

City of Los Alamitos

Administrative Regulation

Regulation:	2.6
Title:	Accelerated Warrant Policy
Authority:	City Council Minute Action
Date:	October 23, 2023
Revised:	

- 1. Purpose:** The Warrant Report is provided to the Council on a consent basis and covers checks and electronic funds transfers for the previous month or period (i.e. September 1, 2023 through September 30, 2023). The Director of Finance certifies the accuracy of the warrants and the availability of funds for payment.

The Warrant Register is a generally accepted municipal accounting tool used to highlight a city's expenditures over a set period of time. While it is a helpful summary of a city's expenditures, there is often background or explanation needed in order to highlight the purpose of individual expenditures. Given the desire to ensure that all information that is being provided is well-researched and accurate, the following policy aims to create greater transparency and to better facilitate the flow of this information.

- 2. Regulation:** Adopted by City Council minute action on October 23, 2023.

- 3. Application:** As is customary in all cities, agendas, and the related warrant registers are posted no later than 72 hours before a City Council meeting. To provide more time for review, the Budget Standing Committee recommended that the City Council adopt an accelerated timeline to give the City Council access to the Warrant Register on the Monday before the City Council meeting.

This accelerated timeline would provide City Council members with an opportunity to review the Warrant Register and submit any related questions to the City's Finance Department before the meeting. In doing so, those questions could be properly researched and answered.

Under this accelerated timeline, Council members shall submit their warrant-related questions to the Finance Department by the close of business on the Thursday before the next City Council meeting.

Staff would then research the questions asked and respond to the entire City Council before the Monday meeting. As these questions are often asked to highlight or underscore different expenditures that might be of interest to the public, Council members would then be able to ask these questions again at the meeting if they choose to.

Any questions not received by the Thursday deadline will be researched, and their answers will be provided before the next City Council meeting.

In accordance with the current information dissemination protocols, answers to any warrant questions will be provided to all Council members.

4. Timeline Example:

Sample Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 Warrants Released to Council	10	11	12 5:30 p.m. Council Questions Due	13	14
15	16 Answers distributed prior to meeting Council Meeting	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				