

# STAFF REPORT SPECIAL MEETING

**AGENDA DATE:** January 9, 2025

**DEPARTMENT:** Community Sustainability

**TITLE:**

Continuation of Overview Discussion of the Community Sustainability Department – Functions, Responsibilities and Programs

**SUMMARY:**

This is part two of the overview from the September 16, 2024 workshop outlining the functions, responsibilities and programs of the Community Sustainability Department

**BACKGROUND AND JUSTIFICATION:**

The Community Sustainability Department (Department) was created as part of the Fiscal Year 2012 budget process. It formerly was known as the Community Services Department, which had been created the year prior by combining the Building Department, the Planning & Zoning Department and the Code Enforcement Department. It had 17 full time positions in 2011. The newly created Department included the following Divisions based on function: Administration, Building, Planning & Preservation, Code Compliance and Business Licenses. The Geographic Information System (GIS) and Economic Development functions also were added in Fiscal Year 2012. Later, in 2018 the Strategic Planning and Urban Design Division was added, while the GIS function was moved to the Information Technology Department.

The Department currently has 44 full time staff positions and 4 interns, of which 7 of the positions are vacant as of the date of this staff report. They include an associate planner position, two use & occupancy inspectors, one code compliance officer, an assistant building official and two interns. The Department provides for the following responsibilities and services through six divisions:

General Administration – Staffing Resources, Purchasing, Contracts, Office Management, Budgeting, Scheduling, Customer Experience and Facility Improvements

Building Division – Plans Review, Building Inspections, Building Recertifications, Community Rating System (CRS), FEMA Regulations and Florida Building Code

Planning & Preservation Division – Entitlements, Planning (short term and long term), Zoning, Community Studies, City Horticulture, Historic Preservation, Sustainable Bonus Incentive Program, Land Development Regulations and Comprehensive Plan

Code Compliance – Traditional Code Compliance (enforcement of City Codes, Fire Code and Building Code), Nuisance Abatement, Chronic Nuisance Abatement, Remedial Services, Vehicle Red Tagging and Towing, Vacant Property Registration, Foreclosure Coordination, and Use & Occupancy Inspections

Business Licenses – Business License (Business Tax Receipts, Use & Occupancy Registrations and Inspections), Vacant Property Registration, and Affidavit of Non-Rentals

Strategic Planning & Design – Community Visioning, Concierge Review, Economic Development, Economic Incentives, Development Marketing, Confidentiality Agreements, Design Collaboration, Affordable/Workforce Housing Program, Site & Building Sustainable/Performance Standards Program, Transfer Development Rights Program and City Surplus Property Sales

The Department has an overall General Fund budget just end \$2.5 million including staffing and operating expenses, while the Building Enterprise has an operating budget of approximately \$1.8 million including staff and operating expenses. The general fund revenues are just over \$2.6 million. The building enterprise revenues are averaging between \$1.7 and \$1.8 million a year.

**DIRECTION:**

Provide consensus/direction in areas that will improve and support the various goals, objectives and mission of the Department to improve customer service delivery and the future of the City of Lake Worth Beach

**ATTACHMENT(S):**

Fiscal Impact Analysis – N/A  
Organizational Chart  
Leadership Team Resumes  
Fiscal Year 2024 Workload Stats  
DCS Presentation