



MEMORANDUM

TO: CITY COUNCIL

FROM: MICHAEL STEVENS, ADMINISTRATIVE SERVICES DIRECTOR

BY: NICOLE VALENTINE, ACCOUNTING MANAGER

SUBJECT: CONSIDERATION OF CASH DISBURSEMENT RATIFICATION

DATE: MAY 12, 2020

SUMMARY OF ACTION:

Review and ratify cash disbursements.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

There is a \$1,885,546.36 fiscal impact that includes the following items:

- | | |
|----------------------------|----------------|
| • Accounts Payable Checks | \$1,379,287.36 |
| • Payroll & Benefit Checks | \$506,259 |

RECOMMENDATION:

It is recommended the City Council ratify the attached listing of cash disbursements for the period of April 16 through April 30, 2020.

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 2019-20 budgets.

ALTERNATIVES:

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

- Approve staff recommendations;
- Do not approve staff recommendations;
- Provide direction to staff.

**CITY COUNCIL
CONSIDERATION OF CASH DISBURSEMENT RATIFICATION
MAY 12, 2020
PAGE 2**

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. April 16 – April 30, 2020 – Accounts Payable Check Register
2. April 24, 2020 – Payroll & Benefit Check Register