STAFF REPORT
REGULAR MEETING

AGENDA DATE: May 19, 2026 **DEPARTMENT:** City Clerk and City Attorney

TITLE:

Ordinance No. 2026-07 – First Reading - updating the existing advisory board Ordinances into a single unified Ordinance

SUMMARY:

The Ordinance would amend the existing City advisory board Ordinances by unifying individual ordinances into one inclusive ordinance.

BACKGROUND AND JUSTIFICATION:

The city commission finalized changes to the ordinance at its April 7, 2026 meeting. There was agreement to not reinstitute set terms, to fill vacancies within 60 days, require proof of ethics training and review the makeup of the boards in October of every even year.

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. 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.
c. Meeting Procedures: standardizing meeting frequency, quorum requirements, and attendance policies to ensure all boards conduct business effectively and in compliance with Sunshine Law provisions.

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 standardizing key governance provisions, the Ordinance allows 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 – pages 2-5
- Business Advisory Board – pages 4-5
- Education Advisory Board – page 5
- Electric Utility Advisory Board – pages 5 - 6
- Finance Advisory Board – page 6
- Tree and Landscape Advisory Board – pages 6 - 7
- Community Redevelopment Board – page 7
- Construction Board of Adjustment & Appeals – 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 repeals 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
- Library Board – consensus was reached to sunset the board at the March 17 meeting

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:

Motion to approve/disapprove Ordinance 2-026-07 on first reading and set the second reading and public hearing for June 2, 2026.

ATTACHMENT(S):

Ordinance 2026-07