-10 (\$7,121)
Project Number	N/A
Requested Funds	\$111,554
Remaining Balance	N/A
Source of Revenue (i.e. Paygo. Current Revenue, Bond Money, Grants, etc.)	Paygo