



## MEMORANDUM

**TO:** City Council

**FROM:** Nicole Valentine, Director of Administrative Services

**BY:** Megan Schotborgh, Accounting Manager

**SUBJECT:** Cash Disbursement Ratification

**DATE:** March 25, 2025

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### RECOMMENDATION:

Review and ratify the attached listing of cash disbursements for the period of February 1 through February 15, 2025.

### IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

There is a \$2,022,404.58 fiscal impact for the period of February 16 through February 28, 2025, that includes the following items:

- Accounts Payable Checks \$1,552,800.52
- Payroll & Benefit Checks \$469,604.06

### BACKGROUND:

Cash disbursements are made weekly based on the submission of all required documents supporting the invoices submitted for payment. Prior to payment, Administrative Services staff review all disbursement documents to ensure that they meet the approval requirements adopted in the Municipal Code and the City's Purchasing Policies and Procedures Manual.

### ANALYSIS OF ISSUES:

The attached listing represents the cash disbursements required of normal and usual operations during the period. The disbursements are accounted for in the FY 2024-25 budget.

### ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

1. Approve staff's recommendation;
2. Do not approve staff's recommendation; or
3. Provide other direction to staff.

**ADVANTAGES:**

- The Administrative Services Department monitors payments of invoices for accountability, accuracy, and completeness using standards approved by the City Council.
- Invoices are paid in a timely manner to establish goodwill with merchants.
- Discounts are taken where applicable.

**DISADVANTAGES:**

There are no disadvantages identified in this recommendation.

**ENVIRONMENTAL REVIEW:**

Ratifying the cash disbursements is not a project subject to the California Environmental Quality Act ("CEQA") because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.)

**PUBLIC NOTIFICATION AND COMMENTS:**

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

**ATTACHMENTS:**

1. February 16 through February 28, 2025 – Accounts Payable Check Register
2. February 21, 2025 – Payroll & Benefit Check Register