



## Legislation Text

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**File #:** 20-0336, **Version:** 1

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Steve S. Charelian, Finance Director  
Henry Mitzner, Controller  
Julie Bondarchuk, Senior Accountant  
Libby Bretthauer, Senior Financial Analyst

**SUBJECT:**

Financial Reports:

- a) Schedule of Demands November 12, 2020
- b) Investment Portfolio for the Month Ending October 31, 2020
- c) Month End Report for October 31, 2020  
(Finance Director Charelian).

**ACCEPT REPORTS AND DEMANDS**

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**RECOMMENDATION:**

Staff recommends that the City Council accept the attached reports and demands.

**FISCAL IMPLICATIONS:**

The financial reports included herein are designed to communicate fiscal activity based upon adopted and approved budget appropriations. No further action of a fiscal nature is requested as part of this report.

The total value of the warrant register November 12, 2020, is \$3,090,814.42.

**BACKGROUND:**

Finance staff prepares a variety of financial reports for City Council and the Finance Subcommittee. A brief discussion of the attached report follows.

**DISCUSSION:**

Schedule of Demands:

Every two weeks, staff prepares a comprehensive listing of all disbursements with staff certification that the expenditure transactions listed have been reviewed and are within budgeted appropriations.

Investment Portfolio:

Detailed Investment reports are provided to the Finance Subcommittee with summary reporting to City Council. The month end portfolio includes a certification by the Finance Director that all

investments comply with established Investment Policies (or with Finance Subcommittee approved exceptions), and there is sufficient liquidity to support projected expenditures.

**Month End Report:**

This package includes summary level financial information for the month ending October 31 2020. This report marks the fourth month of Fiscal Year 2020-2021 and reflects the annual budget adopted by City Council.

The report provides monthly and year-to-date activity for all funds and departments presenting a snapshot of budget performance. A report highlighting the performance of key revenue sources is also included.

**PUBLIC OUTREACH:**

After analysis, staff determined that public outreach was not required for this issue.

**ENVIRONMENTAL REVIEW:**

The City has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA Guidelines; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines the activity is not subject to CEQA. Thus, no environmental review is necessary.

**LEGAL REVIEW:**

The City Attorney has reviewed this report and determined that no additional legal analysis is necessary.

**ATTACHMENTS:**

1. Schedule of Demands for November 12, 2020
2. Investment Portfolio for the Month Ending October 31, 2020
3. Month End Report for October 31, 2020