

# STAFF REPORT REGULAR MEETING

**AGENDA DATE:** September 16, 2025

**DEPARTMENT:** City Manager

**TITLE:**

Task Order No. 19 with WGI for Consulting Services relating to the Downtown Parking and Residential Parking Permit Program

**SUMMARY:**

Proposed Consulting Proposal and agreement between the City of Lake Worth Beach and WGI, Inc, for professional services related to implementing a downtown and residential paid parking program.

**BACKGROUND AND JUSTIFICATION:**

In 2024, WGI completed an update to the original parking study performed in 2018. The updated parking study continues to indicate that on street and off street parking remains in high demand in the downtown area. The report by WGI indicates the city has an inadequate supply of parking, and steps should be taken to increase the inventory by adding new spaces. In addition, to encourage efficient use of the parking spaces, the city should implement parking fees downtown, this would promote sustainable alternatives and reduce parking demands in dense areas.

WGI has presented a proposal to assist the city with transitioning into a paid parking program that would include residential parking zones in neighborhoods adjacent to the downtown area. WGI will assist the city with implementing a paid parking and residential parking zones in and around the downtown parking area. The scope of work will include the following phases:

1. Phase 1 – Planning and Logistics- Paid Parking and Residential Parking Districts
2. Phase 2 – Communications- Public outreach, Marketing and Branding
3. Phase 3 – Implementation of downtown paid parking and smart card services

In response to the updated downtown parking and residential parking permit boundaries as seen attached, WGI is proposing to complete the scope of service for the updated amount of \$112,290 with an expected timeframe of completion in April 2026.

**MOTION:**

Move to approve/disapprove Task Order No. 19 in the amount \$112,290, with WGI for Consulting Services relating to the Downtown Parking and Residential Parking Permit Program.

**ATTACHMENT(S):**

Fiscal Impact Analysis

Task Order 19

Map of downtown parking and residential parking permit boundaries

**FISCAL IMPACT ANALYSIS**

Five Year Summary of Fiscal Impact:

| <b>Fiscal Years</b>                           | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>2029</b> | <b>2030</b> |
|---|-------------|-------------|-------------|-------------|-------------|
| Inflows/Revenues                              |             |             |             |             |             |
| 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           |
| Outflows/Expenditures                         |             |             |             |             |             |
| Appropriated (Budgeted)                       | 0           | 0           | 0           | 0           | 0           |
| Operating                                     | \$112,290   | 0           | 0           | 0           | 0           |
| Capital                                       | 0           | 0           | 0           | 0           | 0           |
| Net Fiscal Impact<br><i>(If not budgeted)</i> | \$112,290   | 0           | 0           | 0           | 0           |
| No. of Addn'l Full-Time<br>Employee Positions | 0           | 0           | 0           | 0           | 0           |

| New Appropriation (Pending FY26 Budget Approval) Fiscal Impact: |                                      |                      |
|---|--------------------------------------|----------------------|
|   | Revenue Source                       | Expenditure          |
| Department  | General Fund                         | General Fund         |
| Division  | N/A                                  | City Manager         |
| GL Description  | Other Sources/Use of Fund<br>Balance | Contractual Services |
| GL Account Number   | 001-0000-395-00-00                   | 001-1020-512-34.50   |
| Project Number  | N/A                                  | N/A                  |
| Requested Funds   | \$112,290                            | \$112,290            |
| Remaining Balance   | N/A                                  | N/A                  |

# STAFF REPORT REGULAR MEETING

**AGENDA DATE:** July 15, 2025

**DEPARTMENT:** Community Sustainability

**TITLE:**

Subrecipient Agreement with the Lake Worth Beach Community Redevelopment Agency (CRA) for Pro Housing Grant Program

**SUMMARY:**

The CRA has successfully secured PRO Housing funding from the Department of Housing and Urban Development (HUD) totaling \$4.4 million. This funding will support various activities that enhance housing development and affordability in our community.

**BACKGROUND AND JUSTIFICATION:**

To comply with HUD grant guidelines, the CRA must establish funding agreements with each partner receiving a portion of the grant. According to the Grant Agreement, the CRA will make available One Hundred Twenty-Five Thousand and 00/100 Dollars (\$125,000.00) of PRO Housing Grant Funds from HUD for the implementation of the PRO Housing Grant Program, and Twenty Thousand and 00/100 Dollars (\$20,000.00) of Tax Increment Revenue Funds for each fiscal year during the term of the Agreement.

