



## 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: November 21, 2023

#### Subject

Ratifying Accounts Payable for the periods ending October 6, 2023; October 13, 2023; October 20, 2023; and October 27, 2023

#### Recommended Action

- A. Adopt Resolution no. 23-XXX ratifying Accounts Payable for the Period ending October 6, 2023;
- B. Adopt Resolution no. 23-XXX ratifying Accounts Payable for the Period ending October 13, 2023;
- C. Adopt Resolution no. 23-XXX ratifying Accounts Payable for the Period ending October 20, 2023; and
- D. Adopt Resolution no. 23-XXX ratifying Accounts Payable for the Period ending October 27, 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 10.6.23

B – Weekly AP Payment Register for the Period Ending 10.6.23

C – Draft Resolution 10.13.23

D – Weekly AP Payment Register for the Period Ending 10.13.23

E – Draft Resolution 10.20.23

F – Weekly AP Payment Register for the Period Ending 10.20.23

G – Draft Resolution 10.27.23

H – Weekly AP Payment Register for the Period Ending 10.27.23