



PLANNING AND ZONING DEPARTMENT MONTHLY REPORT

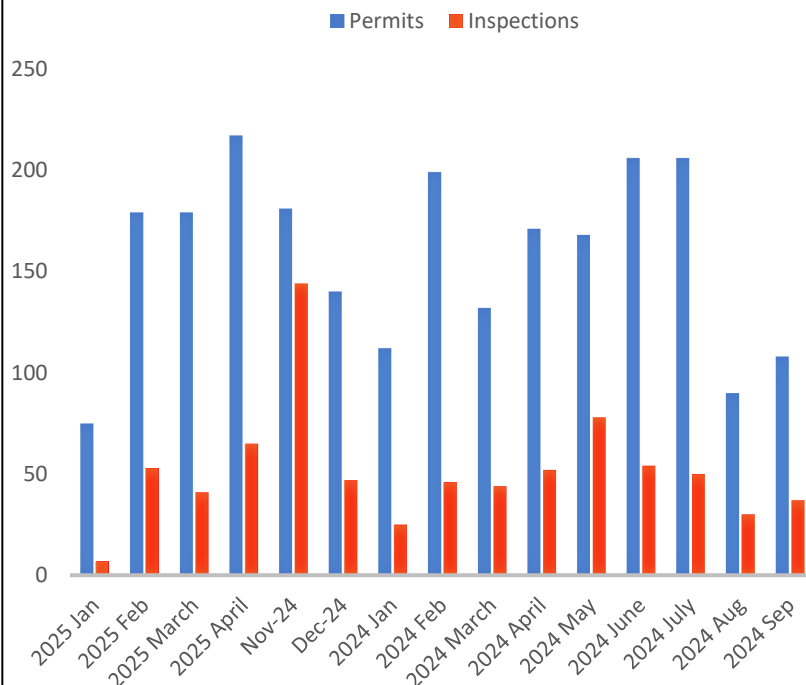
Date: May 14, 2025, Council Meeting
To: Honorable Mayor and Councilmembers
From: Michelle M. Lopez
Interim Planning & Zoning Director
Subject: Planning and Zoning Department's Monthly Report for April 2025

STATISTICS

Customers Assisted (In person)	195
Average Lobby Wait Time (Goal 10 Minutes)	10
Pre-application Meetings	7
Permits Reviewed	217
Site Plans Reviewed	2
Inspections Performed	65
Zoning Items Presented to City Council	1
Zoning Verifications/Determinations Reviewed	6
Open Projects	28

PLANNING AND ZONING STATISTICS

PERMITS REVIEWED AND INSPECTIONS PERFORMED YEAR-TO-DATE



APRIL HIGHLIGHTS

On April 16, 2025, the Mayor and the City Council passed the following Resolutions:

- Res. No. 2025-123 Approval of Special Exception for Smash Padel Courts.

Business Licensing Division:

As of April 30, 2025, there were 7,577 active BTRs and Certificates of Use.
• 49 Business Tax Receipts (BTRs) issued April 2025.
• 64 Certificates of Use (CU) issued March 2025

APRIL REPORT

- Hiring of Licensing Clerk, Development Review Coordinator and Assistant Director in progress.

BUSINESS LICENSING DIVISION
FY 2024-2025

****This report includes Chief Licensing Officer and Licensing Clerk activity.

****Cumulative Amounts are from October 1, 2024 to September 30, 2025

Category Status (As of 9/30/2025)	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25
- Amount Collected for Business Tax Receipts	\$ 55,729.68	\$ 39,233.45	\$ 30,112.35	\$ 40,582.00	\$ 55,612.65	\$ 64,237.90	\$ 21,891.10
- BTR Revenue Renewal Only	\$ 40,876.68	\$ 31,085.45	\$ 21,953.35	\$ 32,266.00	\$ 49,826.45	\$ 53,292.90	\$ 1,093.10
- BTR Revenue New Business Only	\$ 14,749.00	\$ 8,158.00	\$ 8,160.00	\$ 8,316.00	\$ 7,787.00	\$ 12,945.00	\$ 16,838.00
- Total Business Licenses	682	492	331	448	487	420	148
- Amount Collected for Certificate of Use	\$ 19,226.76	\$ 14,634.46	\$ 11,299.94	\$ 13,815.91	\$ 22,270.55	\$ 26,554.93	\$ 17,926.19
- Certificate of Use issued	\$3	62	49	48	84	89	44
- Amount Collected for Foreclosed Property/Outdoor Permits/Alcohol	\$ 75.00	\$ 300.00	\$ 1,075.00	\$ 75.00	\$ 650.00	\$ 850.00	\$ 700.00
- Monthly Total	\$ 75,141.36	\$ 54,169.91	\$ 42,488.29	\$ 53,672.91	\$ 82,534.20	\$ 95,742.83	\$ 40,515.29
- Cumulative Year-to-Date FY 2023-2024 Totals							
Total Adjusted Amount Collected for Business Tax (Oct-24 - Sept-25)	\$ 55,729.68	\$ 94,975.65	\$ 125,088.48	\$ 165,670.48	\$ 225,284.03	\$ 291,421.93	\$ 313,313.03
Total Adjusted Amount Collected for Cert. of Use (Oct-24 - Sept-25)	\$ 19,226.76	\$ 33,761.22	\$ 45,061.16	\$ 58,877.07	\$ 80,247.62	\$ 106,792.55	\$ 124,826.74
Total Adjusted Amount Collected for Outdoor, Alcohol & Foreclosed CO (Oct-24 - Sept-25)	\$ 75.00	\$ 375.00	\$ 1,650.00	\$ 1,725.00	\$ 2,375.00	\$ 3,225.00	\$ 3,925.00
CUMULATIVE TOTAL FY 2024-2025	\$ 75,141.36	\$ 129,311.27	\$ 171,799.56	\$ 225,472.47	\$ 308,006.67	\$ 403,749.50	\$ 444,264.79

Projected Revenues 2024-2025 Business Licensing Division	\$ 1,200,000.00
Collected Percentage up to September 30, 2025	37%