The CRA will reimburse the City for completing activities consistent with the Grant Agreement on a timely basis as the City provides invoices and progress reports. The funding would be for the following: a portion of a Housing Planner position to assist with expediting site plan reviews and permits for affordable housing projects in the District (payment shall be \$60,000.00 each fiscal year, for both fiscal years 2025-26 and 26/27) and the rewriting of Auxiliary Dwelling Unit Guidelines/Code Provisions as needed (up to a total of \$25,000 to be used during either fiscal year 25/26 or 26/27).

**MOTION:**

Move to approve/disapprove the Subrecipient Agreement with the Lake Worth Beach Community Redevelopment Agency (CRA) for Pro Housing Grant Program

**ATTACHMENT(S):**

Fiscal Impact Analysis  
Agreement  
Staff report from June 10 CRA meeting

**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           | \$85,000    | \$60,000    | 0           | 0           |
| In Kind   | 0           | 0           | 0           | 0           | 0           |
| <b>Outflows/Expenditures</b>                                |             |             |             |             |             |
| Appropriated (Budgeted)                                     | 0           | 0           | 0           | 0           | 0           |
| Operating   | 0           | \$85,000    | \$60,000    | 0           | 0           |
| Capital   | 0           | 0           | 0           | 0           | 0           |
| <b>Net Fiscal Impact</b><br><i>(If not budgeted)</i>        | 0           | 0           | 0           | 0           | 0           |
| <b>No. of Addn'l Full-Time</b><br><b>Employee Positions</b> | 0           | 0           | 0           | 0           | 0           |

| <b>New Appropriation (Not Budgeted) Fiscal Impact:</b> |                        |  |
|--|------------------------|--|
|  | <b>Revenue Source</b>  | <b>Expenditure</b>                       |
| <b>Department</b>                                      | General Fund           | General Fund/Comm. Sustainability        |
| <b>Division</b>  | N/A                    | Planning & Zoning                        |
| <b>GL Description</b>                                  | General Government/CRA | Salaries and Wages/Professional Services |
| <b>GL Account Number</b>                               | 001-0000-337-10-04     | 001-2030-515-12-10/001-2030-515-31-90    |
| <b>Project Number</b>                                  | N/A                    | N/A                                      |
| <b>Requested Funds</b>                                 | \$125,000              | \$125,000                                |
| <b>Remaining Balance</b>                               | N/A                    | N/A                                      |

# STAFF REPORT REGULAR MEETING

**AGENDA DATE:** October 7, 2025

**DEPARTMENT:** Leisure Services

**TITLE:**

Task Order No. 1 for Professional Services with Zyscovich, LLC for the Municipal Beach Complex Development

**SUMMARY:**

Review of the Task Order for the Municipal Beach Complex Development Professional Services.

**BACKGROUND AND JUSTIFICATION:**

The Municipal Beach Complex (MBC) is 19 ½ acres owned by the city located at 10 S. Ocean Blvd., Lake Worth Beach. The MBC includes the Casino Building, Pool Facility, waterfront park, parking area, picnic area, restrooms, municipal pier, and additional adjacent areas. The Casino Building includes a first-floor area currently leased to commercial tenants and a second-floor area of approximately 5,000 SF of unfinished space, approximately 3,000 SF of finished event space and a catering kitchen. The existing Pool Facility encompasses 32,500 SF, which was built and opened to the community in the early 1970's until its closure in 2016.

The Zyscovich, LLC contract for the Municipal Beach Complex Development Professional Services was awarded at the regular commission meeting December 3rd, 2024. In January, City Staff met with the Zyscovich, LLC consultants to identify the projects described in the consultant's proposal. On June 26, 2025 Zyscovich, LLC consultants presented Task Order No. 1 and the Zyscovich, LLC proposal to the City Commission. Under this Task Order, the consultant provided the city with location feasibility, performed required studies, developed potential option/scenarios for the facility and lead the City through the process of planning and implementations of future development services. Zyscovich, LLC amended their Site and Building Assessment and Design Driven Project Approach, and the Deliverables based on feedback received during June 26, 2025, Special City Commission Meeting and subsequent one-on-one meetings with individual Commissioners, Mayor, and staff.

