



## ADMINISTRATIVE SERVICES DEPARTMENT

CITY HALL  
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### CITY COUNCIL STAFF REPORT

Meeting: February 19, 2025

#### Subject

Ratifying Accounts Payable for the periods ending January 3, 2025; January 17, 2025; and January 31, 2025

#### Recommended Action

- A. Adopt Resolution No. 25-XXX ratifying Accounts Payable for the Period ending January 3, 2025;
- B. Adopt Resolution No. 25-XXX ratifying Accounts Payable for the Period ending January 17, 2025; and
- C. Adopt Resolution No. 25-XXX ratifying Accounts Payable for the Period ending January 31, 2025

#### 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 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.

To improve operational efficiency, the City recently transitioned to processing checks on a biweekly basis. This change streamlines payment workflows while maintaining timely disbursement of funds and compliance with financial policies. The accounts payable batches included in this report reflect this updated processing schedule.

#### 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 1.3.25

B – Weekly AP Payment Register for the Period Ending 1.3.25

C – Draft Resolution 1.17.25

D – Weekly AP Payment Register for the Period Ending 1.17.25

E – Draft Resolution 1.31.25

F – Weekly AP Payment Register for the Period Ending 1.31.25