



## ADMINISTRATIVE SERVICES DEPARTMENT

CITY HALL  
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255  
TELEPHONE: (408) 777-3220  
CUPERTINO.GOV

### CITY COUNCIL STAFF REPORT

Meeting: December 16, 2025

#### Subject

Ratifying Accounts Payable for the periods ending November 7, 2025, and November 21, 2025

#### Recommended Action

- A. Adopt Resolution No. 25-XXX ratifying Accounts Payable for the Period ending November 7, 2025; and
- B. Adopt Resolution No. 25-XXX ratifying Accounts Payable for the Period ending November 21, 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.

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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: Tina Kapoor, City Manager

A – Draft Resolution 11.07.25

B – AP Payment Register for the Period Ending 11.07.25

C – Draft Resolution 11.21.25

D – AP Payment Register for the Period Ending 11.21.25