The revised proposal, received on September 8, 2025, outlines two phases of work. The Phase One Strategic Planning stage consists of the following three tasks to establish the foundation for the redevelopment of the MBC planning process. Task 1 will be for the Consultant Team to study the available material and previous master plans to understand the MBC and existing conditions. Prioritizing site and building assessment identifies opportunities and constraints through technical studies, data analysis, and a SWOT/contextual assessment. Task 2 builds on this baseline to explore potential futures, alternative development scenarios, testing their feasibility, and engaging City leadership and stakeholders to evaluate benefits and trade-offs. Task 3 advances the selected development scenario into conceptual design project options, incorporating traffic and parking analysis, site planning, and public engagement, and culminating in the selection of a preferred concept and definition of next steps toward implementation.

The Phase Two Design Driven Plan Implementation stage involves detailed planning, financial considerations, recommendations and implementation strategies for the Phase 1 selected/preferred project. Phase 2 begins after Phase 1 work identifies and confirms the feasibility and selection of a viable project for the MBC facility and site, and key leaders and decision-makers show strong engagement and support. Task 4 moves forward into further development of the Project by defining an overall approach that will identify necessary components including infrastructure capacities, program requirements, parking, phasing and other project characteristics. The Consultant will develop, in consultation with City Staff, a strategy for additional public outreach and engagement during this Phase 2 work. During Task 5 MBC Plan Implementation, the Consultant will provide strategic advisory services to the city to support the implementation of the proposed development project.

The services to be provided under this revised Task Order shall be completed within (9) months from the City's approval of this task Order or the issuance of a Notice to Proceed, identifies 44 deliverables and is not to exceed the amount of \$473,121.60.

**MOTION:**

Move to approve/disapprove Task Order No. 1 for Professional Services with Zyscovich, LLC for the Municipal Beach Complex Development

**ATTACHMENT(S):**

Fiscal Impact Analysis  
Task Order No 1  
Scope of Work

**FISCAL IMPACT ANALYSIS**

Five Year Summary of Fiscal Impact:

| <b>Fiscal Years</b>   | <b>2026</b>  | <b>2027</b> | <b>2028</b> | <b>2029</b> | <b>2030</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   | \$473,121.60 | 0           | 0           | 0           | 0           |
| Capital   | 0            | 0           | 0           | 0           | 0           |
| <b>Net Fiscal Impact</b><br><i>(If not budgeted)</i>        | 0            | 0           | 0           | 0           | 0           |
| <b>No. of Addn'l Full-Time</b><br><b>Employee Positions</b> | 0            | 0           | 0           | 0           | 0           |

| <b>New Appropriation (Not Budgeted) Fiscal Impact:</b> |                         |  |
|--|-------------------------|--|
|  | <b>Revenue Source</b>   | <b>Expenditure</b>                           |
| <b>Department</b>                                      | Discretionary Sales Tax | Discretionary Sales Tax                      |
| <b>Division</b>  | N/A                     | Beach/Casino Building                        |
| <b>GL Description</b>                                  | Use of Fund Balance     | Special Rec Facility / Professional Services |
| <b>GL Account Number</b>                               | 307-0000-395.00-00      | 307-8057-575.31-00                           |
| <b>Project Number</b>                                  | N/A                     | N/A  |
| <b>Requested Funds</b>                                 | \$473,121.60            | \$473,121.60                                 |
| <b>Remaining Balance</b>                               | N/A                     | N/A  |

# STAFF REPORT REGULAR MEETING

**AGENDA DATE:** October 21, 2025

**DEPARTMENT:** City Manager

**TITLE:**

Presentation and discussion regarding the K Street Parking Garage Conceptual Design options and City Commission direction on next step

**SUMMARY:**

Continuing the discussion, the City's owner's representative and the architect will make a presentation regarding the options for the K Street Parking Garage's conceptual design within the parameters of the City's existing Land Development Regulations (LDRs), Historic Preservation Ordinance, Comprehensive Plan, and other regulations. The presentation will provide options for the City Commission to consider and provide direction on the development of the conceptual design into the preliminary design.

