



ADMINISTRATIVE SERVICES DEPARTMENT

CITY HALL
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CITY COUNCIL STAFF REPORT

Meeting: November 18, 2025

Subject

Ratifying Accounts Payable for the periods ending October 10, 2025 and October 24, 2025

Recommended Action

- A. Adopt Resolution No. 25-XXX ratifying Accounts Payable for the Period ending October 10, 2025; and
- B. Adopt Resolution No. 25-XXX ratifying Accounts Payable for the Period ending October 24, 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 the 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.

City Work Program (CWP) Item/Description

None.

Council Goal

Fiscal Strategy, Public Engagement and Transparency.

California Environmental Quality Act

Not applicable.

Prepared by: Jonathan Orozco, Finance Manager

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

Approved for Submission by: Tina Kapoor, Interim City Manager

A – Draft Resolution 10.10.25

B – AP Payment Register for the Period Ending 10.10.25

C – Draft Resolution 10.24.25

D – AP Payment Register for the Period Ending 10.24.25