



# CITY COUNCIL AGENDA REPORT

CITY HALL

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CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

*SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP*

**DATE:** February 3, 2025

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Chris Gorsky, Administrative Services Director

**SUBJECT:** Consider Acceptance of an Informational Report for December 2024 Accounts Payable Payment Register and Void Report.

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## **RECOMMENDATION:**

Consider Acceptance of an Informational Report for December 2024 Accounts Payable Payment Register and Void Report.

## **BACKGROUND:**

The Administrative Services Department manages the payment processing for all City disbursements. The City has three main types of payments which includes the following:

1. Vendors – These payments are associated with goods received and contractual services provided to the City and payroll benefits paid by the City on behalf of City employees.
2. Refunds – These payments are associated with refunds issued for deposits collected and have been authorized to be released for business licenses, building permits, rental agreements, etc.
3. Employees – These payments are associated with City-related travel advances and reimbursements related to training events or City business reimbursements.

## **DISCUSSION / ANALYSIS:**

On a monthly basis, Administrative Services Staff prepares a monthly warrant report of vendors receiving payment from the City. The informational report of the monthly payments provides Council the oversight and ability to review all spending activity for the City.

## **FISCAL IMPACT:**

No fiscal impact will result from this informational report on the December 2024 Accounts Payable Payment Register and Void report. Expenditures are tracking according to budget authority.

All payments have been approved for payment through the adoption of the fiscal year budget or by an additional item passed by Council.



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## ATTACHMENTS:

- Accounts Payable Warrants Report

## CORE COUNCIL PRIORITIES:

Fiscal Responsibility and Stability, Staffing - Salary, Benefits, Training, and Retention