

# *City of Brisbane*

## *Agenda Report*

To: City Council via City Manager  
From: Administrative Services Director  
Subject: Check Register  
Date: March 5, 2012

### **Purpose:**

Provide the City Council and the Community on opportunity to review the list of checks the City mails.

### **Recommendation:**

Acknowledge receipt of the check list.

### **Background:**

On June 6, 2011 the City Council voted to have warrant lists included in the City Council packet. Prior to this the warrant list was provided to the Council members every two weeks prior to the release of the checks for their information. A copy of the list is kept at the Finance Department for residents who would like to review it.

### **Discussion:**

The City issues checks every two weeks to its vendors to ensure timely payment of goods and services purchased. There are times which the City Council does not meet for several weeks in a row (Summer and December recesses). Providing the warrant list as part of the Council packet at these times does not necessarily mean the Council or the public have timely access to the list of checks the City is sending out.

The list of checks include the reimbursements for Dental and Medical claims handled by the City. This may be an area of unease for some of our employees who do not necessarily want their medical expenditures put out that publicly.

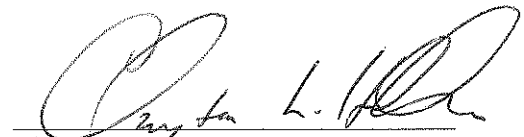
### **Fiscal Impact:**

None.

**Measure of Success**

Checks are mailed on a timely basis while providing City Council oversight.

  
\_\_\_\_\_  
Administrative Services Director  
Stuart Schilligner

  
\_\_\_\_\_  
City Manager  
Clay Holstine