**BACKGROUND AND JUSTIFICATION:**

As set forth in the City's Development Agreement and Relocation Agreement with SLWD and the CRA, the City's original direction for the development of a conceptual design for the proposed K Street parking garage included the relocation of two (2) contributing historic structures from 17 S M Street to the northwest corner of N K Street and 1<sup>st</sup> Avenue South. Inclusion of these historic structures provided a mix of uses on the parking garage project site, which allowed for the overall conceptual design to follow a mixed use Urban Planned Development district entitlement process (UPD process). The UPD process allows all such mixed-use projects to take advantage of both development waivers and historic preservation waivers.

On July 15, 2025, the City Commission discussed the original conceptual design and provided direction on potential options for removing the historic structures and creating an expanded parking garage footprint. On August 19, 2025, the City Commission heard three (3) options on the expanded parking garage footprint with the exclusion of the historic structures. The City Commission ultimately provided direction to staff to move forward with a conceptual design with a larger footprint for the parking garage at 4½ stories and exclusion of the historic structures from the project site.

On August 20, 2025, City staff began a much deeper review of the Commission's direction against the City's current LDRs, Historic Preservation Ordinance, and Comprehensive plan (as well as the Major Thoroughfare Design Guidelines and Historic Preservation Design Guidelines) realizing at that time that the Commission's direction would remove the parking garage project from the UPD process. That deeper review revealed several challenges if the project does not follow the UPD process with the primary challenges being:

1. Project maximum height of 45 ft;
2. Greater setback and stepback requirements;
3. Maximum building footprint of 60%; and,
4. Maximum impermeable surface of 80%.

Thus, to develop the parking garage project consistent with the August 19 direction, the City would need to make changes to the City's existing LDRs, guidelines, and other regulations, and/or obtain variances.

To avoid such changes and variances, City staff has reviewed how the project could qualify for the UPD process. To qualify for the UPD process, the project must have some type of mixed-use (e.g., garage and office use or garage and park use). By following for the UPD process, the project will qualify for certain waivers of the existing regulations (e.g., up to 56.25 ft of height, lot coverage of 70%, and maximum

impermeable surface of 90%), and the City will avoid making changes to the existing City regulations and guidelines and the necessity for variances.

During the September 16, 2025, presentation, staff were directed to provide a summary of different funding sources the commission may consider using if the consideration is to exceed the original budgeted amount of the parking garage.

**As directed, staff provided a financial summary of funding sources in the presentation; we are seeking clear direction from City Commission related to the conceptual design to the preliminary design to include the following:**

**Which configuration of the K Street Garage is preferred?**

- **With Relocation 17 South M Street**
- **With Civic Use Park Space**

**How many levels Should the K Street Garage be?**

- **4 levels**
- **4.5 levels**
- **5 levels**

**MOTION:**

Direction may be by consensus for further review and development of a conceptual design option(s) or by motion to move forward with the preliminary design of a conceptual design option.

**ATTACHMENT(S):**

Fiscal Impact Analysis – N/A  
Presentation on Parking Garage options

# STAFF REPORT REGULAR MEETING

**AGENDA DATE:** November 4, 2025

**DEPARTMENT:** Public Works

**TITLE:**

Agreement with RMJ Contractors, Inc. for the Youth Empowerment Center Renovations and Osborne Community Center Reroof Project

**SUMMARY:**

This contract authorizes the City of Lake Worth Beach to enter into an agreement with RMJ Contractors, Inc. for the renovation including reroofing of the Youth Empowerment Center and reroofing of the Osborne Community Center. The total contract amount is \$393,400.00, as identified through a competitive Invitation for Bid (IFB #25-111) process.

**BACKGROUND AND JUSTIFICATION:**

The Youth Empowerment Center (YEC) and Osborne Community Center are essential community facilities providing educational, recreational, and social programs for youth and residents. Due to the age of both facilities, significant interior renovations and a full roof replacement at Osborne are required to maintain safety, accessibility, and functionality.

The City's Purchasing Division issued Invitation for Bid IFB #25-111 seeking qualified contractors to perform the required renovations and reroofing. Bids were publicly advertised and received, with RMJ Contractors, Inc. identified as the lowest responsive and responsible bidder, offering a comprehensive proposal and competitive pricing.

