



## ADMINISTRATIVE SERVICES DEPARTMENT

CITY HALL  
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255  
TELEPHONE: (408) 777-3220 • FAX: (408) 777-3109  
CUPERTINO.ORG

### CITY COUNCIL STAFF REPORT

Meeting: April 15, 2025

#### Subject

Ratifying Accounts Payable for the periods ending March 14, 2025 and March 28, 2025

#### Recommended Action

- A. Adopt Resolution No. 25-XXX ratifying Accounts Payable for the Period ending March 14, 2025; and
- B. Adopt Resolution No. 25-XXX ratifying Accounts Payable for the Period ending March 28, 2025

#### Discussion

Unlike the Treasurer's Monthly Investment Reports that require 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 Resolution No. 5939 which provides that the report will be "presented to the City Council not less often than once a month for ratification." As such, monthly batches of Payment Registers are presented to City Council at 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

Not applicable.

#### City Work Program (CWP) Item:

Not a CWP item.

#### CWP Item Description:

Not Applicable.

Council Goal:  
Not Applicable.

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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 3.14.25

B – AP Payment Register for the Period Ending 3.14.25

C – Draft Resolution 3.28.25

D – AP Payment Register for the Period Ending 3.28.25