



ADMINISTRATIVE SERVICES DEPARTMENT

CITY HALL
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CITY COUNCIL STAFF REPORT

Meeting: January 21, 2026

Subject

Ratifying Accounts Payable for the periods ending December 5, 2025, December 19, 2025, and December 26, 2025

Recommended Action

- A. Adopt Resolution No. 26-XXX ratifying Accounts Payable for the Period ending December 5, 2025;
- B. Adopt Resolution No. 26-XXX ratifying Accounts Payable for the Period ending December 19, 2025; and
- C. Adopt Resolution No. 26-XXX ratifying Accounts Payable for the Period ending December 26, 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, Acting Director of Administrative Services and City Treasurer

Approved for Submission by: Tina Kapoor, City Manager

A – Draft Resolution 12.05.25

B – AP Payment Register for the Period Ending 12.05.25

C – Draft Resolution 12.19.25

D – AP Payment Register for the Period Ending 12.19.25

E – Draft Resolution 12.26.25

F – AP Payment Register for the Period Ending 12.26.25