The bid tabulation and compliance documents have been reviewed by staff and are attached. The contract amount of \$393,400.00 includes a permitting allowance and contingency. A budget amendment will be brought forward in January.

**MOTION:**

Move to approve/disapprove the agreement with RMJ Contractors, Inc. for the Youth Empowerment Center Renovations and Osborne Community Center Reroof Project for an amount not to exceed \$393,400.00.

**ATTACHMENT(S):**

Fiscal Impact Analysis  
Agreement  
Bid Tab

**FISCAL IMPACT ANALYSIS**

Five Year Summary of Fiscal Impact:

| <b>Fiscal Years</b>   | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>2029</b> | <b>2030</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)                                     | 301,586.00  | 0           | 0           | 0           | 0           |
| Operating   | 0           | 0           | 0           | 0           | 0           |
| Capital   | \$91,814    | 0           | 0           | 0           | 0           |
| <b>Net Fiscal Impact</b><br><i>(If not budgeted)</i>        | \$91,814    | 0           | 0           | 0           | 0           |
| <b>No. of Addn'l Full-Time</b><br><b>Employee Positions</b> | 0           | 0           | 0           | 0           | 0           |

| <b>Contract Award - Existing Appropriation (Budgeted)</b>                       |   |
|---|---|
|   | Expenditure   |
| Department  | Recreation  |
| Division  | Recreation  |
| GL Description  | Improve Other than Build / Improve Other than Build |
| GL Account Number   | 301-8060-572-6363                                   |
| Project Number  | FG2500 / TBD-Non-Ad Valorem                         |
| Requested Funds   | \$301,586/\$91,814=\$393,400.00                     |
| Remaining Balance   | \$0   |
| Source of Revenue (i.e. Paygo.<br>Current Revenue, Bond Money,<br>Grants, etc.) | Grant/Non-Ad Valorem                                |

# STAFF REPORT REGULAR MEETING

**AGENDA DATE:** November 18, 2025

**DEPARTMENT:** Public Works

**TITLE:**

Purchase Order with Alan Jay Fleet Sales for the procurement for fleet replacement vehicles

**SUMMARY:**

This Purchase Order is for the City of Lake Worth Beach to procure seven (7) replacement vehicles through Sourcewell Cooperative Purchase Contract #2026-091521-NAF & #032824-NAF from Alan Jay Fleet Sales, totaling \$363,124.00. These vehicles are part of the City's Annual Vehicle Replacement Program for FY26.

**BACKGROUND AND JUSTIFICATION:**

Public Works Fleet Maintenance Division manages the City's fleet needs including maintenance, repair, and replacement. As part of the fleet replacement master schedule, the following vehicles are scheduled for replacement to maintain efficient operations across departments:

| Division  | Vehicle   | Quantity | Cost     | Total        |
|---|---|----------|----------|--------------|
| Water Utilities –<br>Stormwater Division<br>(Quote 67689) | 2026 Ford F-350<br>Regular Cab<br>Chassis 2WD DRW<br>169" WB XL 84" CA<br>(Flatbed)           | 1        | \$63,014 | \$63,014     |
| Electrical – T&D<br>Division<br>(Quote 67690)             | 2026 GMC Sierra<br>2500HD Double<br>Cab 4WD PRO 8'<br>Bed                                     | 2        | \$61,196 | \$122,392    |
| Electrical – T&D<br>Division<br>(Quote 67692)             | 2026 GMC Terrain<br>FWD Elevation   | 1        | \$28,254 | \$28,254     |
| Public Works –<br>Facilities Division<br>(Quote 67893)    | 2026 RAM<br>ProMaster 1500<br>Low Roof w/<br>Passenger Seat<br>RWD 118" WB (No<br>Rear Glass) | 1        | \$39,169 | \$39,169     |
| Public Works –<br>Facilities Division<br>(Quote 67694)    | 2026 GMC Sierra<br>2500HD Regular<br>Cab 2WD PRO 8'<br>Bed (Utility Body)                     | 1        | \$58,340 | \$58,340     |
| Electrical –<br>Warehouse Division<br>(Quote 67695)       | 2026 GMC Sierra<br>2500HD Regular<br>Cab 2WD PRO 8'<br>Bed (Lift Gate)                        | 1        | \$51,955 | \$51,955     |
| TOTAL   |   | 7        |          | \$363,124.00 |

**MOTION:**

Move to approve/disapprove the Purchase Order with Alan Jay Fleet Sales at a cost not to exceed \$363,124.00 for seven (7) replacement vehicles, funded through the Annual Vehicle Replacement Program (FY26).

