



PLANNING AND ZONING DEPARTMENT MONTHLY REPORT

**Date:** September 11, 2024, Council Meeting  
**To:** Honorable Mayor and Councilmembers  
**From:** Michelle M. Lopez  
 Interim Planning & Zoning Director  
**Subject:** Planning and Zoning Department’s Monthly Report for July 2024

**STATISTICS**

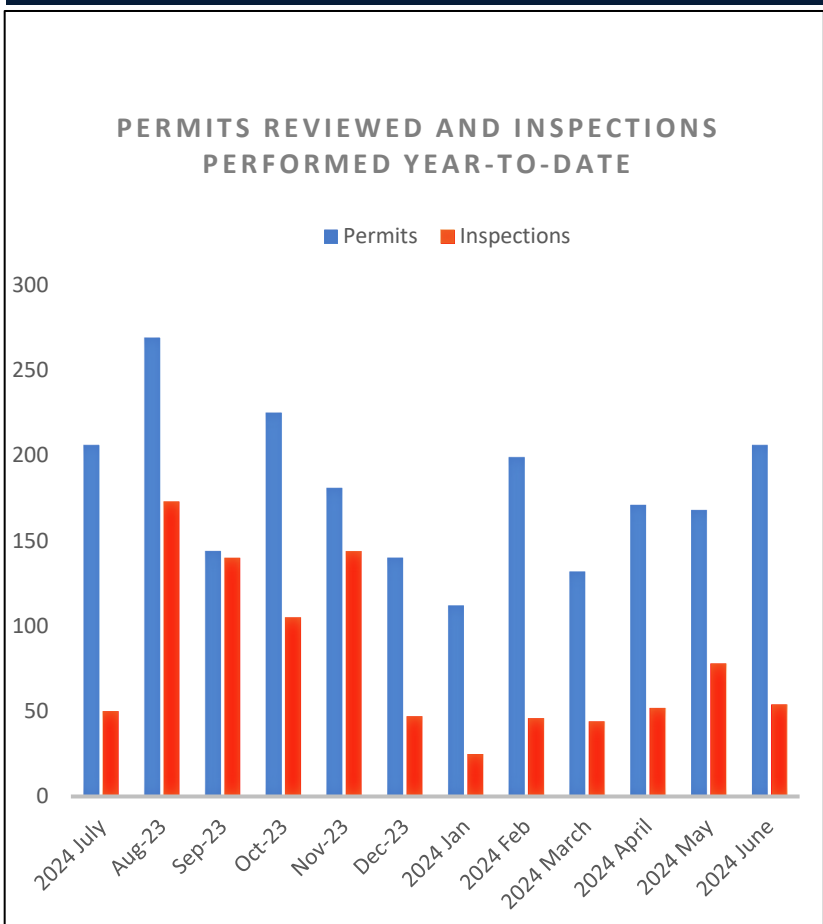
<b>Customers Assisted (In person)</b>	<b>190</b>
<b>Average Lobby Wait Time (Goal 10 Minutes)</b>	<b>9</b>
<b>Pre-application Meetings</b>	<b>8</b>
<b>Permits Reviewed</b>	<b>206</b>
<b>Site Plans Reviewed</b>	<b>4</b>
<b>Inspections Performed</b>	<b>50</b>
<b>Zoning Items Presented to City Council</b>	<b>0</b>
<b>Zoning Verifications/Determinations Reviewed</b>	<b>12</b>
<b>Open Projects</b>	<b>29</b>

**JULY HIGHLIGHTS**

Council and Zoning meetings were not held during the month of July 2024.

As of July 31, 2024, a total of 3,815 business tax receipts were renewed for the year 2025.

**PLANNING AND ZONING STATISTICS**



**JULY REPORT**

- Hiring of two Planners is in progress.
- Senior Planner acquired the Professional Planning Certification (AICP)
- Staff is currently preparing to attend the Florida APA Conference in September 2024.

**BUSINESS LICENSING DIVISION  
FY 2023-2024**

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

\*\*\*\*\*Cumulative Amounts are from October 1, 2023 to September 30, 2024

Category Status (As of 09/30/2023)	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24
<b>* Amount Collected for Business Tax Receipts:</b>	\$ 61,177.55	\$ 35,341.50	\$ 22,553.00	\$ 23,402.35	\$ 22,238.40	\$ 43,863.15	\$ 26,143.00	\$ 34,100.80	\$ 189,776.20	\$ 235,302.70
* BTR Revenue Renewal Only	\$ 48,019.55	\$ 23,793.50	\$ 10,949.00	\$ 12,249.35	\$ 6,832.30	\$ 16,192.15	\$ 13,778.00	\$ 25,125.80	\$ 179,415.20	\$ 216,751.70
* BTR Revenue New Business Only	\$ 13,158.00	\$ 11,548.00	\$ 11,604.00	\$ 11,153.00	\$ 15,406.10	\$ 27,671.00	\$ 12,365.00	\$ 8,975.00	\$ 10,361.00	\$ 18,551.00
* Total Business Licenses	530	254	174	65	101	178	190	219	1,908	1,908
<b>* Amount Collected for Certificates of Use</b>	\$ 18,722.19	\$ 17,294.24	\$ 15,037.18	\$ 15,368.28	\$ 15,867.64	\$ 22,275.24	\$ 18,128.99	\$ 16,499.84	\$ 19,327.73	\$ 18,385.78
* Certificate of Use issued	56	61	56	49	49	65	63	60	53	60
<b>* Amount Collected for Foreclosed Property/Outdoor Permits/Alcohol</b>	\$ 300.00	\$ 675.00	\$ 450.00	\$ 750.00	\$ 650.00	\$ 375.00	\$ 525.00	\$ 275.00	\$ 675.00	\$ 75.00
<b>* Monthly Total</b>	\$ 80,199.74	\$ 53,310.74	\$ 38,040.18	\$ 39,520.63	\$ 38,756.04	\$ 66,513.39	\$ 44,796.99	\$ 50,875.64	\$ 209,778.93	\$ 253,763.48
<b>* Cumulative Year-to-Date FY 2023-2024 Totals</b>										
Total Adjusted Amount Collected for Business Tax (Oct. 23 - Sept. 24)	\$ 61,177.55	\$ 96,519.05	\$ 119,072.05	\$ 142,474.40	\$ 164,712.80	\$ 208,575.95	\$ 234,718.95	\$ 268,819.75	\$ 458,595.95	\$ 693,898.65
Total Adjusted Amount Collected for Cert. of Use (Oct. 23 - Sept. 24)	\$ 18,722.19	\$ 36,016.43	\$ 51,053.61	\$ 66,421.89	\$ 82,289.53	\$ 104,564.77	\$ 122,693.76	\$ 139,193.60	\$ 158,521.33	\$ 176,907.11
Total Adjusted Amount Collected for Outdoor, Alcohol & Foreclosed CU (Oct. 23 - Sept. 24)	\$ 300.00	\$ 975.00	\$ 1,425.00	\$ 2,175.00	\$ 2,825.00	\$ 3,200.00	\$ 3,725.00	\$ 4,000.00	\$ 4,675.00	\$ 4,750.00
<b>CUMMULATIVE TOTAL FY 2023-2024</b>	\$ 80,199.74	\$ 133,510.48	\$ 171,550.66	\$ 211,071.29	\$ 249,827.33	\$ 316,340.72	\$ 361,137.71	\$ 412,013.35	\$ 621,792.28	\$ 875,555.76

<b>Projected Revenues 2023-2024 Business Licensing Division</b>	\$ 1,200,000.00
<b>Collected Percentage up to September 30, 2024</b>	73%

