

STAFF REPORT REGULAR MEETING

AGENDA DATE: February 3, 2026

DEPARTMENT: Electric Utility

TITLE:

Professional services agreement with Catalis Payments LLC for lockbox services

SUMMARY:

The proposed professional services agreement with Catalis Payments LLC authorizes the vendor to receive and process utility payments for the City's utility bills received via mail.

BACKGROUND AND JUSTIFICATION:

The City of Lake Worth Beach has been utilizing Catalis Payments LLC, lockbox services since 2009 for utility payments received via mail. The City of Lake Worth Beach desires to continue to use Catalis Payments LLC lockbox services by piggy backing off the City of West Palm Beach current contract with Catalis Payments LLC. Procurement Policy and Code authorizes the purchase of good and services through "piggybacking" other governmental competitively procured contracts. The contract term is a (3) three-year agreement with a cost of \$20,000 per year.

This agreement will continue to provide payment processing in a timely manner and ensure business continuity.

MOTION:

Move to approve/disapprove the Professional Services Agreement with Catalis Payments LLC for lockbox services.

ATTACHMENT(S):

Fiscal Impact Analysis
Agreement

FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

Fiscal Years	2026	2027	2028	2029	2030
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)	\$20,000	0	0	0	0
Operating	0	\$20,000	\$20,000	0	0
Capital	0	0	0	0	0
Net Fiscal Impact <i>(If not budgeted)</i>	0	0	0	0	0
No. of Addn'l Full-Time Employee Positions	0	0	0	0	0

Contract Award - Existing Appropriation (Budgeted)	
	Expenditure
Department	Electric Utility
Division	Customer Service
GL Description	Contractual Services/Other
GL Account Number	401-1240-513.34-50
Project Number	N/A
Requested Funds	\$20,000.00
Remaining Balance	\$453,792.40
Source of Revenue (i.e. Paygo. Current Revenue, Bond Money, Grants, etc.)	Current Revenue