



CITY COUNCIL AGENDA REPORT

DATE: April 15, 2024
TO: City Council Members
FROM: Chris Gorsky, Administrative Services Director
SUBJECT: Administrative Services Department Report for February 2024

RECOMMENDATION

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

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

February '24

Highlights of General Fund Revenues:

	Current Period	YTD	FY23/24 Budget	% of Budget
Property Tax	\$ 150,554	\$ 588,717	\$ 980,600	60.0%
Sales Tax	\$ 267,962	\$ 2,342,033	\$ 3,355,600	69.8%
Measure Y	\$ 312,685	\$ 3,267,058	\$ 4,100,000	79.7%
Transient Occupancy Tax	\$ 19,686	\$ 382,442	\$ 625,000	61.2%
Cannibis Public Benefit Fees	\$ 53,010	\$ 478,440	\$ 710,000	67.4%
Building Permits	\$ 6,760	\$ 65,189	\$ 100,000	65.2%
Business Licenses	\$ 2,146	\$ 128,768	\$ 126,900	101.5%

Highlights of General Fund Expenditures:

	Current Period	YTD	FY23/24 Budget	% of Budget
Salaries and Benefits	\$ 487,693	\$ 4,400,918	\$ 7,537,600	58.4%
Operating Expenditures	\$ 174,379	\$ 1,750,422	\$ 3,649,125	48.0%
Transfers	\$ -	\$ 163,944	\$ 334,000	49.1%

Total Number of Checks/DD Processed:

A/P	YTD	H/R	YTD
170	1,293	90	891

Business License Activity:

Licenses Issued

Current Month Zone A	Current Month Zone B	YTD Zone A	YTD Zone B
4	9	17	103