



ADMINISTRATIVE SERVICES DEPARTMENT

CITY HALL
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CITY COUNCIL STAFF REPORT

Meeting: January 17, 2024

Subject

Ratifying Accounts Payable for the periods ending November 3, 2023; November 10, 2023; November 17, 2023; and November 24, 2023

Recommended Action

- A. Adopt Resolution no. 24-XXX ratifying Accounts Payable for the Period ending November 3, 2023;
- B. Adopt Resolution no. 24-XXX ratifying Accounts Payable for the Period ending November 10, 2023;
- C. Adopt Resolution no. 24-XXX ratifying Accounts Payable for the Period ending November 17, 2023; and
- D. Adopt Resolution no. 24-XXX ratifying Accounts Payable for the Period ending November 24, 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.

The City Council cancelled the second meeting in December and there was no opportunity to provide the Weekly Payment Registers covering November's disbursements. Following the approved resolution while considering the Cancellation, the November reporting period is being presented in the first meeting following the cancellation.

Sustainability Impact

No sustainability impact.

Fiscal Impact

No fiscal impact.

California Environmental Quality Act

No California Environmental Quality Act impact.

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 11.3.23

B – Weekly AP Payment Register for the Period Ending 11.3.23

C – Draft Resolution 11.10.23

D – Weekly AP Payment Register for the Period Ending 11.10.23

E – Draft Resolution 11.17.23

F – Weekly AP Payment Register for the Period Ending 11.17.23

G – Draft Resolution 11.24.23

H – Weekly AP Payment Register for the Period Ending 11.24.23