**ATTACHMENT(S):**

Fiscal Impact Analysis  
 Quotes #67689, # 67690, 67692, #67694, #67695, #67893

**FISCAL IMPACT ANALYSIS**

Five Year Summary of Fiscal Impact:

| <b>Fiscal Years</b>                                   | <b>2026</b>     | <b>2027</b> | <b>2028</b> | <b>2029</b> | <b>2030</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)                               | \$344,326       | 0           | 0           | 0           | 0           |
| Operating   | \$0             | 0           | 0           | 0           | 0           |
| Capital   | \$18,798        | 0           | 0           | 0           | 0           |
| <b>Net Fiscal Impact<br/>(If not budgeted)</b>        | <b>\$18,798</b> | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>No. of Addn'l Full-Time<br/>Employee Positions</b> | <b>0</b>        | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    |

| <b>Contract Award - Existing Appropriation (Budgeted)</b>                 |   |
|---|---|
|   | <b>Expenditure</b>                        |
| Department  | Public Works                              |
| Division  | Non-Departmental                          |
| GL Description  | Machinery & Equipment / Vehicles          |
| GL Account Number   | 530-9010-549.64-30                        |
| Project Number  | GM2601 - GV2508                           |
| Requested Funds   | (\$267,000+\$18,798)+(\$77,236)=\$363,124 |
| Remaining Balance   | \$0/\$0                                   |
| Source of Revenue (i.e. Paygo, Current Revenue, Bond Money, Grants, etc.) | Current Revenue                           |

# STAFF REPORT REGULAR MEETING

**AGENDA DATE:** December 2, 2025

**DEPARTMENT:** Public Works

**TITLE:**

Work Order 2 with Mya Construservice, LLC for the installation of Dahoon Holly Trees Downtown

**SUMMARY:**

This Work Order authorizes the City of Lake Worth Beach to engage Mya Construservice, LLC to perform tree installation services pursuant to the City's General Contractor Related Services for Projects Under \$100,000 Contract (IFB #24-106). The total Work Order amount is \$51,467.00, as outlined in the contractor's proposal (Estimate #1026). The project includes the removal of existing palms and oak stumps and the installation of thirteen (13) 13' OA Male Dahoon Holly trees, each with a 24-inch-deep root barrier, in accordance with City specifications.

**BACKGROUND AND JUSTIFICATION:**

The City of Lake Worth Beach identified the need to restore shade along the primary downtown corridors on Lake Avenue and Lucerne Avenue, where several trees have been lost over time. Reestablishing canopy coverage in these areas is essential for pedestrian comfort, heat reduction, and maintaining the character of the downtown district.

To advance this effort, the Grounds Division requested a proposal from Mya Construservice, LLC, an approved contractor under IFB 24-106. The proposal includes the installation of thirteen (13) Male Dahoon Holly trees with 24-inch root barriers, for an amount not to exceed \$51,467.00. Staff had originally budgeted \$17,288.00 for downtown tree replacement based on preliminary estimates that anticipated installing five (5) Japanese blueberry trees. However, after further evaluation of current corridor conditions, staff determined that a broader canopy restoration effort was needed and expanded the scope to thirteen (13) shade trees to adequately reestablish coverage along both downtown corridors. The additional funds in the amount of \$34,179.00 will be included in the budget amendment scheduled for January 2026.

During this review, staff also identified that Japanese blueberry trees produce significant fruit, leading to elevated maintenance needs, increased sidewalk cleanup requirements, and long-term operational impacts. For these reasons, the species was deemed unsuitable for the downtown environment. The City's consulting arborist recommended transitioning to Male Dahoon Holly trees, which meet the City's criteria for shade performance, appropriate root structure, and minimal fruiting. The male variant eliminates fruit drop entirely, providing a more sustainable and maintenance-efficient option for long-term urban canopy management.

**MOTION:**

Move to approve/disapprove Work Order 2 with Mya Construservice, LLC for tree removal and installation services at 1724 12th Avenue South, in an amount not to exceed \$51,467.00.

