



ADMINISTRATIVE SERVICES DEPARTMENT

CITY HALL
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CITY COUNCIL STAFF REPORT

Meeting: September 3, 2025

Subject

Ratifying Accounts Payable for the periods ending July 18, 2025

Recommended Action

- A. Adopt Resolution No. 25-XXX ratifying Accounts Payable for the Period ending July 18, 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.

The City Council did not hold a meeting in August as outlined in the approved City Council Procedures Manual, Section 8.11 City Council Recess Period, with no opportunity to provide the Weekly Payment Registers covering July's disbursements. Following the approved resolution while considering the Recess Period, the July reporting period is being presented in the first meeting following the recess.

Staff inadvertently included the first bi-weekly July AP report in the June AP report that went to City Council on July 15, 2025.

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 7.18.25

B – AP Payment Register for the Period Ending 7.18.25