



CITY COUNCIL AGENDA REPORT

DATE: March 18, 2024
TO: City Council Members
FROM: Chris Gorsky, Administrative Services Director
SUBJECT: Administrative Services Department Report for January 2024

RECOMMENDATION

Receive the Administrative Services Department Report for January 2024 (FY23/24).




Administrative Services

The Administrative Services Department provides a wide range of comprehensive support services which include: accounting, finance administration and reporting, budgeting, audit, compliance, treasury management, payroll, human resources, recruitments, accounts receivable, local tax collection, accounts payable, procurements, business license management, risk management, information technology for the City.

Monthly Report to the City Council

January '24

Highlights of General Fund Revenues:

	Current Period	YTD	FY23/24 Budget	% of Budget
Property Tax	\$ -	\$ 438,163	\$ 980,600	44.7%
Sales Tax	\$ 304,876	\$ 2,074,071	\$3,355,600	61.8%
Measure Y	\$ 681,459	\$ 2,954,374	\$4,100,000	72.1%
Transient Occupancy Tax	\$ 20,761	\$ 362,433	\$ 625,000	58.0%
Cannabis Public Benefit Fees	\$ 53,846	\$ 425,429	\$ 710,000	59.9%
Building Permits	\$ 7,774	\$ 58,429	\$ 100,000	58.4%
Business Licenses	\$ 74,028	\$ 126,622	\$ 126,900	99.8%

Highlights of General Fund Expenditures:

	Current Period	YTD	FY23/24 Budget	% of Budget
Salaries and Benefits	\$ 598,375	\$ 3,913,225	\$7,527,600	52.0%
Operating Expenditures	\$ 238,901	\$ 1,576,043	\$3,489,125	45.2%
Transfers	\$ -	\$ 163,944	\$ 334,000	49.1%

	A/P	YTD	H/R	YTD
Total Number of Checks/DD Processed:	134	1,123	91	801

	Current Month Zone A	Current Month Zone B	YTD Zone A	YTD Zone B
Business License Activity:				
Licenses Issued	3	12	13	96

FISCAL IMPACT

No fiscal impact to the General Fund.