**ATTACHMENT(S):**

Fiscal Impact Analysis  
Work Order 2

**FISCAL IMPACT ANALYSIS**

Five Year Summary of Fiscal Impact:

| <b>Fiscal Years</b>   | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>2029</b> | <b>2030</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)                                     | \$17,288.00 | 0           | 0           | 0           | 0           |
| Operating   | \$34,179.00 | 0           | 0           | 0           | 0           |
| Capital   |             |             |             |             |             |
| <b>Net Fiscal Impact</b><br><i>(If not budgeted)</i>        | \$34,179.00 | 0           | 0           | 0           | 0           |
| <b>No. of Addn'l Full-Time</b><br><b>Employee Positions</b> | 0           | 0           | 0           | 0           | 0           |

| <b>Contract Award - Existing Appropriation (Budgeted)</b>                       |  |
|---|--|
|   | Expenditure  |
| Department  | Public Works   |
| Division  | Grounds Division   |
| GL Description  | Other Contractual Services   |
| GL Account Number   | 001-5040-519-3450  |
| Project Number  | N/A  |
| Requested Funds   | \$17,288.00  |
| Remaining Balance   | N/A  |
| Source of Revenue (i.e. Paygo.<br>Current Revenue, Bond Money,<br>Grants, etc.) | Fund Balance   |
| <b>Contract Award – New Appropriation (Not Budgeted)</b>                        |  |
|   | Expenditure  |
| Department  | Public Works   |
| Division  | Grounds Division   |
| GL Description  | Other Contractual Services   |
| GL Account Number   | 001-5040-519-3450  |
| Project Number  | N/A  |
| Requested Funds   | \$34,179.00  |
| Remaining Balance   | N/A  |
| Source of Revenue (i.e. Paygo.<br>Current Revenue, Bond Money,<br>Grants, etc.) | Fund Balance (Sustainable Bonus funds collected from previous years) |

# STAFF REPORT REGULAR MEETING

**AGENDA DATE:** December 2, 2025

**DEPARTMENT:** Community Sustainability

**TITLE:**

Amendment 1 to Task Order 34B for Mobility Plan Phase Two and Funding

**SUMMARY:**

Request for funding approval to cover the costs associated with Phase Two and approval of the Amendment 1 to WGI Task Order No. 34b Mobility Plan Phase Two in the amount of \$113,025.

**BACKGROUND AND JUSTIFICATION:**

The City has collaborated with WGI over the past two and half years to complete the City's Mobility Plan, which is being adopted as part of the City's Comprehensive plan. In April, the City Commission approved a task order for part two of the mobility plan to create a formal mobility fee schedule, ordinance and interlocal agreement. The adoption of a City Mobility fee and associated work schedule will facilitate new development paying a fee to the City in order to implement the prioritized mobility projects as recommended in the adopted Mobility Plan.

WGI Task Order No. 34b – Preparation of a Mobility Plan Part Two was approved in April 2025. Phase One work was funded in Fiscal Year 2025 in the amount of \$188,880 and covered the following items: Mobility Plan Integration and Mobility Fee Development. This work was recommended to be funded by the City's Sustainable Bonus Incentive Program Trust Fund (Fund) and is nearing completion. The Fund has a healthy balance of several hundred thousand dollars with additional deposits anticipated during this year as approved projects go to permitting.

The Phase Two work will take place in Fiscal Year 2026 and is coming back to the City Commission for review and funding approval. Again, the Sustainable Bonus Incentive Program Trust Fund is recommended to cover the second component of work, which is to include Mobility Fee Ordinance, County Interlocal Agreement and meetings including hearings and workshops. The amount for Phase Two is \$113,025 and will be part of the budget amendment scheduled for January 2026.

All work for both phases is projected to be completed in early 2026 with the results being brought back to the City Commission for discussion and review. The goal is to have the mobility fee ordinance and interlocal agreement in place by the third quarter of Fiscal Year 2026.

