



MEMORANDUM

TO: CITY COUNCIL

FROM: DEBBIE MALICOAT, DIRECTOR OF ADMINISTRATIVE SERVICES

BY: NICOLE VALENTINE, ACCOUNTING MANAGER

SUBJECT: CONSIDERATION OF CASH DISBURSEMENT RATIFICATION

DATE: NOVEMBER 22, 2016

RECOMMENDATION:

It is recommended the City Council ratify the attached listing of cash disbursements for the period of October 16 through November 15, 2016.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

There is a \$2,826,824.02 fiscal impact that includes the following items:

- Accounts Payable Checks \$1,848,768.99
- Payroll & Benefit Checks \$978,055.03

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 reviews 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 2016-17 budget.

Significant expenditures in this time period include:

- Payment for South Alpine Waterline Improvement Project of \$168,283
- Oak Park Blvd/W Branch/101 Traffic Signal replacement of \$73,057.50 to Lee Wilson Electric Company, Inc.
- Dispatching services for fiscal year 2016-17 of \$71,762.04 to City of Grover Beach
- Council Chambers Access Improvements of \$65,592.09 to Quincon, Inc.

**CITY COUNCIL
CONSIDERATION OF CASH DISBURSEMENT RATIFICATION
NOVEMBER 22, 2016
PAGE 2**

ALTERNATIVES:

The following alternatives are presented for the City Council's consideration:

- Approve staff recommendations;
- Do not approve staff recommendations;
- Provide 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:

No environmental review is required for this item.

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. October 16 – November 15, 2016 – Accounts Payable Check Register
2. October 28 & November 10, 2016 – Payroll & Benefit Check Register