



# CITY COUNCIL AGENDA REPORT

**MEETING DATE:** May 15, 2023

**TO:** City Council Members

**FROM:** Chris Gorsky, Administrative Services Director

**SUBJECT:** Administrative Services Department Report for March 2023

## RECOMMENDATION

Receive the Administrative Services Department Report for March 2023

## DISCUSSION



## 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

### March 2023

#### Highlights of General Fund Revenues:

	Current Period	YTD	FY22/23 Budget	% of Budget
Property Tax	\$ -	\$ 884,343	\$1,374,800	64.3%
Sales Tax	\$ 271,686	\$ 2,548,261	\$3,325,100	76.6%
Transient Occupancy Tax	\$ 64,141	\$ 451,710	\$ 550,000	82.1%
Cannabis Public Benefit Fees	\$ 58,141	\$ 453,786	\$ 585,000	77.6%
Building Permits	\$ 10,867	\$ 113,144	\$ 141,500	80.0%
Business Licenses	\$ 240	\$ 123,481	\$ 120,000	102.9%

#### Highlights of General Fund Expenditures:

	Current Period	YTD	FY22/23 Budget	% of Budget
Salaries and Benefits	\$ 549,046	\$ 4,953,174	\$7,337,800	67.5%
Operating Expenditures	\$ 234,625	\$ 1,622,113	\$2,419,400	67.0%
Transfers	\$ 9,213	\$ 96,135	\$ 300,000	32.0%

#### Total Number of Checks/DD Processed:

A/P	YTD	H/R	YTD
230	1,256	89	1015

#### Business License Activity:

Licenses Issued

Current Month Zone A	Current Month Zone B	YTD Zone A	YTD Zone B
3	4	26	108