**MOTION:**

Move to approve/disapprove Amendment 1 to Task Order No. 34b with WGI and funding to undertake phase two of a mobility fee for the City of Lake Worth Beach

**ATTACHMENT(S):**

Fiscal Impact Analysis  
Amendment 1  
WGI Task Order 34b

**FISCAL IMPACT ANALYSIS**

Five Year Summary of Fiscal Impact:

| <b>Fiscal Years</b>   | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>2029</b> | <b>2030</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   | \$113,025   | 0           | 0           | 0           | 0           |
| Capital   | 0           | 0           | 0           | 0           | 0           |
| <b>Net Fiscal Impact</b><br><i>(If not budgeted)</i>        | \$113,025   | 0           | 0           | 0           | 0           |
| <b>No. of Addn'l Full-Time</b><br><b>Employee Positions</b> | 0           | 0           | 0           | 0           | 0           |

| <b>Contract Award – New Appropriation (Not Budgeted)</b>                        |  |
|---|--|
|   | Expenditure  |
| Department  | Community Sustainability   |
| Division  | Planning & Preservation  |
| GL Description  | Other Contractual Services   |
| GL Account Number   | 001-2030-515.34-50   |
| Project Number  | N/A  |
| Requested Funds   | \$113,025  |
| Remaining Balance   | N/A  |
| Source of Revenue (i.e. Paygo.<br>Current Revenue, Bond Money,<br>Grants, etc.) | Fund Balance (Sustainable Bonus funds collected from previous years) |

# STAFF REPORT REGULAR MEETING

**AGENDA DATE:** January 20, 2026

**DEPARTMENT:** City Manager

**TITLE:**

Professional Services Agreement with Sumter Local Government Consulting for Executive Recruitment Services - City Manager

**SUMMARY:**

Agreement with Sumter Local Government Consulting for the executive recruitment services for the new City Manager

**BACKGROUND AND JUSTIFICATION:**

The City issued Request for Proposals RFP#25-207 to acquire professional services for Executive Recruitment Services for the new City Manager. The scope of services will include all necessary services to conduct nationwide search, recruit, screen, and fill the executive position of City Manager.

The City received seven (7) responses from interested firms; Colin Baenziger & Associates, Hotep Consulting, MGT Impact Solutions, LLC, Percy Towers, LLC, Raftelis Financial Consultants Inc, Robert E. Slavin Inc, and Sumter Local Government Consulting. Evaluation Committee comprised of the City Commissioners met publicly to evaluate the proposals received. The first step of the evaluations included shortlisting of the firms based on the set evaluation criteria. Evaluation Committee shortlisted two (2) firms: MGT Solutions, LLC and Sumter Local Government Consulting.

Shortlisted firms were invited to prepare presentations at the final evaluation meeting. Evaluation Committee evaluated shortlisted firms after their presentations and recommended the award to Sumter Local Government Consulting .

**MOTION:**

Move to approve/disapprove the Agreement with Sumter Local Government Consulting for Executive Recruitment Services-City Manager for the cost of \$ 21,000 plus reimbursable expenses

**ATTACHMENT(S):**

Fiscal Impact Analysis  
Sumter Local Government Consulting Agreement  
Shortlist Results  
Final Results

**FISCAL IMPACT ANALYSIS**

Five Year Summary of Fiscal Impact:

| <b>Fiscal Years</b>   | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>2029</b> | <b>2030</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)                                     | \$21,000    | 0           | 0           | 0           | 0           |
| Operating   | 0           | 0           | 0           | 0           | 0           |
| Capital   | 0           | 0           | 0           | 0           | 0           |
| <b>Net Fiscal Impact</b><br><i>(If not budgeted)</i>        | 0           | 0           | 0           | 0           | 0           |
| <b>No. of Addn'l Full-Time</b><br><b>Employee Positions</b> | 0           | 0           | 0           | 0           | 0           |

| <b>Contract Award - Existing Appropriation (Budgeted)</b>                              |                                  |
|--|----------------------------------|
|  | <b>Expenditure</b>               |
| <b>Department</b>  | Legislative                      |
| <b>Division</b>  | City Manager                     |
| <b>GL Description</b>  | Contractual Services             |
| <b>GL Account Number</b>   | 001-1020-512.34-50               |
| <b>Project Number</b>  | N/A                              |
| <b>Requested Funds</b>   | \$21,000 + reimbursable expenses |
| <b>Remaining Balance</b>   | \$156,100                        |
| <b>Source of Revenue</b> (i.e. Paygo.<br>Current Revenue, Bond Money,<br>Grants, etc.) | Paygo                            |