



## ADMINISTRATIVE SERVICES DEPARTMENT

CITY HALL  
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### CITY COUNCIL STAFF REPORT

Meeting: October 17, 2023

#### Subject

Ratifying Accounts Payable for the periods ending September 1, 2023; September 8, 2023; September 15, 2023; September 22, 2023; and September 29, 2023

#### Recommended Action

- A. Adopt Resolution no. 23-XXX ratifying Accounts Payable for the Period ending September 1, 2023;
- B. Adopt Resolution no. 23-XXX ratifying Accounts Payable for the Period ending September 8, 2023;
- C. Adopt Resolution no. 23-XXX ratifying Accounts Payable for the Period ending September 15, 2023;
- D. Adopt Resolution no. 23-XXX ratifying Accounts Payable for the Period ending September 22, 2023; and
- E. Adopt Resolution no. 23-XXX ratifying Accounts Payable for the Period ending September 28, 2023

#### Discussion

Unlike the Monthly Treasurer's and Treasurer's Investment Reports requiring regular reporting within a specific number of days, pursuant to California Government Code Section 41004 and 53607, the frequency of reporting the City's Payment Register follows the City Resolution No 5939, where the report will be "presented to the City Council not less often than once a month for ratification." As such, monthly batches of Weekly Payment Registers are presented to City Council on the second meeting following the close of the reporting period to ensure sufficient time to present the previous month's batches within one report.

#### Sustainability Impact

No sustainability impact.

#### Fiscal Impact

No fiscal impact.

California Environmental Quality Act  
No California Environmental Quality Act impact.

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Prepared by: Jonathan Orozco, Finance Manager

Reviewed by: Kristina Alfaro, Director of Administrative Services and City Treasurer

Approved for Submission by: Pamela Wu, City Manager

A – Draft Resolution 9.1.23

B – Weekly AP Payment Register for the Period Ending 9.1.23

C – Draft Resolution 9.8.23

D – Weekly AP Payment Register for the Period Ending 9.8.23

E – Draft Resolution 9.15.23

F – Weekly AP Payment Register for the Period Ending 9.15.23

G – Draft Resolution 9.22.23

H – Weekly AP Payment Register for the Period Ending 9.22.23

I – Draft Resolution 9.28.23

J – Weekly AP Payment Register for the Period Ending 9.28.23